The future of Health Care Professionals start at SMU

www.smu.ac.za
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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.

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.

MOTTO

‘Knowledge for Quality Health Services’
SMU was established when the former 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 former Minister Nzimande, when he announced his intention to separate Medunsa Campus Unit, from University of Limpopo. The former 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 Natal (UKZN) and Dr Max Price, the former Vice-Chancellor of University of Cape Town (UCT).
How do I apply to study at SMU?
- **Download the student application form from:**
  www.smu.ac.za
- Complete the form in full and answer all questions with black ink (pen).
- Make sure the names appearing on your Identity Document (ID), as well as your certificates are the same and in the same sequence.
- All student application forms submitted after closing dates will not be considered.

When is Open Day for 2018?
- Friday, 18 May 2018

I am an international student, how do I apply to study at SMU?
- All non-South African citizens are required to obtain a study permit prior to registering as students. Application for study permits should be submitted to the South African Home Affairs, Consulate or High Commissioner in your country or residence/origin, and it would be in favour of Sefako Makgatho Health Sciences University (SMU) and to be submitted during registrations.

How do I apply for SMU student residence/accommodation?
- On page 5 of the student application form, there is an option for residential application.

What documents do I attach on the SMU student application form?
- Certified copy of your ID or Birth Certificate.
- Certified copy of final grade 11 results or final National Senior Certificate (NSC) / Matric Certificate (only those who completed matric).

**NB: Do not submit your mid-year grade 12 results.**
- Official academic record(s) from previous university (ies) attended, including SMU (if applicable).
- Certificate of conduct from all universities attended (if applicable).
- Proof of application fee payment (copy of deposit slip). **NB: No application form will be considered without proof of payment.**
How much is the SMU student application fee?
- The application fee is R200 only and is non-refundable.

Where and how do I deposit SMU student application fee?
Bank: Standard Bank
Account Number: 071 244 395
Account Name: Sefako Makgatho Health Sciences University
Branch Number: 020 909
Use your ID number as a Reference

*NB: No cash should accompany the application form.*

Does SMU have online student application?
- No, currently we do not have an online application (you can only download the application form).

*Download the student application form, by clicking www.smu.ac.za*

When is the closing date(s) for SMU student applications 2018?
- **Friday, 29 June 2018** is the closing date to apply for the following courses: Bachelor of Medicine and Bachelor of Surgery (MBChB); Bachelor of Diagnostic Radiography (B Rad); Bachelor of Dental Surgery (BDS); Bachelor of Dental Therapy (BDT); Bachelor of Oral Hygiene (BoH); Bachelor of Pharmacy (B Pharm); and Bachelor of Science in Physiotherapy (BSc Physio).
- **Friday, 27 July 2018** is the closing date to apply for the following courses: Bachelor of Nursing Sciences and Art (B NSC / B Cur); Bachelor of Speech-Language Pathology and Audiology (B SLP & A); Bachelor of Occupational Therapy (B Occ Ther); Bachelor of Science in Dietetics (BSc Dietetics); Bachelor of Science (BSc) majoring in Biochemistry, Biology, Chemistry, Computer Science, Mathematics and Applied Mathematics, Physics, Physiology, Psychology, Statistics.
Where do I post my SMU student application form?

- **Post to: The Registrar**
  Sefako Makgatho Health Sciences University (SMU)
  P.O. Box 60
  Medunsa 0204
- **Or hand deliver to:** Student Administration and Registration office, Clinical Pathology Building (Basement).

  **Office Hours:** Monday - Friday: 7h30 - 16h00  
  **Enquiries call:** (012) 521 4979 / 4058 / 5886 / 4319 / 4137 / 4204

Can I e-mail / fax my SMU student application form?

- Applications can be submitted by email, posted or hand delivered.  
  **Email Address:** mmule.hlatshwayo@smu.ac.za

How will I know about the status of my SMU student application?

- All information regarding the status of your application will be communicated to you via SMS and/or phone call.

When can I expect a response from SMU on whether my application has been approved or not?

- Pre-selections will be done between September and October 2018 using your grade 11 results (current matriculants) and letters with the outcome will be sent.
- The final selection process will take place during the second week of January 2019, SMS notification and telephone calls will be made to successful applicants.

If I already have a matric certificate, do I wait for January to know my application status?

- It depends on which qualification you applied for, you will be informed before end of the year, but other qualifications unfortunately you will have to wait until January.
Does SMU have late applications?

- **No, there are no late applications**

What documents should I bring when I come to register at SMU in 2019, provided my student application is successful?

- Bring the following certified copies: ID, NSC statements of results/ Matric Certificate (if applicable), as well as an official academic transcript – (if applicable) on the day of registration during **January/February 2019**.

**NB: Kindly note that all SMU prospective students must write the National Benchmark Test (NBT) for 2019 admission.**

*For more information about NBT visit:*
www.nbt.ac.za, or Email: nbt@uct.ac.za, or call: 021 650 3523.
Admission points of 32 is required together with programme specific admission requirements.

<table>
<thead>
<tr>
<th>National SR Achievement Level</th>
<th>NSC - Level of Achievement</th>
<th>Admission Points (APS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Outstanding Achievement</td>
<td>(80-100%)</td>
</tr>
<tr>
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<td>Meritorious Achievement</td>
<td>(70-79%)</td>
</tr>
<tr>
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<td>(60-69%)</td>
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<td>4</td>
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</tr>
<tr>
<td>3</td>
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<td>(40-49%)</td>
</tr>
<tr>
<td>2</td>
<td>Elementary Achievement</td>
<td>(30-39%)</td>
</tr>
<tr>
<td>1</td>
<td>Not achieved</td>
<td>(0-29%)</td>
</tr>
</tbody>
</table>

Duration
Minimum: 6 yrs
Maximum: 8 yrs

Career Opportunities
- Can work as medical doctor and specialize in various medical disciplines.
Bachelor of Diagnostic Radiography (BRAD)

Requirements
National Senior Certificate (NSC) for Degree purpose with (Mathematics, Physical Science, Life Science and English) as well as complying with the University policy.

To obtain a university entrance a candidate must have passed four (4) of the seven (7) school subjects with a minimum of four (4) (50%).
Minimum admission point of 4 in each of the following subjects is required

- Mathematics
- Physical Sciences
- Life sciences
- English
- (Total minimum admission point score = 16 plus a score of 8 for the other additional subjects)

Duration
Minimum: 3 years

Maximum: 5 years
Clinical training is done at accredited Hospitals in Gauteng, Limpopo and North West provinces.

Career advancement
- Ultrasonography
- Mammography
- Radiotherapy
- Nuclear Medicine
- Honours
- Masters
- PhD

Career Opportunity
- Provincial hospitals
- Private hospitals
- Mining industry
- Radiography education
- Self-employment
- Corporate industry
- International employment

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<tr>
<td>1</td>
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<td>(0-29%)</td>
</tr>
</tbody>
</table>
Bachelor of Dental Surgery (BDS), Bachelor of Dental Therapy (BDT), Bachelor of Oral Hygiene (BoH).

### Subject Points

<table>
<thead>
<tr>
<th>Subject</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>Physical sciences</td>
<td>5</td>
</tr>
<tr>
<td>Life Sciences</td>
<td>5</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Additional Subject 1</td>
<td>4</td>
</tr>
<tr>
<td>Additional Subject 2</td>
<td>4</td>
</tr>
<tr>
<td>Life orientation</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

### Duration

5 Years

### Career Opportunity

- A dentist's work ranges from the prevention of tooth decay, preparing and filling of cavities to highly intricate tooth reconstruction and realignment procedure, as well as exciting methods to perfect the appearance of the mouth, teeth and surrounding tissues.
- Dentist can work in private practice, public dental services and academic dentistry.
# Bachelor of Dental Therapy (BDT)

## National Senior Certificate

<table>
<thead>
<tr>
<th>Subject</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Physical sciences</td>
<td>4</td>
</tr>
<tr>
<td>Life Sciences</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Additional Subject 1</td>
<td>4</td>
</tr>
<tr>
<td>Additional Subject 2</td>
<td>3</td>
</tr>
<tr>
<td>Life orientation</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>26</strong></td>
</tr>
</tbody>
</table>

**Duration**

3 years

## Career Opportunity

- A Dental Therapist performs all the basic much needed procedures eg - extractions, cleaning and polishing teeth and x-rays.
- He/she can work in private practice, public dental services, academic dentistry.
Bachelor of Oral Hygiene (BOH)

National Senior Certificate

<table>
<thead>
<tr>
<th>Subject</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Physical sciences</td>
<td>4</td>
</tr>
<tr>
<td>Life Sciences</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Additional Subject 1</td>
<td>4</td>
</tr>
<tr>
<td>Additional Subject 2</td>
<td>3</td>
</tr>
<tr>
<td>Life orientation</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>26</td>
</tr>
</tbody>
</table>

Duration
3 years

Career Opportunity

- An Oral Hygienist is trained to instruct and motivate on effective oral hygiene care in order to prevent oral disease.
- He/she is skilled in cleaning and polishing teeth, taking x-rays and preventative procedures, including health promotion.
- They can work in private practice, public dental services and academic dentistry.
Bachelor of Pharmacy (BPharm)

About the BPharm Degree
The BPharm at SMU follows an integrated, thematic problem based modular method of instruction and thus has limited number of places.

National Senior Certificate (NSC)
Applicants require the following minimum Admission Point Score (APS).

<table>
<thead>
<tr>
<th>Subject</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>Physical sciences</td>
<td>5</td>
</tr>
<tr>
<td>Life Sciences</td>
<td>5</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Additional Subject 1</td>
<td>4</td>
</tr>
<tr>
<td>Additional Subject 2</td>
<td>4</td>
</tr>
<tr>
<td>Life orientation</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

Duration
4 years

Applications will be considered from candidates who are in possession of, or about to receive:
- A matriculation certificate from Matriculation Board/
- A certificate of exemption from the matriculation examination granted by the Matriculation Board
- A senior certificate with University Exemption. Candidates will be required to have passed Mathematics, Physical Sciences and at least one of the following subjects in the Higher Grade (with minimum symbol D) at matric level:
  - a) Biology
  - b) Physiology or Physical Sciences
  - c) English

- Candidates with Mathematics in the standard Grade who achieved an A or B rating may be considered.
- Applications will also be considered from candidates who have completed appropriate
training within the requirements of the National Qualifications Framework and who indicates BPharm as their first choice.

- The BPharm Student Selection Committee at SMU screens all candidates who comply with the above criteria.
- Listed applicants undergo potential testing and an interview. Results of this process are combined with the academic results to identify suitable candidates for admission and provisional admission.
- Because of the nature of the programme and the variety of teaching/learning and assessment methods, admission to Year Two of the BPharm Programme the BPharm programme at SMU, is at first year level only. Due to lack of capacity, limitations in numbers of intake, and pharmacokinetics, which are essential ranking for an understanding of drug action system, some applicants may not be selected even if they meet the minimum requirements.

- Methods of learning include tutorials, site visits, workshops, practicals and experiential learning.
SCHOOL OF HEALTH CARE SCIENCES

Bachelor of Nursing Sciences and Art (BNSA) (BCUR)

Duration
4 years

Requirements
Matriculation exemption certificate with the minimum of symbol E (HG) or Standard grade C (SG)
- Mathematics
- Physical sciences
- Biology

National Senior Certificate

<table>
<thead>
<tr>
<th>Subject</th>
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<tbody>
<tr>
<td>Mathematics</td>
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</tr>
<tr>
<td>Life Sciences</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Additional Subject1 - History/Agriculture</td>
<td>3</td>
</tr>
<tr>
<td>Additional Subject 2 - Consumer Studies/Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>Life orientation</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>25</td>
</tr>
</tbody>
</table>

Career Opportunity
Nurses have a professional role of patient care which includes specialities like General Nursing Science, Community Nursing Science, Psychiatric Nursing Science and Midwifery. Further career opportunities include Nursing Education, Health Service Management and Research.
Physiotherapy is an essential health service within the medical profession and applicable to all aspects of health care. It provides palliative, rehabilitative, preventative and curative care. Physiotherapy also involves health education extending from the patient and caregivers to groups, such as health care workers in community, industrial workers and school learners and teachers. Can work in public and private hospitals. Private practice, tertiary institution, sports, special schools and crèches, industry community clinics, rehabilitation centres and overseas work, among others.

### Requirements
Matric/ National Senior Certificate

<table>
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<th>Subject</th>
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<td>English</td>
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<td>Additional Subject 2</td>
<td>4</td>
</tr>
<tr>
<td>Life orientation</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>28</strong></td>
</tr>
</tbody>
</table>

**Duration**
4 years

**Career Opportunity**
- Physiotherapy is a practical scientific profession where patients are treated using physical means.
- Physiotherapists use various tools of treatment such as hands, mechanical and electrical machines, and natural elements like water, heat and cold.
Bachelor of Speech - Language Pathology and Audiology (B SLP & A)

Candidates need to meet the university requirements.

**Career Opportunities**
According to the professional board speech-language pathology and audiology professions, the speech-language pathologist is involved with the prevention, identification, assessment and treatment of individual with the communication disorders. The speech-language therapist will furthermore be involved in the counselling process of the individual with a communication disorders will also be conducted.

The speech-language therapist will treat clients presenting with the following communication disorders:
- Development or acquired speech disorders and motor speech disorders resulting from strokes or functional abnormalities;
- Developmental or acquired disorders of language and language processing as well as auditory processing disorders involving oral, written, graphic and manual modes of communication;
• Developmental and acquired disorders involve in feeding and swallowing. The Audiologist is involved with the prevention, identification, assessment and treatment of individuals with hearing disorders. The audiologist will furthermore be involved in the counselling process of the individual with a hearing disorder and be involved in the consultation with the other professionals involved in the treatment of the client, research with the regards to communication disorders will also be conducted.

The audiologist will treat individuals with hearing disorders presenting with:
• Organic disorders of the auditory system as well as the balance system;
• Functional hearing disorders;
• Central auditory processing disorders;
• Developmental acquired disorders of language and language processing caused by hearing loss involving oral, written and/or graphic modes of communication as well assign language and other;
• Developmental or acquired speech disorders resulting from a hearing loss caused by articulation, phonology and/or voice disorders.

The speech language therapist and/or audiologist treat client in variety of settings ranging from private practice, private hospitals, government hospitals, rural clinics, tertiary institutions, schools, industries communities and home environments.

**Selection criteria for SLP & A**
A candidate must comply with the conditions and meet the selection criteria as determined by discipline of speech-language pathology and audiology.
Candidates will be considered according to the following minimum selection criteria:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>APS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compulsory Subjects</strong></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Life Sciences</td>
<td>4</td>
</tr>
<tr>
<td>Any language at home or first additional level</td>
<td>4</td>
</tr>
<tr>
<td>Life orientation</td>
<td>3</td>
</tr>
<tr>
<td>Additional 2 Subjects</td>
<td>3 each</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>25</td>
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</table>

### Requirements

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### General

Students are also required to observe at hospitals, private practices and/or clinics regarding the Speech-Language pathology and audiology scope of practice before an initials election will be done.

For practical reasons only a limited number of applicants can be admitted to the degree programme.
Occupational Therapy (OT) is a profession that helps people to function independently in whatever they do. This means the OT helps people to perform those occupations and activities that are important to them. This could relate to self-care, work, leisure or play.

Helping people of all age groups to perform ordinary, everyday activities is very important when people are ill, injured or live with a disability.

OT helps them to regain skills or to develop new ones so that they can live a meaningful life again.

In OT, the whole person is important. This means that physical, social and mental factors are taken into consideration.

Is Occupational Therapy the career for you?
Yes, if you:
- Enjoy working with disabled or ill people
- Care about well-being of others, lives, like challenges to deal, with it in a new and creative way,
• Want others to help themselves by improving quality of their lives, like challenges to deal with it in a new and creative way
• Likes solving problems in a practical way.

What kind of situation do OTS work in?
These are few examples
• Visiting and assisting people at home and at work
• Treating people in clinics and hospitals,
• Work with disabled children at school,
• Helping mentally ill people cope with community life.

What are the job opportunities for OTS?
• The community
• District health services
• Community and tertiary hospitals
• Rehabilitation and mental health institutions
• Old age homes
• Insurance and medical aid companies
• Government departments
• Private practice (working for others or being self-employed)

OTs can become consultants to:
• Industry
• Lawyers
• Architects and planners

What do you need to be admitted to the OT course at SMU?
The minimum admission requirements:

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<tr>
<td>English</td>
<td>4</td>
</tr>
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<td>Additional Subject 1</td>
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The (B. Occ Ther.) degree course is a full-time 4-year course. Upon completion of this degree, you must register with the Health Professions Council of South Africa (HPCSA).

Afterwards, students may go on to postgraduate studies and do a Master Degree and then a PhD.

There are 4 subjects that the student registers for throughout their training. These are:

- **Intervention Theory**
  Here, the student learns about the methods used to treat ill and disabled persons.

- **Therapeutic Media**
  These are the unique methods and activities used by OTs to enable ill and disabled persons to adapt to the environment. Students learn a variety of activities such as woodwork, gardening, stress management, and life skills. Students also learn to adopt these activities using knowledge from other subjects such as kinesiology, work-study, and ergonomics. In addition, students learn to use equipment and tools in OT and practice.

- **Occupational Therapy Applied**
  This subject includes the clinical practical work where the students learn to treat the clients and enable persons with disabilities to function independently. Practical experience includes exposure to patients and clients of all age groups. In general, hospitals, psychiatric institutions, special schools, and the community. Students are exposed to clients in the community from the first year of study. Other subjects, which form part of the course, are Anatomy, Biophysics, Clinical sciences, Physiology, Psychology, and English.

**Why study Occupational Therapy at SMU?**

Because SMU students are exposed to:

- Different communities
- Different provinces
- The diversity of clients, and
- Primary health care.

**Our curriculum will help to equip the newly qualified OT to:**

Function in any situation, at all three levels of health care (community, district hospital, and tertiary institutions), and to work with individual groups of clients.
Bachelor of Sciences In Dietetics (BSC Dietetics)

Requirements
Applicants with the national senior certificate should have the following minimum admission point scores (APS).

National Senior Certificate

<table>
<thead>
<tr>
<th>Subject</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Physical sciences</td>
<td>4</td>
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<tr>
<td>Life Sciences</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Additional Subject 1</td>
<td>3</td>
</tr>
<tr>
<td>Additional Subject 2</td>
<td>3</td>
</tr>
<tr>
<td>Life orientation</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>25</td>
</tr>
</tbody>
</table>

Applicants who have successfully completed grade 12 senior certificates with full university exemption prior to 2008 admission requirement is as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>HG</th>
<th>SG</th>
<th>Points</th>
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<tbody>
<tr>
<td>Mathematics</td>
<td>D</td>
<td>C</td>
<td>4</td>
</tr>
<tr>
<td>Physical sciences</td>
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<td>Life sciences</td>
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<tr>
<td>English</td>
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<tr>
<td>Additional subjects</td>
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<td>D</td>
<td>3</td>
</tr>
<tr>
<td>Additional subjects</td>
<td>E</td>
<td>D</td>
<td>3</td>
</tr>
</tbody>
</table>

Duration
4 years including 34 weeks integrated internship, of which 23 weeks are continuous during the fourth year of study.
What is a Dietitian?
A qualified Dietitian is a health professional registered with the health professional Council of South Africa (HPCSA). It is a provision that applies the science of food and nutrition for the purpose of promoting health and development of individuals, groups, communities and population.

Community Services
Following completion of the training is one year of community services.

Career Opportunities
Dieticians work wherever nutrition expertise is needed and are involved in the planning and management of nutrition related services.

Examples of career opportunities:
- Hospitals and health centres where they provide nutritional care for the individual patients who have special needs for nutritional support and therapeutic diets.
- Medical and pharmaceutical companies who manufactured highly specialized nutrition products.
- The dieticians will contribute to their development and promotion.
- Food services and catering companies, where nutritional expertise is important in food service management, including therapeutic nutrition.

Dieticians may have their own private practice, where patients receive mortician and dietary care.
SCHOOL OF SCIENCE AND TECHNOLOGY
Admission to BSc Year Level 1

For BSC (extended degree programme) EDP.

Duration
Three years BSC and four years BCC (ECP)

<table>
<thead>
<tr>
<th>Subject</th>
<th>M</th>
<th>PS</th>
<th>LS</th>
<th>E</th>
<th>1 Other</th>
<th>1 Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Least score</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

Chemistry
The study of the composition, structure and properties of matter and the changes it undergoes. The chemical industry in South Africa is relatively large, absorbing large numbers of graduates into academic institution as well as pharmaceutical, mining manufacturing, government and private laboratories.

Biochemistry
Teaching, research, quality control, sales production, research, and development, agricultural / crop development, pharmaceuticals, water treatment, food industries, bio-safety and the environment as well as industries transformation raw material using chemical and biochemical technology.

Mathematics & Applied Mathematics
Teaching, research engineering, information and communications technology, computer programming, system analysis & operational functioning.

Statistics
Teaching, research, industry, consulting for financial institutions, census office and market research organizations. Statistics attract relatively high salaries. There are possibilities of launching private consulting private consulting agencies.

Computer Science
This is the fast-growing industry with highly competitive remuneration. Opportunities exists for programmer and
system analyst, system designer, database managers, operation managers, project managers and network specialists.

**Physiology**

Academic opportunities exist in medical faculties for lecturing and research. Physiologist are also in demand in pharmaceutical companies, biotechnology and various medical disciplines.

**Psychology**

Has application to careers in a broad spectrum of setting ranging from schools, clinics, churches, community service organisations, hospitals rehabilitation centres, universities, education departments, the HSRC, SANDF, Department of Labour, commerce, industry and private practice.

**Physics**

Career opportunities include teaching, research, medical physics, nuclear physics, physical engineering and industry. Many fields: acoustics, astronomy, astrophysics, geophysics, vacuum science, thin film technology, environment, material sciences, technicians, software designs.

**Biology**

Nature conversation bodies; (natural, provincial and private); education (primary to tertiary); government departments (agriculture, forestry, sea fisheries, water affairs and environmental affairs); medical and veterinary laboratories; private sector (industry, environmental impact assessments; pharmaceutical companies).
Financial Aid Office (FAO) strives to render excellent, efficient, professional and a friendly service to students. FAO offers students an opportunity to access tertiary education, though not all students qualify for financial aid assistance as it is granted on the basis of certain financial and academic criteria. Students who are needy and have academic potential are urged to collect application forms and apply for financial aid at the FAO.

**Services provided at the FAO include:**

- **Merit Bursaries**
  As a first year student, you qualify to receive a merit bursary, if you are studying towards your first degree, for the first time after passing grade 12. An average mark of 70% or higher in your grade 12 final examination to qualify for the bursary.
The 70% average is calculated as follows:
- The old curriculum, matriculation certificate, add the percentages of six best (6) of the final exam results and divide by six (6).
- 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 FAO.

• National Student Financial Aid Scheme (NSFAS)
All supporting documents should accompany the application form upon return. The NSFAS means test will be applied to determine eligibility.

Supporting documentation required for application:
• Certified copy of Identity Document (ID) document /passport of student/mother/father/guardian/wife/husband.
• Original/certified copy of pays lips/pension slip for both parents/guardian/spouse (these should not be older than three [3] months).
• In case of deceased parents, attach certified death certificates.
• If parents are divorced, attach a copy of the decree of divorce.
• If parents/guardian/spouse are self-employed, attach a copy of the latest financial statement.
• If parents are unemployed, attach sworn affidavits accompanied by a report from a social worker, religious leader/traditional leader or council.
• Proof of family income must be provided in all affidavits.
• If parents are married, attach a marriage certificate.
• If parents are separated, attach pay slips of both and an official letter from the social worker/religious leader confirming the separation.
• Certified copy of previous degree/diploma/certificate.
• If you are currently doing in-service training, attach pay-slip or provide the University with proof from your employer stating whether your study leave is paid or unpaid.
• ID copies/birth certificates/letters from school of other family members.
• Proof of registration for siblings at other tertiary institutions.

For enquiries, NSFAS brochures and more information on the above visit the Financial Aid Office or NSFAS website:

www.nsfas.org.za.

**Fundi**

Fundi provides finance for study and registration fees and settling outstanding balances among others.

Allowances such as books and meals are offered through the Eduxtras card.
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 has 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: 07h30 - 24h00
• Computer Science, NSB: Open as per schedule
• English Department, NSB: Open as per schedule
• Statistics Lab schedule: Open as per
• 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: 07h30 - 24h00
  Ground Floor
• Pharmacy, BMS schedule: Open as per

You are welcome to use any of the available labs of your choice, with the 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
changed regularly for security purposes.
• 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
As ICT department, we will make your study life easier by providing necessary tools and platforms 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
W-Fi connections are 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 Wi-Fi 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 Blackboard:

**Step 1:** type the URL: https://ithute.smu.ac.za

**Step 2:** type username

**Step 3:** type password (Default password change me)

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**LIBRARY AND INFORMATION SERVICES**

The library aims to support study, teaching and research activities at University by provision of relevant information and services.

**Library Hours**

- **Term Time**
  - Monday - Thursday: 07:30 - 22:00
  - Friday: 07:30 - 16:00
  - Saturday: 09:00 - 17:00

- **Vacation Time**
  - Monday - Friday: 07:30 - 16:00
  - Saturday: Closed

- **Examination Time**
  - Monday-Friday: 07:30 - 00:00
  - Sat & Sun: 09:00 - 17:00

**Please note the following**

- The library doors close 15 minutes prior to closing time and any clients inside are advised to start leaving or finalise their transactions. Clients will be assisted until closing time.
- On days preceding holidays during the week the library closes at 16h00. The library is closed on any Saturday immediately before or after a holiday.
- Subject to approval library hours may also be extended from the study week until the end of the exam period.

**Accessing the Library & Borrowing Library Material**

You need to produce your Staff /Student Card to access the library and borrow material.

**Finding Information in the Library**

The library has a computerized library catalogue searchable mainly by title, author, keywords, subject and call number.
Further help on how to search for information and use the library is available at the Information Desk located near the computerized catalogue. The library catalogue as well as other information resources can also be accessed anywhere via the University website.

**Collections**

**Reserve Material:** Selected study material in great demand is placed in the Reserve Collection and is available from the Circulation Desk for use in the library only.

**Open Material:** May be borrowed out
- Periodicals*
- Yearbooks*
- Thesis & Dissertations*
- EThesis & Dissertations (available online)
- E-Books and journals (available online)
- Electronic Databases subscriptions (available online)
- (*denotes may only be used in the library)

**Services**
- Loaning library material
- Internet Access
- Wi-Fi

- Information Literacy training
- Database searching
- Photocopy & Printing

**Facilities**
- Study space
- Study cubicles
- Discussion rooms
- Open computer lab
- Photocopying & Printing

**Important Library Numbers**
- Circulation Desk : (012) 521 5706
- Directors Office : (012) 521 4151
- Information Desk : (012) 521 3084
- Library security : (012) 521 5701
- Photocopy Desk : (012) 521 4497
- Periodicals : (012) 521 4783
Services rendered:
1. Leadership training and Development
2. Student life and events

Our flagship events include the following:
- Motivational talks
- Clubs visiting orphanages homes and in turn hosting orphanage home on campus
- Mr and Miss SMU pageant
- Student Political structures
- Debates
- Strategic measures applied to:
  - Enforce students employability
  - Bachelor of science students taken to industries such as the council of scientific and industrial

3. Student Representative Council (SRC)
4. Societies

Student related Activities/Committees
We also provide assistance on which society to join, what the society membership fees are payable and other general information, which can be, obtain from the office of the 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 matter. 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)
- Azania Student Congress (AZASCO)
- Democratic alliance Student Organisation (DASO)
- Economic Freedom Fighters Student Command (EFFSC)
- Independent Associates (IA)
- Progressive African Socialist Student 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
• SMU Religious desk, which is an umbrella body of all churches at university.
In every journey, there are smooth roads and rough ones. You will experience the high and lows. CUTL is your companion in this journey. Especially when you come across detour and sand obstacles on your way. Academical detours can take various forms, such as low performance, workload management, difficulties with time management, reading, writing and inappropriate study methods. CUTL provides the following services to assist in your journey.

**Student Mentorship Programme (SMP)**

The aim of the programme is to assist you as first time entering student to acquire learning and life skills relevant to the university context. It assists you with a smooth transition from high school to university by providing both academic support.

You will be allocated a mentor within your programme immediately after orientation. Mentors are senior students in your programme, who performed well in their studies and are trained to guide you through the year on academic and social matters.

**The E-Learning Centre**

The E-Learning Centre provides an atmosphere that is conducive and relevant for the 21st century student. It is the first of its kind in the university and with the visionary support of DHET, Sefako Makgatho Health Sciences University has created the world-class 'learning commons' that allows learners and lecturers to share information through blended learning, face-to-face instruction, content creation, academic coaching, collaboration, online assessments, meetings and studying in general.

We do hope that the EL Centre will continue to transform the way learning is facilitated at SMU in pursuit to equip students beyond campus life.

The E-Learning Centre strives to be an innovative hub for improving learner success by exposing learners to the real content relevant to their chosen disciplines using technology, WIFI access, training, and technical support.
Medical Illustration and Audio-visual Services (MIAAVS)

Medical Illustration and Audio-visual Services (MIAAVS), achieve and maintain high standards of quality, performance, production and dissemination of information and scientific knowledge, to accurately document clinical and research achievements, to promote learning, to manage every job accepted and to enhance the reputation of Sefako Makgatho Health Sciences University (SMU).

MIAAVS supports the ethos of care, training and scientific discovery on which the University has built its reputation through video recordings, illustrations, communication, investigation of new methods, teaching support of students, doctors, scientist and overseas visitors. It is a known fact that the principal function of the Medical Illustration and Audio-visual Service is the production of Clinic Illustrative material specifically applied to patient care, medical education and medical research.

Those applications can be further divided into network of categories such as diagnostic imaging, patient management and records of clinical conditions, medico-legal evidence, clinical trials and digital health.

This centralised department provides medical illustration and audio-visual services to the University and Dr. George Mukhari Academic Hospital (DGMAH).

MIAAVS provides specialized health related imaging services, which cannot be purchased in the open market. MIAAVS also provides services to support and improve the quality of teaching, research and health care. The Department is actively involved in Medical, Dental, Scientific, Research, General and Forensic Photography. The Department in addiction serves the Medical Arts and Medical Television requirements of the University and its allied Health Centres.

MIAAVS
- Supports all teaching, learning and research.
- Support curricula based on an integrated multidisciplinary approach.
- Offers a selective in medical photography to the MBChB 3 students.
• Assists clinical skills facilitators.
• Support laboratory-based classes.
• Assists in the production of multi-media teaching materials and courseware.

**Areas of service includes:**

**Medical Illustration, Art and Design**
- Graphic Design
- Graphic Production e.g Academic/Scientific posters
- Computer Graphics
- Medical illustrations
- Desktop Publishing and Design
- Colour Copying
- Lamination

**Medical Photography**
- Medical, Dental, Scientific, Research and Forensic;
- Invisible radiation;
- Surgical procedures;
- Medico-legal photography;
- Morbid specimen imaging;
- Photomacrography;
- Clinical Studio (Patient Photography);

- Scientific Equipment and Experiments;
- Clinical Studies/Trials (National and International);
- Conversion of X-Rays/MRI/CT scans to digital format.

**Lecture Slides**
- MSOffice Power Point Presentation slides
- Illustrations/Graphs, Tables and diagrams

**Television Production**
- Educational/Clinical DVDs and DVD production

**Audio-Visual Technical Services**
- Maintenance of AV equipment
- AV Support in lecture venues

**Consultancy and Advisory Services Educational Resources**

MIAAVS provides appropriate and effective guidelines for sharing information in a cost-effective manner. In maintaining the objective, the Department will continue
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 sponsorships.

Services Rendered
- Distribution of the University Alumni Magazine
- Organizing the Annual General Meeting (AGM)
- Managing Alumni Shop
- Establishment of regional chapters and sectors
- Mobilizing alumni to support or elect their representative who will serve in SMU Council
- Community Development
- Regular communication with Alumni and Convocation by means of the electronic newsletter, emails, sms, social media.

MIAAVS: A total services to Medical Scientific and Communication.

“In teaching the medical students the primary requisite is to keep him awake” Chevaller Jackson (1865-1958).

Medical Illustration and Visual Services
P.O. Box 214, Medunsa, 0204, South Africa
Tel: +27 12 521 4541 | Fax: +27 12 521 5705
Email: nicolette.jordaan@smu.ac.za (for enquiries)
ADVOCACY AND DIVERSITY

Services Rendered
- Provide information about SMU and studying in South Africa to prospective and current international students.
- Advice and assist students with the supplication of study visas and renewals of existing study visas. Provide information about South Africa approved medical aid service providers.
- Plan, facilitate and Participate on the general 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 of 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
  - Cultural diversity

Student-Related Activities/Committees
A. Student related activities:
- Orientation
- International day
- Africa Day
- Excursion for International Students

B. Committee
- Sefako Makgatho Health Sciences University International Student Organisation (SMUISO)
- Lesbian, gay, bisexual, transgender and intersex (LGBTI)

Additional Information
The office will be launching an official LGBTI structure on campus. Students who want to join can come to the office.
CAMPUS HEALTH AND WELLNESS CENTRE

Services rendered:
- Minor ailments treatment
- HIV counselling, testing and management
- Hepatitis B Vaccination
- First Aid
- Health promotion through peer education programmer (Crayon Society)

Student-related Activities / Committees
- Peer education training and mentoring
- Campaigns like First Things First, Sexually Transmitted infections (STIs) Awareness dialogues (One nightstand), Women's Health (You such a doll), Men's Health (Brothers for life), Candle light, World Aids Day, and many more.

Additional Information
All services are free of charge.

DENTAL CLINIC

Services rendered
- General dental/emergency treatment
- Scaling and polishing/cleaning of teeth
- Teeth whitening
- Periodontal Treatment
- Orthodontic treatment
- Maxillofacial and Oral Surgery
- Prosthodontic treatment

Additional Information
Patients are classified according to the economic status, for instance, pensioners, children below 6 years do not pay for services, and those deemed to be able to afford pay according to their level of affordability. Patients should bring along their ID, proof of income, proof of address every time for treatment.
STUDENT SUPPORT REFERRAL UNIT

Services rendered:
- Guide students through reflection for problem identification
- Life Coaching:
  - Life coaching deals with helping functional people achieve greater successes by adopting discipline and positive thinking.
  - Areas of change such as creating constructive habits, overcoming fears, goals setting and creating action plans as steps toward change.
- Referral to relevant Service Providers for further assistance with identified challenges

Available Service Providers:
- Student Counselling and Development Unit
- Clinical Psychologist
- Social Worker

Staff members: Mrs C Du Preez, Unit Head
STUDENTS' SOCIAL WORK SERVICES

Services Rendered
- Basic counselling, development of coping mechanism, and or stress management
- Social relief of distress (food security)
- Crisis Management
- Direct therapeutic services
- Conducting psychosocial assessments
- Debriefing (individual and groups)
- Assist students with court perpetraons
- Assisting students with substance abuse problems, suicidal and similar issues.

- career counselling
- stress management
- anger management
- bereavement
- 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.

Student-Related Activities
- Assist and guide first-entering students during orientation.
- Facilitation and discussion groups on study-related activities.

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
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 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 Identities Issues
- Rape and Sexual Assault

- Abuse in relationships
- Grief and Loss – bereavement therapy
- Anger management
- Eating Disorders
- Self-esteem issues
- Sexual Health
Services rendered:
- Coordinate student related activities
- Provide students with proof of residence
- Ensure that all residence are clearly maintained
- Coordinate the establishment of residence committees
- Handles student residence enquiries
- Inspect the residence and student rooms to ensure that the maintenance work is up to standard
- Each residence is allocated a dedicated security officer

Student-related Activities
- SMU I Belong
- Residence Orientation
- Ubuntu games
- Bon Fire
- Green Campus
- SMU conversation
- Ongoing orientation
As new students 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 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. These tournaments are held on the first week of the summer holidays. Participation in the nations USSA tournaments offers an opportunity to participate internationally.
B. **Sporting codes committee**: The sporting codes have their own committee operating under the banner of All Sporting 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 in and 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, Squash Court, Bodybuilding Gymnasium, Dance Hall, Table Tennis Hall, Basketball Court x2, Volleyball Court x2, Badminton Court x6.

- **Outdoor Facilities**
  Football Stadium, Football field x2, Rugby Field, Tennis Court x4, Netball Court x2, Basketball Court, Swimming pool.
ENROLMENT MANAGEMENT OFFICE

Services Rendered:
- Admission
- Application
- Registration
- Proof of registration
- Application for exemptions
- Cancellation of Subjects and registration

Contact Details
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EXAMINATION DEPARTMENT

Service 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 examination.
- Heading all functions regarding graduation ceremony: Control of academic records, Responsible for degrees and diploma certificates, letter 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 publication of results.
- Implementation of decisions taken at examination committees.
- Filling of correspondence, marks, papers and all other administration documents.

REGISTRAR'S OFFICE

Services rendered:
- Acts as the compliance office of the University.
- Acts as the electoral office of the university.
- Maintain the Convocation roll of the university.
- Hold records of the university.
- Serves as the Secretary to the Council and Senate, the Committee if the Council and the Senate, and the Institutional Forum.
- Provides administrative support to the governance
structures of the University, which includes but not limited to:
- Keeping the minutes of the meetings of all committee of the Council and the Senate; and
- Keeping a register of all resolutions adopted by the Council and the Senate, and providing access to the register to members of the Council and the Senate respectively.

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The Department of Security Services aims to provide a safe environment on campus, including all residence areas. The Safety and Security department proudly provides a 24-hour security service that includes the following:

- Access control entering the campus and residence.
- Operational Control Centre and CCTV monitoring and contactor workers
- Issuing of access cards to staff, students and contractor workers
- Reaction vehicles with supervisors' patrol 24 hours/day
- Case reporting, management and counselling to victims
- Locksmith
- Crime Investigation
- Medical assistance: Camps Ambulance Services
- Special Events Management of Campus

Security Services Department encourages students to report crime and emergency situations to the Campus Control Centre.
Control Centre can also be contacted via two-way radio system, which is carried by all security officers.

**Crime Awareness**
- Always be alert and watchful and avoid isolated dark areas.
- Lock your room and keep your window closed at all times.
- Switch off appliances when not in use.
- Do not lend your cell phone or your computers to strangers.
- Do not leave valuable items next to open window.
- Report suspicious persons immediately to the call centre.

As Safety and Security Department, we advise you to lead a balanced life, but always remember the reason for being at the University.

We encourage you to abide by the University rules and regulations, and request your assistance in ensuring a safe University environment.

**Student Transport**

The department consists of 27 drivers.

**Service Rendered**
- Render student transport need(s) to various outreach programme
- Render student transport to outside residences
- Offer student driving learner's programme

**Additional Information**
- No vehicle may be driven without prior authorisation.

*NB: Transport policy is available as per request.*
SMU FM 97.1

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 Management.

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 studio and speak to the Acting Station Manager. Who knows you might be stepping into a new different future.

Broadcasting time:
24/7

Institutional Planning Department (IPD)

Functional Areas
- Academic Planning
- Institutional Research, Information and Reporting
- Physical and Space Planning
- Quality Assurance

Student Related Activities
- First Destination Study
- Graduate Exit Survey
- First Year Experience

Language Proficiency

Service Rendered:
- Reading (Variety of text 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
Your Future Starts Here

SMU Open Day 2018

Date: 18 May 2018
Venue: SMU Sports Complex | Time: 07h30 – 16h00

GRADERS: 10, 11 & 12 Learners in full school uniform (Studying Pure Mathematics, Physical Sciences, Life Sciences, English and any additional subjects)

For more information Contact:
Mr NC Mangena: School Liaison & Student Recruitment Office
Tel: (012) 521 4468 / 4563 | Email: ntsheu.mangena@smu.ac.za
Visit www.smu.ac.za for more information | SMU GPS Coordinates: 25 37 8 South, 28 1 22 East