



Orientation *Booklet* 2023



SEFAKO MAKGATHO
HEALTH SCIENCES UNIVERSITY



Heita,

My name is Ndaba
and Welcome to SMU!



SMU and Standard Bank join hands to help students through a loan facility which requires no surety



Sefako Makgatho Health Sciences University (SMU) has joined hands with Standard Bank to help students who are experiencing financial difficulties to pay for their studies. Standard Bank offers loans for full-time and part-time studies across faculties. In partnership with SMU, Standard Bank also offers a student loan where surety is not required for selected courses and post graduate studies within the Schools of Health Care Sciences, Medicine, Oral Health Sciences and Pharmacy. This offering applies to students from low to missing middle income families, who can obtain a student loan for their educational funding needs who meet the offering criteria. This will go a long way in ameliorating the difficult financial circumstances students face as part of the journey to complete their studies.

The two parties have already signed the necessary Agreements and SMU is now included on the Standard Bank list of Universities so that students who meet the criteria can apply immediately. The exciting part about this loan is that students will not be expected to repay it while studying. This will only happen six months after students have graduated or started working, contingent on which one comes first. Interest and fees however are added to the loan monthly from inception.

Student debt continues to rise in Institutions of Higher learning, whereas government subsidies also decline. This in turn affects the financial sustainability of institutions making it difficult for students to get assistance and in some cases complete their studies. With the availability of this loan facility, SMU students with existing student debt, will likewise be covered if they meet the criteria. There are similarly many students who fall outside of the threshold of the National Student Financial Aid Scheme (NSFAS), who will also benefit from this opportunity.

Through this partnership with Standard Bank, SMU would like to demonstrate its aspiration to help its students overcome these realities and calls upon those who qualify to take advantage of this opportunity. The facility is also available for those who wish to pursue post-graduate studies in different fields.

Students who do not meet the criteria for the loan without surety do not need to worry as they can explore a student loan with surety that is also available at Standard Bank.

The University wishes to thank Standard Bank for coming on board through this facility to help its students.

A full list of the approved courses covered by the loan and the criteria is available on the standard bank website: <https://www.standardbank.co.za/southafrica/personal/products-and-services/borrow-for-your-needs/student-loans/student-loans/student-loan-without-surety>

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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 prior to 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.

Deputy Vice-Chancellor - Research, Postgraduate Studies and Innovation

The person responsible for all Research, Postgraduate Studies and Innovation at SMU. This office amongst other things supports the university's mission by striving to expand and diversify its research and innovation enterprise to address real-world needs and promote partnerships between public and private sectors.

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 \times 0.6) + (examination mark \times 0.4)

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 ourselves 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 orientate and welcome new students.



Mission, Vision and Motto

• Mission

SMU is a dedicated health sciences university providing professional training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement.

Vision

Transforming health services through excellence and innovation.

'Knowledge for Quality Health Services'

Motto



MESSAGE FROM THE VICE-CHANCELLOR

“

It gives me great pleasure as the Vice-Chancellor to welcome all of you to Sefako Makgatho Health Sciences University (SMU) as our new cohort of students for the Academic year 2023. I also want to congratulate you for passing Grade 12 after many years of study and the difficult challenges you faced on your academic journey. Your arrival at SMU signifies a great milestone in your journey as young adults and we promise to take care of you and make sure that we help you fulfill your dreams.

You are joining a University with a rich history and legacy. Starting from its predecessor universities, SMU is known to have produced men and women who are now playing prominent roles in the health and other sectors, both, locally and internationally.

As a University, we are right in the middle of a deliberate process to take SMU to greater heights. Guided by the University's 2021-2025 Strategic Plan which serves as our roadmap towards the attainment of our objectives, we are poised to make SMU a “go to” institution as measured by excellence in teaching and learning, vibrant impactful research and innovation, post- graduate training and excellence in core support activities including ICT, communications, infrastructure and maintenance. We will be reviewing this strategy this year to take stock of what we have achieved over the years since the adoption of this strategy and how best we can accelerate our pace to realize our objectives as a University.

You will notice as you walk around Campus that the University has made significant progress in the rollout of massive infrastructure projects to cater for the needs of the students. These projects include the development of a 2000 bed residence facility which will go a long way in addressing accommodation challenges that we had to endure for many years, the refurbishment of the cafeteria and the development of the campus road network, both of which have been completed.

We have also invested, heavily, in the overhaul of our Information and Communication Technology (ICT) infrastructure network. It is envisaged that this will adequately respond to the requirements and aspirations of our students. I appeal to you as new students to, collaboratively, work with us to achieve your dream. Please note that the University has put in place many support services and structures for your utilization and benefit. Make use of all the resources available to ensure that your life as a student is as seamless as possible.

As you begin a new chapter in your lives accompanied by some degree of freedom and independence, I want you to remain focused on the goal to finish your studies and not be diverted by other activities. Yes, you are going to meet new people, new friends from diverse backgrounds and cultures, you still need to exercise discipline in the process and use your newly found freedom very sensibly. Your families are making huge sacrifices for you to be here and are looking forward to you to make them proud!

Student life without extracurricular activities will, surely, be very lackluster. There is a plethora of activities in the sports and arts to choose from. Join these activities and discover your other talents, make friends or build on what you are good at.

The security of our staff and students is very sacrosanct. We have beefed up security measures in our University to ensure that your teaching and learning activities continue without any disruptions and that the University infrastructure is safeguarded. Report any suspicious activities to the security department and utilize the student services provided if you experience anything you are not comfortable with.

I take this opportunity to welcome you to SMU and hope you have a fulfilling and productive stay with us.

Vice-Chancellor
Prof Peter Mbatia



MESSAGE FROM THE SRC PRESIDENT

“

Welcome to Sefako Makgatho Health Science University, where dreams are made and realized. This place is quite unique but over and across its uniqueness, I can confirm that SMU is a place where our dreams including mine are going to be achieved.

Inspired by our vision the students of the Sefako Makgatho Health Sciences University, acknowledge the responsibility to contribute towards the development of a new institutional culture at the University and the eradication of historical injustices in our education system. We are driven by a determination to promote and instil an institutional culture of excellence in learning, the generation of new knowledge and a contextual understanding of the challenges facing the Institution, its students and staff.

Of the many roles that the SRC is tasked to do is to represent, protect, and advance the interests of all students at all times as well as supporting and leading the struggles of students at all times. Allow me to share a short story with you all, a story that I think is essential to help you understand the challenges that lie ahead and that will further assist you to live and shape your life as a student of the “farm” and beyond.

The short story of a mother mosquito and the child.

There was a pregnant mosquito that gave birth to a young mosquito and knowingly, one of the things mosquitoes do is to fly. On the first occasion of it flying, the young

mosquito was happy and excited by this experience. The mother wished the young one well and it waited until dawn and then it flew just like that as expected. The mother waited with patience until the young mosquito arrived in the morning. Thrilled by the experience, the young mosquito arrived home and jumped at the mother and the only thing that the mother wanted to find out was how was the first day of flying. The young mosquito explained how it flew everywhere and that almost everyone was clapping hands for it when it moved around. Stunned and worried, the mother of the mosquito was checking if the young one is still fine. The young one didn't understand why would a parent who was supposed to be happy about the experience is now worried and shocked.

The mother explained to the young one, “contrary to what you believe, all those people you thought were clapping for you actually wanted to kill you with those hands”.

Well we all know what happens when a mosquito comes to you, you want to clap it because you don't want it to suck the blood out from you.

The moral of the story is that not everyone means well when they clap hands for you as others want to finish you while there are those who want to push you to the finish line.

You will know that the university is originally a historically disadvantaged institution which translates to say it's still on its developmental path. Moreover, SMU caters for the poor and the underprivileged. Those of us who are the first to go to university in our homes; becoming the first doctor; the first pharmacist; the first physiotherapist; the first oral hygienist etc. need to know that there is one thing we all embrace here at SMU - Ubuntu. There are a number of extra-curricula activities at SMU such as sporting codes, talent searches, political activities and so on, please make sure you participate so that you have a productive and meaningful student life.

On behalf of the SRC I wish you nothing but the best experience in the “farm” as you plough your dreams with an understanding that they will bear fruits.

May the best of the past be the worst of the future.

SRC President
Thato Masekoa

Student Representative Council (SRC): 2022/23

	NAME & SURNAME	PORTFOLIO	ORGANISATION
1	Thato Masekoa	President	ANCYL
2	Bongani Ngomezulu	Deputy President	YCLSA
3	Mamelodi Kungwane	Secretary - General	SASCO
4	Agriment Ndhlovu	Deputy Secretary - General	YCLSA
5	Thato Phasha	Treasurer - General	ANCYL
6	Tshepo Mothibi	Projects and Campaigns Officer	PASSO
7	Hlayiseka Shikwambana	Culture and Religion Officer	SCF
8	Sbongokuhle Gumede	Sport and Recreation Officer	YCLSA
9	Thandazani Ntuli	Postgraduate Students' Officer	SCF
10	Phumudzo Tshikota	Residence Officer	ANCYL

SCHOOL COUNCIL CHAIRPERSONS

	SCHOOL	NAME & SURNAME	ORGANISATION
1	School of Medicine	Keabetswe Molefe	SCF
2	School of Pharmacy	Siyanda Sibiya	SASCO
3	School of Health Care Sciences	Benzele Ntuli	SASCO
4	School of Oral Health Sciences	Kwanele Makubalo	ANCYL
5	School of Science & Technology	Bongisizwe Sibeko	ANCYL

Physical address

Natural Science Building (NSB)
Ground Floor



SMU SRC



@SMU_SRC



@SMU.SRC



When was SMU established?

SMU was established when the Minister of Higher Education, Science and Technology, 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 Natal (UKZN) and Dr Max Price, the former Vice-Chancellor of University of Cape Town (UCT).



**Who
are
we?**



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.

Which courses are offered at SMU?

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

Where is SMU located?

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

GPS Coordinates:

25°37'8"S 28°1'22"E



How do I apply to study at SMU?

Visit: www.smu.ac.za

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 democratic, non-racist and equal.

Schools and Undergraduate Programmes Offered by SMU

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

NB: All Schools offer a variety of post-graduate studies.
Refer to the General Calendar for further details.



Library and Information Services

Library and Information Services 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 access to information resources in different formats along with services and facilities to optimize access and use of these resources.

The library building is also equipped with Wi-Fi to enable you to access a range of other services like internet and email. Our staff offer their expertise in answering your library-related queries as well as information skills training for

individuals and groups. 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. On behalf of the Library and Information Services, I urge you to make the library your trusted and reliable partner in your academic journey.



Services

- *Information searching skills:* (Training on how to use the library resources effectively).
- *Reserve Collection:* high-demand material available on a short basis.
- *Open Collection:* Items available for borrowing.
- *Information Desk:* A service desk for general inquiries
- *LibAnswers:* A facility for online help on any Library related query.
- Remote access to online information resources.

Collections

- *Books:* Print and Electronic
- *Periodicals:* Print and Electronic

- Electronic Databases
- *Theses and Dissertations:* print and electronic
- CD and DVD's
- Artefacts (Bone clones)
- Exam papers in electronic format

Facilities

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

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

Examination Periods

Monday - Sunday 24 hrs

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/>

Virtual Orientation Video: <https://www.youtube.com/watch?v=4toTlodrVSQ> or <https://smu-za.libguides.com/>

Research and Innovation Directorate

These are five key research, postgraduate studies and innovation strategic objectives, which are:

- Improve research output and impact
- Increase postgraduate students' scholarly engagements
- Increase research collaboration and partnerships
- Increase research capacity
- Increase commercialisation/entrepreneurship

The Directorate provides the following services to SMU Postgraduate Students:

Research Capacity Development

- Research methodology course (REME)
- Postgraduate induction programme workshop

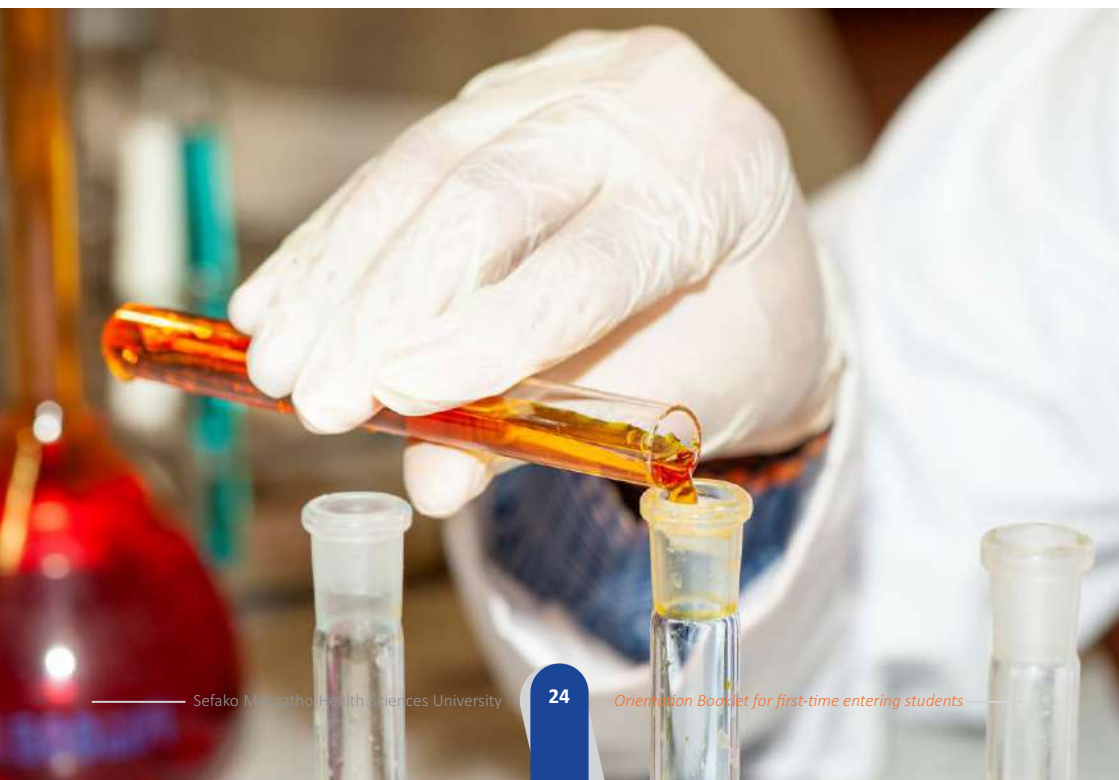
- Proposal development workshops
- Statistical data analysis workshops
- Online biostatistics short course
- Thesis writing workshops
- Scientific writing workshops
- Publication workshops

Biostatistics

The Directorate facilitates the services for a Biostatistician to assist postgraduates with statistics and data analysis of their research projects.

Editing

Postgraduate students may also contact the directorate for the editing of their thesis/ dissertation. The directorate will facilitate the process by linking the postgraduates with an Editor.



Research Protocol Review

- Scientific review of protocol (Master's and Doctoral degrees) by the School Research Committee (SRC)
- Ethical review of research proposal for postgraduate students by SMU Research Ethics Committee (SMUREC)

Funding Opportunities

In partnership with the NRF, MRC and HWSETA etc., the Directorate facilitates funding opportunities for postgraduate students at the honours, masters and doctoral levels.

Research Collaboration

Facilitation of collaboration with other institutions by linking postgraduate students with partners with relevant equipment and or expertise about their research project on and off campus.

Patent and Intellectual Property Registration

Assistance with patent and intellectual property registration in case of new discoveries and innovations emanating from the research work and commercialisation of such inventions.

Postgraduate Enrolment Support

Providing prospective postgraduate applicants and continuing postgraduate students with enrolment support; including postgraduate supervision memorandum of agreement (MOA) and Research Code of Conduct.

Postgraduate Facility: Library

The Directorate in collaboration with the Library facilitates subscription to resourceful databases, referencing and editing software to support their studies with relevant information. A dedicated area in the Library has been made available for postgraduate students for easy and convenient use of the facility.

Physical Address

Clinical Pathology Building
5th Floor (South)

Contact Details

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Ms Winnie Motsatsi

Coordinator-Research Grants and Strategic Partnerships

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Teaching and Learning

Teaching and Learning at SMU is envisioned to be globally recognized and locally relevant to offer holistic and innovative health sciences education.

SMU is committed to providing programmes that are relevant to the needs of its surrounding communities and the country. It is the only health sciences university in South Africa, and well positioned to demonstrate its relevance to the transformational Health Needs of South Africans and the world over. The comprehensive nature of SMU offers it the opportunity to reach deeper into the pool of available students, to expand by playing to the university's existing strengths while contributing to the sustainability of the University through:

- Creating an environment conducive to excellence in teaching and learning
- Professionalism and student centered pedagogies
- Student retention to graduation.
- Student mobility through exchange programmes in teaching and learning.
- High level technology to develop professionals with relevant competencies for health care within local and global contexts.
- Capacitating academics and administrative staff to be competent and committed to their roles.

Within the values of excellence, integrity, Ubuntu, accountability, relevance and competence.

Teaching and Learning Context	Attributes SMU Graduates	Innovative Teaching and Learning	Teaching and Learning Philosophy	Blended Teaching and Learning	Assessment
<p>SMU offers a wide range of programmes in the health and natural sciences to address the national imperatives demonstrating our commitment to teaching and learning i.e</p> <ul style="list-style-type: none"> - A sound knowledge base in the health and natural sciences - Scholarly and professional attributes of graduates - Competencies appropriate to the health and natural sciences. - Academic, professional knowledge and skills, attitudes and values towards employability that will enable participation in society, community and workplace and result in transformative leadership. 	<p>The graduate attribute framework for SMU is divided into three parts:</p> <ul style="list-style-type: none"> - Health Care Specific Competencies; - Scientist and Technologist Specific Competencies; - Generic Competencies 	<ul style="list-style-type: none"> - Competence Based Education to achieve and measure graduate attributes and focus on accountability - Promotion of Learner Centeredness - Innovative approaches such as - Problem Based Learning - Case Based Teaching - Community Based Education 	<ul style="list-style-type: none"> - The philosophy and key strategies - Creating an environment characterized by the principle of learner-centeredness, inclusiveness and critical citizenship - The principle of Learner-Centredness, acknowledges that the learner should be the focus of the educational process and regarded as an active participant in an interactive process 	<p>The mix of teaching and learning strategies used in the blended learning approach include:</p> <ul style="list-style-type: none"> - Face to face Lectures - Online Teaching and Learning (Mainly during COVID-19) - Flipped classroom - Small group teaching tutorials and practical work - Independent learning - Peer-Assisted Learning (PAL) - Learning from feedback - Distance learning 	<ul style="list-style-type: none"> - Assessment of knowledge, skills, values and attitudes forms an integral part of teaching and learning and is done in concurrence with the competency-based education approach. - The hybrid approach to assessments are diagnostic, formative, continuous, summative and self-assessment. - Continuous assessment provides students with explicit and constructive feedback regarding their progress. - Quality assurance is achieved through invigilation of face to face assessment. - Online assessment are implemented through a Respond us proctoring tool.

Community Engagement

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 integrations

TABLE 1: COMMUNITY ENGAGEMENT (CE) AS A SCHOLARSHIP

Domain	ENGAGED TEACHING AND LEARNING	ENGAGED RESEARCH	SCHOLARSHIP OF ENGAGEMENT	ENGAGED INTERNATIONALISATION
Purpose	To address the needs of the community while helping students to become knowledgeable and active citizens of their region, nation and the international environment. To ensure graduate employability while capacitating the community through programmes such as work integrated learning (WIL) internships, community service.	To enhance Students learn while serving the community and improve their lives. The community is recognized as knowledge rich partners. The university research is accessed to solve community problems. Knowledge will be transferred and exchanged to improve lives of communities	Community engagement at SMU is beyond being and outreach to an academically grounded scholarship.	Internationalization is aimed at exchanging knowledge, curriculum, skills in teaching, learning and research. Students of SMU and staff to engage through international exchanges with staff and students from partner universities
Nature	Typical academic activity related to the discipline/profession or the field of expertise Integration of Teaching and Learning to undergraduate Programs Community Engagement - Professional Education (WILL)	Research, which is intervention, based, applied in nature typified by inclusive participation of the community.	Community is regarded as a partner where activities are undertaken by all participants. Active dialogue is created amongst the students, academics and community members. Communities and students including academics to co-create or construct the type of services that benefit teaching, learning, research as well as the community.	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. Students are placed in identified communities for Teaching, Learning and Assessment. Community Engagement is integrated in their curriculum. Students partake with communities for implementation Joint needs based projects.

Funding	DHET subsidy/funded Clinical Training Grant	External funding/ Research grants and Fund raising ventures	Internal and External funding	Internal and External funding
Management	<p>1. Deans and HODs, in their areas of competence, to ensure that an enabling environment is created for promoting community engagement</p> <p>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.</p>	Research activities to comply with the research policy.	Community Engagement activities are guided by its policy	<p>Formation of a community engagement committee to oversee and support CE ventures</p> <p>Inter -Professional Education strategy will ensure collaboration in Planning, supporting and Education in the Community</p> <p>Students and academic of different disciplines will plan visits and implement activities jointly.</p> <p>An annual community engagement showcase projects implemented jointly with the communities.</p>
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	Ex amples provided within the SMU database as compiled
Recognition	T&L Awards to recognize staff for T&L excellence.	Awards for research to the value of the measurable impact at the community level	Award for CE to recognize staff for CE excellence. CE as one aspect of evaluation for staff promotion	Interprofessional Education Awards to recognize excellence in IPECP

Financial Aid Office



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 80% 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 www.zabursaries.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, One-Stop Student Centre, Basement 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

Formerly known as Eduloan, Fundi is South Africa's leading educational finance and bursary/learnership fund management solution specialist. Over the past twenty-five years, Fundi has evolved from humble beginnings as a leading provider of lending solutions in the education sector to a fully-fledged one-stop shop for all things education.

Fundi is South Africa's leading education finance and education fund management solution specialist, and the only credit provider solely focused on providing funds for education. Since its inception in 1996, we have advanced over 920 000 loans to the value of R6, 5 billion. In 2000, we pioneered South Africa's first fund administration smart card solution (FundiCard) and have since administered more than R24-billion in bursary funds.



Fundi offers the finance you need for every step of your educational journey and provides funding for tuition and registration fees for undergraduate and postgraduate qualifications as well as outstanding balances, textbooks, accommodation, laptops, tablets, and other study tools.

If your allowances are managed through Fundi, depending on the rules set by SMU, you will receive cash into your bank account or funding in certain pockets on your FundiCard.

Please visit our Fundi Office at the One-Stop Student Centre, or contact us on

- **012-5215964; 0860 555 555 44.**
- www.fundi.co.za or download our **FundiSA app.**

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 based on certain financial and academic criteria. Students are urged to visit the FAO for more information and assistance.

Physical address:

Financial Aid Office, One-Stop Student Centre, Basement, Clinical Pathology Building.

Student Consultation Hours:

Monday – Friday: 09h00 - 16h00

Contact details:

Mrs Karen Hermann
Assistant Director and HOD
E-mail: karen.herman@smu.ac.za
Tel: 012 521 4622

Mr Phetole Moshoma

Principal Accountant: Private and Provincial Bursaries
E-mail: phetole.moshoma@smu.ac.za
Tel: 012 521 4191

Mr Father Moloto

Financial Aid Officer: Private and Provincial Bursaries
E-mail: father.moloto@smu.ac.za
Tel: 012 521 4031

Mrs Patricia Motsepe

Financial Aid Officer: Private Bursaries
E-mail: patricia.motsepe@smu.ac.za
Tel: 012 521 4486

Mrs Nonia Kgubudi

Financial Aid Officer: Merit Bursaries
E-mail: nonia.kgubudi@smu.ac.za
Tel: 012 521 5961

Student Debtors

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, 5th Floor - N501.

Student Consultation Hours

Monday - Friday: 09h00 - 12h00
and 13h00 - 15h00

Contact Details

Mr Phala Sepeng

Treasurer

Email: phala.sepeng@smu.ac.za

Tel: 012 521 3024

Ms Relebogile Ntlatleng

Cashier

Email: relebogile.ntlatleng@smu.ac.za

Tel: 012 521 4957

Ms Barbara Dooka

Administrative Clerk

Email: barbara.dooka@smu.ac.za

Tel: 012 521 4154

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.

Physical Address

Clinical Pathology Building, Basement, One Stop Centre.

Contact Details

Ms Tebogo Shole

Assistant Director: Student Fees

Email: tebogo.shole@smu.ac.za

Tel: 012 521 4614

Ms Emily Msiza

Assistant Accountant

Email: emily.msiza@smu.ac.za

Tel: 012 521 4735

Mr Mothibedi Motsepe

Principal Accountant

Email: mothibedi.motsepe@smu.ac.za


Tel: 012 521 4500

Mr Frans Teffo

Principal Accountant

Email: frans.teffo@smu.ac.za

Tel: 012 521 4713



Student Affairs: Advocacy and Diversity

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

- Diversity Orientation
- SMU Africa day
- International day
- Excursion for International Students
- SMU Heritage Day

B. Committees

- Sefako Makgatho Health Science University International Student Organisation (SMUIISO)
- Lesbian, gay, bisexual, transgender and intersex (LGBTIQ+)
- Political and non political

Additional Information

The office officially LGBTIQ+ structure on campus. Students who want to join can come to the office.

Physical Address

Old Information Centre behind Residence 1C

Student Consultation Hours

08h00 – 16h00

Contact Details

Ms Eunice Modiba

Email: eunice.modiba@smu.ac.za

Tel.: 012 521 5834 / 071 711 2921

Campus Health and Wellness Centre

Services Rendered

- Minor Ailment treatment.
- Emergency care/ First Aid.
- HIV counselling, testing and referral for management.
- Hepatitis B Vaccination.
- Health promotion through peer. education program (Crayon Society).
- Covid-19 Screening and testing.

Student-Related Activities/Committees

- Peer education training and mentoring.
- Health Promotion Campaigns like:
 - o First things First,
 - o STI awareness dialogues (One Night Stand),
 - o Women's Health (You are such a doll),
 - o Men's Health (Brothers for life),
 - o Substance and alcohol abuse awareness,
 - o GBV awareness,
 - o Candlelight World Aids Day,
 - o Group discussions and many more.

Additional information

- All services are free of charge.
- Social Media:
 - 📌 Crayon Society Medunsa
 - 🐦 Crayon_Society
 - 🌐 crayon-society_Sefako Makgatho University

Staff Members (Clinic Based)

Dr M.P Mathebula	: Clinic Doctor
	Deputy Director: Campus Health and Counselling
Sr S.J Mokono	: Assistant Manager: Campus Health
Sr E Modise	: Senior Professional Nurse
Sr A.M. Mokoale	: Senior Professional Nurse
Ms A Kgatle	: Receptionist
Mr J Diale	: Principal Lab Assistant/ HIV/AIDS Counsellor
Ms N.S Leballo	: HIV/AIDS Officer
Ms K.A Nonkwelo	: Health Promoter

Paramedics

1. Mr E Sephoka
2. Mrs M Maafe
3. Mr A Masikwa
4. Mrs T Mangwani
5. Mr G Satege
6. Ms L Magana
7. Mr R Mabogo
8. Mr F Mulovhedzi
9. Ms K Maubane
10. Ms M Mashego

Location

Next to Security office at Main Gate/ between Safety and Security Services and Pharmacovigilance Offices.

Student Consultation Hours: Monday – Friday: 08h00 - 16h00

After Hours, Weekends and Emergency:

Contact campus control on 0827931367 or Clinic Contact details: 012 521 5735/4139



Dental Clinic

Patient Admin Department

Level of Care: Specialised Hospital

(Dental Hospital)

Services Rendered

1. Clinical Service Offered:

- Basic primary health care dentistry.
- Maxillo Facial and Oral Radiology Services.

2. Specialized Dentistry Services

- Maxillo Facial and Oral Surgery
- Prosthodontics
- Maxillo Facial and Oral Pathology
- Orthodontics
- Community Dentistry
- Oral Medicine and Periodontics
- Dental Laboratory
- Operating Theatre Services

3. Community Outreach Programmes

- Winterveldt
- Salvokop
- Phelophepa

Hours of Service

Monday to Friday : 07h00 - 16h00

Saturday : 07h00 - 13h00

Additional Information

- The patient must come to the hospital for consultation with or without referral letters.
- Consultation start from R75 to R118 depending on the classification.
- Foreign Patients pay R391 for consultation only.
- Those who are on medical aid use their medical aid for consultation.
- Free services are provided for pregnant women, children under the age of 6 and pensioners/SASSA.
- The patient should bring along their ID copies, Proof of residence, Salary advice and SASSA letters or cards.

Physical Address: Dental Building

Contact Details

Ms Tshepiso Appolus

Tel: 012 521 5787 / 5761

Ms Lerato Sebolai

Tel: 012 521 5761

Centre for Student Counselling and Development

Services Rendered:

- 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
 - goal setting
- Render Psycho-Educational Services to Students on:
 - Study Skills
 - Exam preparation
- Attend to urgent referrals from Student Support Referral Office.
- Provide support to students who consult voluntarily.

Other Life Skills:

- Motivation
- Decision making
- Conflict management
- Effective communication and
- Problem solving

Physical Address

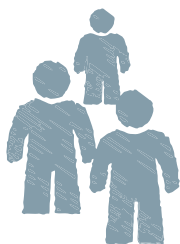
Clinical Pathology Building, Basement,
Room no. 022, next to Dr George Mukhari
Academic Hospital | Small Gate 9

Student Consultation Hours

Monday- Friday: 08h00 - 12h00;
and 13h00 - 16h00

Contact Details

Ms L. Skhosana
Administrator
Email: lindiwe.skhosana@smu.ac.za
Tel: 012 521 4225



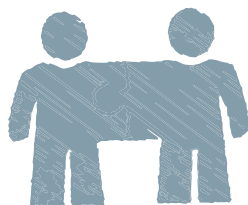
PEOPLE



HELP



PROFESSIONAL



SUPPORT

Clinical Psychology Unit

Services Rendered:

Psychotherapy and assessment for students (individuals, couples, families and groups) presenting with some of the following difficulties:

- Adjustment problems
- Trauma and Crisis Intervention
- Relationship and Interpersonal difficulties
- Psychosocial and Family Problems
- Stress
- Mood disorders (Depressive & Bipolar)
- Anxiety Disorders
- Suicide
- Personality problems
- Abuse and Assault
- Grief and bereavement
- Anger Management
- Eating disorders
- Self-esteem issues
- Personal growth and development

Student Consultation Hours:

Monday- Friday: 08h00 - 16h00

Contact Details:

Mrs Molebogeng Moholo

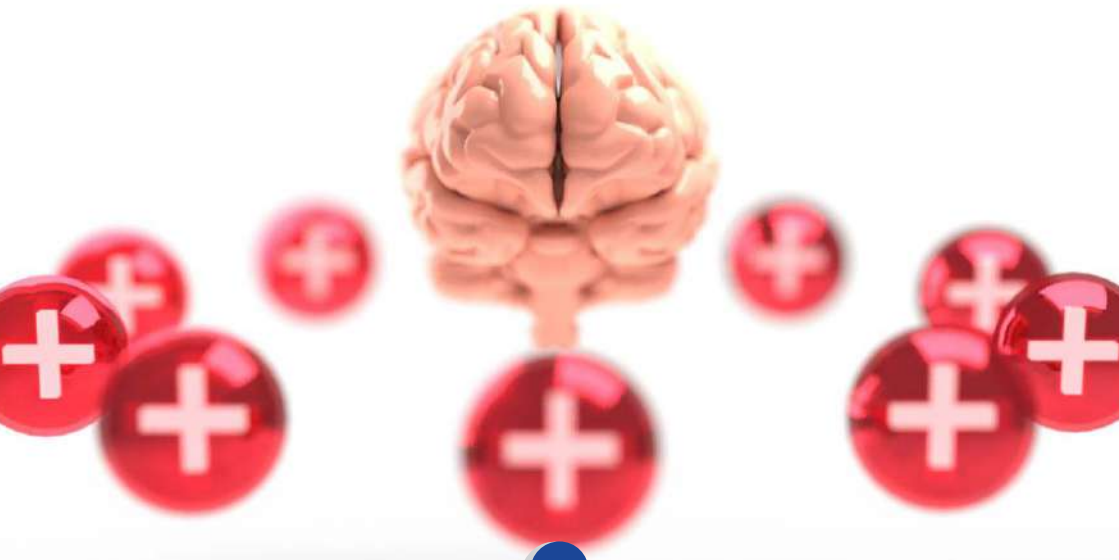
Clinical Psychologist

Email: molebogeng.moholo@smu.ac.za

Tel.: 012 521 3806

Physical address

Clinical Pathology Lecture Building,
Office 3L004



Student Life and Governance

Student governance and development contribute 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, the Sports Council and Student Societies.

Our strategic priorities involve ensuring a quality learning experience for all students through providing adequate and appropriate academic and non-academic development/support to students, enabling them to realize their full potential. We strive to ensure an optimal student life experience on campus and to enhance student employability.

We also provide assistance on which society to join, what society membership fees are payable and other general information which can be obtained from any one of the Student Centres on campus. Our caring and supportive staff will

be only too glad to guide students to the correct persons to assist with society/SRC or any other related student matters.

Vision

- Leadership development of our students
- Best student governance practice
- Community development

Mission

To provide and promote capacity building in terms of student governance, leadership and co-curricular activities amongst the student community.

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



experiences 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.

Core Competencies

- Leadership Training and Development
- Student Life and Events
- SRC
- Societies

A. Political Structures:

- African National Congress Youth League (ANCYL)
- Pan African Student Movement of Azania (PASMA)
- Progressive African Socialist Students Organisation (PASSO)
- South African Students Congress (SASCO)
- Student Christian Fellowship (SCF)
- Young Communist League of South Africa (YCLSA)

B. Social Clubs

- Amabutho Akwazulu
- Book Club
- BMF Student Chapter
- Community Audiology
- Computer Science Society
- Debate Society
- Denzhe Student Society
- Disabled Student's Origination
- DL Central Lions
- Empower Her SMU
- Enactus
- GETFIT
- Hippocrates Apprentices
- IFMSA
- LEMONADE

- Let THE Young Man Live
- Mathematics & Statics Society
- Nca Nation
- SAHEQA
- SASDA
- Sci-Tech SF
- South African Sisterhood Society
- SMU Arts Society
- SMU Friends of MSF
- SMU MEDICS On Motion
- SMU Mental Health Advocacy Group
- SMU Promath Alumni
- SMU Rainbow Alliance
- SMU Research Club
- SMU Surgical Society
- SMU Speak-Up
- SMUAPS
- SMUIISO
- UNASA
- Wrap-It Up
- Young Consolidation Vision

Religious Structures

- ACTS
- BLW
- IPHC
- Methodist Student Society
- NATESA
- SDASM
- SLG
- The Last Days Evangelism Ministries
- United Apostolic Church
- ZCC Student Fellowship

Physical address

Natural Science Building
Ground Floor

Student consultation hours

Monday- Friday: 07h30 - 16h00

Contact details

Mr. Albert Masetla

Student Development Practitioner

E-mail: albert.masetla@smu.ac.za

Tel: 012 521 5836

Ms. Goitsewang Mogase

Administrator

E-mail: goitsewang.mogase@smu.ac.za

Tel: 012 521 5835

SMU FM 97.1 is a campus based community radio station at the Sefako Makgatho Health Sciences University in Ga-Rankuwa. SMU FM broadcasts on the frequency 97.1 and the broadcast languages are English and Setswana with 60% Music and 40% talk.

Services rendered

- News
- Music
- Talk shows
- Sports

Additional information

We accommodate SMU 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 Radio Station Manager. Who knows you might be stepping into a new different future.

Broadcasting Time and Frequency

SMU FM broadcasts for 24/7 and you can listen to the station live on the frequency 97.1 or stream the station on www.smufm.co.za.

- Facebook: SMU FM 97.1
- Twitter: @SMUFM97_1
- Instagram: smufm971
- TikTok: @smufm971

Physical address

Student Cafeteria Building

Contact details

Ms Precious Pheelwane

Email: precious.pheelwane@smu.ac.za

Tel: 012 521 5812

SMU Communication Channels

- Website
- Social Media (Facebook, Twitter, Instagram, LinkedIn and YouTube)
- Newsletters (Alumni and Focus)
- Newsflash
- VC's Desk
- Orientation Booklet
- Undergraduate Prospectus
- Dintshang Student Newspaper
- SMS and Global E-Mail

Contact Details:

Phaladi Seakgwe

Communication Manager / Editor

Email: phaladi.seakgwe@smu.ac.za

Corporate Store

Services rendered

- To provide SMU branded merchandise, to the entire SMU community including its alumni. and also supply branded merchandise to all SMU departments' merchandise including Corporate wear (ties, scarfs and shirts), Uniforms(scrubs and lab coats), sportswear, Gifting materials(executive pens, umbrellas, power banks, key holders etc.) and leisurewear(golf t-shirts, shorts and caps)
- **Trading hours:** 08h30 to 14h00
Monday to Friday
Saturday and Sunday: closed

Physical Address: SMU Student Cafeteria
Ga-Rankuwa

Contact Details : 012 521 5205

Mascot

Mascot names: Prof Sefako and Nathi

Services Rendered

Participate in all official university events. Graduations, open day, 1st-year orientation, golf day etc.

Contact Details:

Sefako Makgatho Health Sciences University
Department of Communication and Marketing
Building 5th Floor, Office S523

Student Residences

Services rendered

- Proof of residence for students
- Washing machines and tumble dryers
- Kitchen Microwaves and Stoves
- Cleaning services
- Issuing of tissues every month
- Maintenance (renovations, replacement of damaged goods etc.) in partnership with technical services.
- TV rooms and DSTV 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 in collaboration with All Sports Council and General Treasurer of SRC
- Bon fire
- Green Campus in collaboration with garden services
- SMU conversation / Pillow Talk
- Ongoing Orientation

B. Committees

- House committee

Additional information

Residence Policy Available on SMU Intranet

Important Residence Rules

- No Alcohol or 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 to 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 the 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:

NAME	WORK	SHORT NO	EMAIL	RESIDENCE
Mr T Khumalo	012 521 3142 CENTRAL OFFICE	6695	themba.khumalo@smu.ac.za	Central Office
Mrs V Thosago	012 521 4013	6253	violet.mojapelo@smu.ac.za	1A
Mr J Mnisi	012 521 3996	6174	joseph.mnisi@smu.ac.za	1B and 1C
Mr M.S Dunge	072 639 0101	6255	muziwandile.dunge@smu.ac.za	1D
Mr K Mulaudzi	066 217 8959		Khathutshelo.mulaudzi@smu.ac.za	2A
Ms M.N Vuma	073 588 2062	6248	martha.vuma@smu.ac.za	2B
Mr M. Machete	082 485 6546	-	Mohale.machete@smu.ac.za	4B
Mr L Kudumane	082 042 8262	6695	lethabo.kudumane@smu.ac.za	5A
Ms J.D Moko	079 156 2319	6173	joyce.moko@smu.ac.za	5B
Ms L.M Skhosana	072 506 5859	6356	lindiwe.skhosana@smu.ac.za	Nurse Home GM
Mr S Masilela	072 092 0049	-	Samuel.masilela@smu.ac.za	Swartruggens
Ms M Motau	082 488 3839	6254	mary.motau@smu.ac.za	JST Rustenburg
Mr V Sigauga	066 217 8940	-	vuyani.sigauga@smu.ac.za	The Heights
Mr O Thekoane	066 217 8961	-	oubrey.thekoane@smu.ac.za	Arebeng
Mr B Ndlela	066 217 8902	-	bongane.ndlela@smu.ac.za	Madeira
Mr P.J Louw	076 555 8921	6250	james.louw@smu.ac.za	South Point
Mr P Tlaka	063 777 1645	-	poeletso.tlaka@smu.ac.za	Jubilee Hospital Residence
Ms D Ngobeni	066 217 8987		dimakatso.ngobeni@smu.ac.za	Drie Lelies

Sport and Recreation

Services Rendered

- Administration of all registered sporting codes on campus.
- Training and Development of Athletes.
- Multi-Purpose Gymnasium
- Provide students, staff and alumni the opportunity to participate in 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 18 active sporting codes on campus, namely: Aerobics, Athletics, Basketball, Boxing, Bodybuilding, Chess, Cricket, Dance Sports, Football, Karate, Netball, Pool, Rugby, Squash, Swimming, Table Tennis, Tennis and Volleyball. As a new student at the university, you are encouraged to join one or more of our sports and recreational clubs so 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 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, Boxing, Chess, Cricket, Athletics, Football, 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:

- Dance Sport - Rumba in the Jungle (International Competition)
- **Lehlohonolo Mbongeni - Solo Winner**
- Dance Sport - World Dance Sport Federation (WDSF) World Under 21 Latin Championship
- **Reagile Pine and Thomo Thlabane**
- Karate - Shinkyokushinkai World Championships 2022
- **Paballo Kobe**
- Karate Provincial Call-up
- **Paballo Kobe**
- **Amogelang Bunu**
- **Tebogo Nare**
- **Innocent Zikhali**
- Matthews Mpete Cup- Winners (Women's Football)
- Inter-Varsity Volleyball Tournament (Winners- women)
- GALFA Development League
- **Under 11: position 2**
- **Under 13: position 3**
- **Under 15: League Champs Cup**
- **Under 17: position 6**
- **Under 19: position 3**
- GALFA Promotional League- Winners (Football Senior Men)
- 10th Annual Matlosana Cup 2022 Championships- Paballo Kobe (2nd place)
- Blue bulls Rugby Union Women's League- Runner's Up (2021 and 2022)
- Blue bulls Rugby Union- Reserve League Winners (MEN 2021)
- USSA Men's Volleyball National Championships- Plate Winners- 2021
- Karate All African Games, Shinkyokushinkai World Championship 2017 participation;
- **2018: Innocent Zikhali, represented RSA**
- **2018: Amogelang Bun, represented RSA**
- 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, Champions of B division was promoted to Section A in 2018

Physical address: Sports Complex

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

Contact details

NAME	SERVICES	CONTACT DETAILS
Mr JK Semono Head of Department	<ul style="list-style-type: none"> - Strategy development and execution - Sport management - Policy and procedure development - Quality assurance and risk management - Safety, health and environmental management - Resource management: Human Resource - Resource management: Budget and Finance - Monitoring, Evaluation and reporting - Staff sport management - Managing sport facilities - Management of sport clubs - Sports Affiliations (USSA and federations) - Processing of overtime claims and coach payments 	jeff.semono@smu.ac.za
Ms BV Sijora Sport Officer	<ul style="list-style-type: none"> - Aerobics - Athletics - Boxing - Chess - Dance Sport - E-Sport - Handball - Karate - Netball - Rugby - Squash - Communications and Marketing - Gymnasiums and SIRU - Risk assessment and management 	busiswe.sijora@smu.ac.za
Mr K. Mokoka Sport Officer	<ul style="list-style-type: none"> - Basketball - Body Building - Cricket - Football - Tennis - Table Tennis - Supa Pool - Swimming - Volleyball - Sponsorship/Grants/Donors - Groundsmen - Infrastructure maintenance - Community Engagement 	karabo.mokoka@smu.ac.za
Department Administrator Intern	<ul style="list-style-type: none"> - Office Management - Tests/Examinations Booking arrangements - Venue booking for events - Leave arrangements - Requisitions - Travel arrangements 	sports@smu.ac.za esther.sithole@smu.ac.za

Student Support Referral Unit

Services rendered

The services are two fold:

Firstly, the student is guided through reflection for problem identification which forms part of the screening process. This is where all students who wish to access services start.

Secondly, the student is then assisted either in the form of sessions offered (Life Coach) or a referral offered (List below).

Life Coach Sessions

- Life coaching deals with helping functional people achieve greater successes by facilitating adjustment in behaviour patterns, adopting discipline and positive thinking. Areas of change includes but is not limited to creating constructive habits, overcoming fears, goals setting, personal development, becoming unstuck, 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
- Centre of University Teaching and Learning (CUTL)
- 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. All matters 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: 07h30 - 16h00

Contact

Mrs C Du Preez
Email: corlia.dupreez@smu.ac.za / studentsupport@smu.ac.za
Tel: 012 521 3805
What's app only: 072 687 1898

Student Social Work Services (SSWS)

Services Rendered

- Counselling and development of coping mechanisms
- Stress management
- Social relief of distress (food security)
- Crisis management
- Direct therapeutic services
- Conducting Psychosocial Assessments
- Debriefing (individuals and groups)
- Facilitating Group Work/Support Group Sessions
- Assist students with court preparations
- Helping students with substance abuse problems, who are suicidal and have similar issues

Student-related Activities/Committees

- Gender-Based Violence Dialogues and Campaigns
- Mental Health Awareness

Physical Address

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

Student consultation hours

Monday - Friday: 08h30 – 15h30

Contact details

Mr Mashudu Muthala

Email: mashudu.muthala@smu.ac.za

Tel: 012 521 4579



Centre for University Teaching and Learning (CUTL)

Student Academic Support Unit Services

Services rendered

- First-year Experience
- Orientation
- First-year mentorship
- Tutorship
- Student Advising
- Academic Support Workshops

Academic Support

- Tutorship
- Supplementary Instruction (SI)
- Student Advising
- Academic Support Workshops

Academic Development and Support

- Student Leadership Development
- Academic Excellence Awards
- Entrepreneurship

Contact Details

Dr Senoelo Nkhase

Director

Email: senoelo.nkhase@smu.ac.za

Tel: 012 521 4972

Dr Tebogo Tsebe

Manager

Email: tebogo.tsebe@smu.ac.za

Tel: 012 521 3696

Ms Audrey Selebogo

Secretary

Email: audrey.selebogo@smu.ac.za

Tel: 012 521 3986

Ms Dimakatso Molokomme

Senior Administrative Officer

Email: dimakatso.molokomme@smu.ac.za

Tel: 012 521 3913

Ms Bonolo Kau

Student Advisor

Email: bonolo.kau@smu.ac.za

Tel: 012 521 4432

Ms Dikeledi Thipe

Student Advisor

Email: dikeledi.thipe@smu.ac.za

Tel: 012 521 4215

Ms Thabile Mtsweni

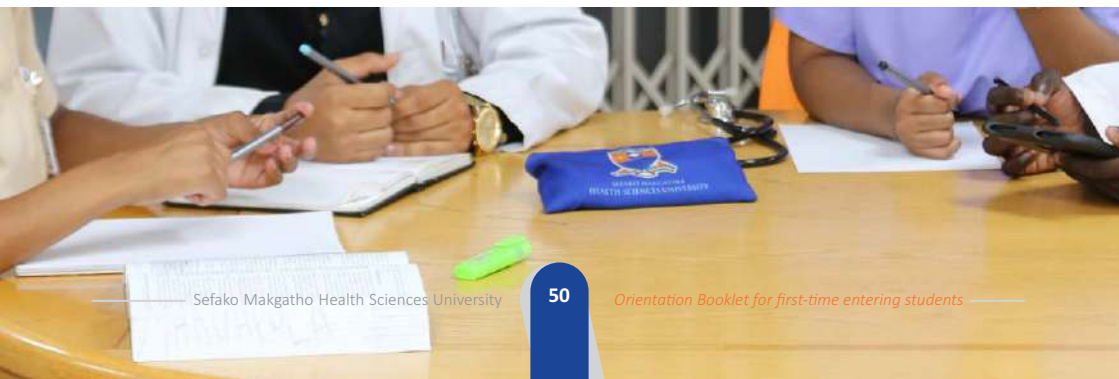
Student Academic Development and Support Officer

Email: thabile.mtsweni@smu.ac.za

Tel: 012 521 2038

For all Student Academic Development services Inquiries, please contact us on the relevant email as indicated below:

- **First Year Mentorship or Residence Mentorship**
E-mail: student.mentorship@smu.ac.za
- **Tutorship and Supplementary Instructions**
E-mail: student.tutorship@smu.ac.za
- **Academic Support Request, Readmitted Students**
E-mail: academic.support@smu.ac.za



- **You can also call us:** 012521 3982 or
Emergency number: 065 883 9149

Teaching Development Unit

The Teaching Development Unit delivers a comprehensive, coordinated and integrated academic development service to the academic staff members of SMU including:

- Consultative support for continuous curriculum development.
- Consultative support for instructional design of online content.
- Continuous just-in-time teaching & curriculum development workshops & seminars: on teaching & learning, assessment, curriculum development, instructional design, etc.
- Teaching portfolio development & Teaching Excellence Awards support.
- Module/teaching evaluation by students.
- Promotion of the Scholarship of Teaching and Learning and a culture of reflective practice.
- Use of technology in teaching.
- Instructional design of online content.

Contact Details

Dr Elize Venter
Manager
Email: elize.venter@smu.ac.za
Tel: 012 521 2045

Dr Helga Hambrock
Instructional designer
Email: helga.hambrock@smu.ac.za
Tel: 012 521 5046

Mr Tony Zana
Teaching Development Consultant
Email: tony.zana@smu.ac.za
Tel: 012 521 4170



E-Learning Unit

E-Learning Unit

The E-learning Unit is mandated to provide trainings, assistance, guidance and support to staff and students on:

- The use of the university Learning Management System, Blackboard/Ithute.
- The use of proctoring system Honorlock for assessments.
- The use of Turnitin, which is the plagiarism detection software.
- Creation of online courses, enrolment of staff and student into their courses.
- Providing report on the usage of all the systems deployed on campus.

These activities are conducted through various approaches including online and contact workshops, ongoing support via email, face-to-face as well as telephonically.

Contact Details

Ms Thandokazi Ikedinobi

E-learning Specialist

Email: thandokazi.ikedinobi@smu.ac.za

Tel: 012 521 3896

Student Support number

Tel: 012 521 3982

Support Email for Staff

staff.elearningsupport@swave.smu.ac.za

Support Email for Students

students.elearningsupport@swave.smu.ac.za



Medical Illustration and Audio-Visual Services (MIAAVS)

The Department of Learning Technology, Medical Illustration and Audio-Visual Services (MIAAVS) is a sub-unit of the Centre for University Teaching and Learning (CUTL). The department is situated in the Library building, Basement Level. MIAAVS works closely with all schools, administrative departments and students providing a variety of services in all areas to enhance the academic project.

Services rendered

- Medical Illustration, Art and Design
- Clinical, Scientific and General 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.
- Medical Television/Media – Training videos, Recordings of various medical conditions, Corporate and Promotional material
- Audio-Visual and Technical Services to lecturing staff and students
- Academic and Administrative Support

Student-related activities

- MIAAVS assist students with events regularly 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 assists 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.

Very Important: No Cash May Be Handled By MIAAVS Staff.

After-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.

- Long-term booking requests must be submitted to MIAAVS early in the year to prevent disappointment.
- **All SMU official and academic events will get preference** when it comes to allocating venues and equipment. Structures may have to be allocated an alternate venue 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 banned from their venue and any other venue for a set period – this will depend on the severity of 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 the loan must be signed for on the prescribed form and returned signed back by a member of MIAAVS. No equipment may be removed from campus without permission and the necessary documentation as well as a campus Control/Asset form and stamp (Forms obtainable from MIAAVS reception). No equipment may be used 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 if the use of a data projector is required by a student group or organization.
- All lecture theatre equipment **MUST** be signed out from the reception and returned immediately after class. All equipment must be 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 loss of equipment whether due to negligence, theft or accident must be reported in writing and telephonically immediately.
- MIAAVS supports all teaching, learning and research. MIAAVS offers training workshops on poster making, and MS PowerPoint presentations and also assist clinical skills, and facilitators. MIAAVS supports laboratory-based classes and assists 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.

Office Hours:

Mondays – Friday	07h30 – 16h00
Saturday/Sunday	Closed
Public Holidays/University Holidays	Closed

Student Consultation Hours

IMPORTANT: Depending on what material is requested there may be a waiting period. We **DO NOT** offer express printing services. All printing/laminating bigger than A4 or A3 must be arranged ahead of time as this has a 24-hour waiting period. All payments must be done at the cashier and receipts presented on the collection of printed material. No material will be allowed to leave the department without a receipt.

Times for ID Photos and Colour Printing/Copies:

09h00- 15h00

Physical and Postal Address

Library Building, Basement Level | Postal Address: PO Box 214, PO Medunsa, 0204

Contact Details**Manager/Medical Photographer**

Ms. Nicolette Jordaan

Tel: 012 521 5642/4541/5634

Administrative Officer

Ms. Gertrude Ramabu

Tel: 012 521 4541/5634

Assistant Administrative Officer

Ms. Tiny Mokwape

Tel: 012 521 4541/5634

Medical Photographer

Ms Edinah Ndlovu

Tel: 012 521 4541/3733

Medical Photographer

Mr Jaco Janse van Rensburg

Tel: 012 521 4541/3733

Medical Illustration/Graphic Design:

Ms. Marinda Pretorius

Tel: 012 521 5611

Media and Television Specialist:

Mr Mfundo Busani

Tel: 012 521 4541/5704

Audio-Visual Technician:

Mr. Andrew Leso

Tel: 012 521 4541/5634/5702

Audio-Visual Technician Assistant:

Mr. Kenny Sibiya

Tel: 012 521 4541/5634/5702

PLEASE NOTE - All requests must be submitted to MIAAVS through Reception, with no exceptions. The staff will then direct your request to the relevant person or unit within MIAAVS.

ALL correspondence must be directed to Ms N Jordaan, Manager MIAAVS.

Academic Literacy and Science Communication

Services rendered

- Language Proficiency

Services rendered

- Reading (Variety of texts genres) and writing skills (All forms of writing required at SMU)
- Online reading and writing proficiency (Pearson)
- Presentation skills (group and individual)
- Research and protocol writing
- Raising students' awareness on Academic Language and use
- Empowering students with both Cognitive Academic Language Proficiency (CALP) and Basic Interpersonal Communication Skills (BICS)

Physical Address

BMS, Second Floor, Room no. N216

Student Consultations Hours

Monday – Friday: 13h00 - 14h00

Contact details

Email: edwin.seleka@smu.ac.za

Email: juliet.ratsoana@smu.ac.za

Staff members

Dr M.E. Seleka : Head of Discipline

Mrs J.R. Ratsoana : Secretary

Dr P. Nair : Senior Lecturer

Dr A. Coetzer : Senior Lecturer

Dr V. Hungwe : Senior Lecturer

Dr B.G. Marutla : Senior Lecturer

Mr G. Nkgadima : Junior Lecturer



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 JM Mabelebele

Registrar

Email: jeffrey.mabelebele@smu.ac.za

Tel: 012 521 3358

Ms. VO Mokgoko

Secretary

Email: vuyiswa.mokgoko@smu.ac.za

Tel: 012 521 3358

THE OFFICE OF THE DEPUTY REGISTRAR:

Academic Administration

Services Rendered

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.

Staff Member

Mr Baatile Poo

Deputy Registrar: Academic Administration

Email: Baatile.poo@smu.ac.za

Tel: 012 521 4203

Staff Member

Mr Sylvester Khohliso

Deputy Registrar: Academic Administration

Email: sylvester.khohliso@smu.ac.za

Tel: 012 521 4322

Enrolment Management Office

Services rendered

- Applications
- Admissions
- Registrations
- Student records

Physical address

Molotlegi Street
Ga-Rankuwa, Pretoria,
Clinical Pathology Building,
Basement – Room N011

Office hours

Monday- Friday: 07h30 - 16h00

Contact Details

Ms. ML Hlatshwayo
Head of Department
Email: mmule.hlatshwayo@smu.ac.za
Tel: 012 521 4979

Ms. SM Mogale-Kabini

Postgraduate Matters
Email: sarah.mogale@smu.ac.za
Tel: 012 521 5886

Mr. AS Mabuse

Online Applications
Email: alfred.mabuse@smu.ac.za
Tel: 012 521 4204

Ms. AT Mkhize

Undergraduates Matters
Email: angel.mkhize@smu.ac.za
Tel: 012 521 4135

Mr. TE Matlala

Undergraduate Matters
Email: Thabiso.matlala@smu.ac.za
Tel: 012 521 5889

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 - 16h00

Contact Details

Ms Sophie Baby Masebe

Email: sophie.masebe@smu.ac.za
Tel.: 012 521 5880

Mr Joel Micheal Sekgotha

Email: joel.sekgotha@smu.ac.za

Ms Yvonne Balale

Ms Annah Hlungwane

Assessment and Certification Office

Services Rendered

- **Assessment**
 - Drawing up of examination timetable
 - Receiving, safe keeping and duplication of question papers
 - Delivery of examination question papers and stationery to and from examination venues
 - Data processing of annual result codes on the system
- **Publication of Results**
 - Publication of students' examination results on ienabler and SMS line
 - Printing of progress reports and academic records
- **Certification**
 - Extracting and verification of graduation lists from the system
 - Compiling graduation programmes
 - Printing and safe keeping of degree/diploma certificates
 - Sending out graduation invitations to eligible candidates
 - Conducting graduation ceremonies
 - Issuing of graduation certificates
- **Administration of Postgraduate Dissertations/Theses**
 - Receiving, sending out of theses and dissertations to external assessors
 - Receiving and safekeeping of completed dissertations/theses
 - Preparation of Agenda for PGC and ECS, and implementation of decisions taken University working hours.

University Working Hours

Monday – Friday: 07h30 - 16h00

Physical address

Clinical Pathology Building
Ground Floor Room No. 7

Contact Details

Ms Martha Agnes Jiyane

Email: martha.jiyane@smu.ac.za

Tel: 012 521 3287

Ms Charlotte Linda Besselaar

Email: charlotte.besselaar@smu.ac.za

Tel: 012 521 4674

Ms Elsie Mokgaetsi Tladi

Email: mokgaetsi.tladi@smu.ac.za

Tel: 012 521 4202

Ms Rose van Wyk

Email: rose.vanwyk@smu.ac.za

Tel: 012 521 4556

Mr David Matsemela Masola

Email: matsemela.masola@smu.ac.za

Tel: 012 521 5845

Penelope Mankge

Email: penelope.mankge@smu.ac.za

Tel: 021 521 2029

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 the Alumni Database. The office affords Alumni Association Members to network and re-connect with each other 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.

SMU Alumni's objectives are to create a database of alumni to support academic and research enterprises. To establish support for third-stream income through alumni's influence and to impart knowledge, make schools and academic departments aware of the value of engaging with alumni, community and private organizations.

Services Rendered

- Circulate communique through the University communication portals, such as website, student newspaper, social media and radio station
- Planning, organizing and implementing Alumni events, according to their programme, including purely social gatherings
- Have a presence at Open Days, Orientation weeks and other University events that involve students
- The organization of institutional alumni events such as reunions
- Audit and Update database
- Conducts Alumni surveys
- Distribution of University Alumni Magazine
- Organizing EXCO meetings and Alumni Annual general meetings (AGM)
- The implementation of alumni giving campaign, including online giving facilities
- Establishment of regional chapters and sectors
- Mobilising alumni to appoint or elect their representative who will serve on SMU Council
- Community Development, and
- Regular communication with Alumni and Convocation using 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 S523

Contact Details

Ms Winnie Marishane
Email: alumni@smu.ac.za
winnie.marishane@smu.ac.za
Tel: 012 521 4563

Information Communication Technology (ICT)

Services rendered

- Network Support
- Internet Support
- Information Communication Technology (ICT) Security Support
- Service Support
- Student Technical Support
- Basic Computer Literacy Training
- Business Systems Support

The ICT department has 19 computer labs on campus and two computer labs off-campus at South Point Residences available for use by all students for different functions as per the access schedules for the labs. Student assistants employed in the department supervise the labs. These computer labs listed herein are manned by the ICT department and are located as follows:

General purpose computer Labs and operating hours

- | | |
|--|------------------------|
| • Study Hall, Basic Medical Sciences Building | : 24/7 |
| • BMS S301, Basic Medical Sciences Building | : 07h30 - 18h00 |
| • BMS S303, Basic Medical Sciences Building | : 07h30 - 18h00 |
| • Pharmacy S519, Basic Medical Sciences Building | : Open as per schedule |
| • Physiology S308, Basic Medical Sciences Building | : Specialized |
| • Residence 2B | : 24/7 |
| • Glass Cabinet, Dental Building | : 07h30 - 18h00 |
| • Library Main Hall | : 07h30 - 24h00 |
| • Library Postgraduate | : 07h30 - 24h00 |
| • Library Multimedia Center | : 07h30 - 24h00 |
| • CBE, Natural Sciences Building | : 07h30 - 18h00 |
| • E-Learning Centre, Natural Sciences Building | : 07h30 - 20h00 |
| • E-Learning Centre Small Lab, Natural Sciences Building | : 07h30 - 20h00 |
| • Computer Science, Natural Sciences Building | : Open as per schedule |
| • English, Natural Sciences Building | : Open as per schedule |
| • Chemistry, Natural Sciences Building | : Specialised |
| • Physics, Natural Sciences Building | : Specialised |
| • Statistics Lab | : Specialised |
| • Clinical Pathology-CP Ground Floor | : 07h30 - 24h00 |

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.

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.

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

Wi-Fi connections are available in student residences and on-campus designated areas. For security reasons, access is managed and authorised only for registered SMU students.

Student Assistants will assist in configuring Wi-Fi connectivity and provide the necessary credentials from the Student Technical Support Services office in the basement of the NSB next to the Van Schaik bookstore.

2. Student email account @ SMU

All registered students are provided with a free email for online communication purposes. The email credentials may be acquired from the Student Technical Assistant office in the basement NSB next to the Van Schaik bookstore.

Note that the email provided could be kept or used for life. This is done 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 on the university intranet page.

Below are the steps how students can access the student email account:

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 copied, illegal or pirated software in the university computers or personal computers and may not connect them to the university ICT infrastructure thereafter.

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

Students are encouraged to use Microsoft 365 suite and also to visit the ICT Student Technical Support portal using the URL: [https://www.smu.ac.za/en/explore-smu/departments/information-communication-technology/student-ict-technical-support/ to access the software/applications guidelines for ease of use.](https://www.smu.ac.za/en/explore-smu/departments/information-communication-technology/student-ict-technical-support/to-access-the-software/applications-guidelines-for-ease-of-use)

Students should acquire their software when purchasing their computers in the event of additional requirements which are not provided by the university.

Students may also make use of the Student Technology Program (STP) accessed from the **URL: stp.ac.za** to purchase computers and tablets at reduced prices inclusive of software at no extra cost. For more information, you can contact Student Technical Support Services office.

Students should use the following minimum requirements when purchasing computers

Minimum Hardware and Software specifications for Laptops

- Processor: i5 or Ryzen 5 (Gen 8)
- RAM: At Least 8GB – (Recommended 16GB)
- Drive: 512GB Nvme or SSD
- Wi-Fi 5 or Wi-Fi 6 Radio (2.4 and 5G Wi-Fi 802.11n/ac/ax)
- Windows 10 or Windows 11 – (Genuine License Windows Product. Recommended Windows Pro Edition)
- Cable Lock for Laptops
- Backpack for Laptops
- 3 Year Next day Warranty

OR

Minimum Hardware and Software specifications for Laptops

- (i7 or Ryzen 7 (Gen 10 or Gen 11)
- (16GB to 64Gb)
- Drive: 1TB to 2TB Nvme or SSD
- Wi-Fi 6 Radio (2.4 and 5G Wi-Fi 802.11n/ac/ax)
- Windows 10 PRO or Windows 11 PRO – (Genuine License Windows Product)
- Cable Lock for Laptops
- Backpack for Laptops
- 3 to 5 Year Next day Warranty (On-Site)

Minimum Hardware and Software specifications for Android Mobile and Tablet

- CPU Speed Quad-Core 1.2GHz
- RAM (GB) 3 GB
- Internal 32 GB storage
- Wi-Fi 5 or Wi-Fi 6 Radio (2.4 and 5G Wi-Fi 802.11n/ac/ax)
- Android 10
- 2 Year Warranty

OR

Minimum Hardware and Software specifications for Android Mobile and Tablet

- CPU Speed Octa-core 2.4GHz
- RAM (GB) 12 GB
- Internal 256 GB storage
- Wi-Fi 6 Radio (2.4 and 5G Wi-Fi 802.11n/ac/ax)
- Android 11
- 2 to 3 Year Warranty

Minimum Hardware and Software specifications for iOS Mobile and Tablet – (iPhone, iPad, or iPod touch)

- CPU Speed Hexa-core 3.GHz
- RAM (GB) 6 to 64 GB
- Internal 128 GB storage
- Wi-Fi 5 or Wi-Fi 6 Radio (2.4 and 5G Wi-Fi 802.11n/ac/ax)
- iOS 14.1
- 2 Year Warrant

OR

Please see below the recommended specifications for iOS Mobile and Tablet – (iPhone, iPad, or iPod touch):

- CPU Speed Hexa-core 3.GHz
- RAM (GB) 6 to 64 GB
- Internal 256 GB storage
- Wi-Fi 6 Radio (2.4 and 5G Wi-Fi 802.11n/ac/ax)
- iOS 15
- 2 to 3 Year Warranty

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 Microsoft Defender antivirus updates daily.

5. Online Learning Management System (blackboard) @ SMU

Blackboard is a teaching and learning management system providing online courses, assessments, group discussions, tests, assignments, and quizzes and allows 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- student number

Step 3: type password (Default password 'changeme')

Physical address

ICT Building

(Next to Production Unit)

Contact Details

Mr. Ignatius Makgoka

ICT Director

E-mail: ignatius.makgoka@smu.ac.za

Tel: 012 521 3376

Ms. Monica Tau

Secretary

Tel: 012 521 3376

Service Desk

Email: ictservicedesk@smu.ac.za

Tel: 012 521 5050

ICT Student Technical Support Services Office

Student Technical Support Team

Email: ictstudent_support@swave.smu.ac.za

Tel: 012 521 5768

Transport

The department consist of 31 drivers and 5 administration staff.

Services rendered

- Render student transport need(s) to various outreach programs;
- Render student transport to outside residences;
- Render student and staff transport to sport and spiritual activities; and
- Render transport to other departments for their operational needs.

Additional information

- No vehicle may be driven without prior authorization;
- All student transport requests should be submitted to transport department at least 3-5 working days before the trip;
- No student with a license that has an active endorsement will be allowed to drive fleet vehicles;
- No student or staff member 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 over night without permission; and
- 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; and
- All university vehicle users should have a valid driver's licence older than 2 years.

Physical address

Transport Building
Situating next to the Small Gate
Room no 2

Student consultation hours

Monday – Friday: 07h30 - 16h00

Contact details

Ms Evelina Mahlangu

Acting Head of Department
Email: evelina.mahlangu@smu.ac.za
Tel: 012 521 4917

Ms Gaobuse Mojaki

Transport Officer
Email: gaobuse.mojaki@smu.ac.za
Tel: 012 521 3719

Ms Jemina Motsie

Admin Assistant
Email: jemina.motsie@smu.ac.za
Tel: 012 521 4634

Mr Edwin Manabalala

Transport Officer
Email: edwin.manabalala@smu.ac.za
Tel: 012 521 5009

Ms Katlego Maseka

Admin Assistant
Email: katlego.maseka@smu.ac.za
Tel: 012 521 5009

Ms Maluleke Rose

Admin Assistant
Tel: 012 521 4634

Security Services

Objectives

The objectives of Security Services are to support the University in its activities of teaching, learning and community engagements. To contribute effectively towards making SMU campus an environment conducive for such activities by providing a system of safeguards designed to protect the physical property of the University and to ensure safety and security for all students, staff and persons interacting with the University.

Services Rendered

- Operational Control Room monitoring CCTV (1200 cameras on and off-campus monitored live) and a UAV/ DRONE on a 24h/7 basis.
- Access Cards Management. (Issue to staff, students and contractors).
- Incident Management.
- Reaction vehicle with SMU Tactical Reaction Team 24hrs/day.
- Crime Prevention.
- Green route (walkway) Escorts. Both on and off-campus residences.
- Locksmith services.
- Crime investigation.
- Medical Assistance: SMU Ambulance Service (Only dispatching).
- Special Events Management on Campus

Incident reporting (process flow)

Control Room Operator

- Receive complaint.
- Record in the Electronic Occurrences Book
- Dispatch required personnel. *i.e.* Supervisor, Tactical Response Team, Investigations officer, Electrician. Plumber etc.
- Campus Ambulance, Maintenance.

Crime Awareness Campaign

- Always be alert and watchful while on campus.
- Lock your room at all times.
- Do not lend your cellular to strangers.
- Switch off appliances when not in use.
- Do not leave valuable items next to open windows.
- Avoid isolated areas, especially after dark.
- Report suspicious persons immediately to the Control Room.
- Do not leave windows open when you go to class.
- Do not use your access card to open for other people.
- Avoid asking for a lift from strangers in and outside the campus.

Physical Address

Security Service is located at the Main Entrance of the University.

EMERGENCY NUMBERS


AMBULANCE


SECURITY


FIRE


WATER


ELECTRICITY



- **24 hour CONTROL ROOM:**
012 521 4139/3705
- **24 hour SUPERVISOR:**
082 793 1367 or 6004
- **Toll-Free Number**
080 016 0874

As Security Service, we advise you to lead a balanced life, but always remember the reason for being in the University environment.

We encourage you to abide by the University policies and regulations and request your assistance in ensuring a safe and secured university environment.

Internationalisation Directorate

Sefako Makgatho Health Sciences University is a unique higher education entity in that it is an institution which focuses on a specific field, health sciences. For this reason, SMU's Internationalisation focuses on strategies and activities that will internationalise a niche university and assist in graduating global citizens. Internationalisation encompasses a variety of activities and strategies and allow us to bring elements of the global to the local and also take elements of the local to the global. This approach will include Internationalisation activities like: Internationalisation at home (in the classroom, community and campus) as well as comprehensive Internationalisation (strategic partnerships, project funding, joint research and sharing of knowledge across borders).

Services Rendered

- Student and Staff Mobility (outgoing and incoming students).
- Student and Staff Assistance (visa guidance, assistance to international students on campus, prospective international students and local students and staff traveling or wanting to study abroad).
- Student activities which promote internationalisation and multiculturalism on campus.
- Create awareness of international scholarships and other opportunities for students and staff.
- Assist with internationalising of the academic project.
- International perception management.
- Internationalisation of Higher Education thought leader (research on the topic).
- Support office for writing Funding Proposals, Collaborations, International MOU's and Embassies.
- Monitoring SMU's legal compliance to the Internationalisation Framework of South Africa.
- Assist with the recruitment of international students.

Student-Related Activities/Committees

Activities take place in conjunction with the Student Affairs Directorate.

Committees

International Student Organisation (SMUIISO).

Working Hours/Consultation Hours

Working Hours: Monday – Friday, 08h00 – 17h00

Consultation Hours: Tuesday – Thursday, 10h00 – 15h00

Contact Details

Dr Carlien Jooste

Director: Internationalisation

Email: carlien.jooste@smu.ac.za

SMU Anti-Discrimination Office

We Can - We Shall - We Will



STOP
GENDER
BASED
Violence

**Students are requested to report all incidents
related to Gender Based Violence**

sexual harrassment | discrimination | manifestation

**Taking action towards zero tolerance
against gender based violence**

Services Rendered

- The Gender-Based Violence (GBV) Office offers its services to all the staff and students of the University.
- Provides a safe and confidential space for reporting cases of GBV.
- Confidentially advises complainants and victims of GBV of their options.
- Coordinate support to the complainant, for example psychosocial, alternative accommodation, no-contact order, or any other that may be required by the complainant.
- Inform the respondent/s of the complaint filed against them.
- Managing GBV-related complaints and cases on behalf of complainants.
- Engages actively in advocacy around GBV.

Working Hours

Monday – Friday: 08h00 - 16h30

Physical Address

Clinical Pathology Building, 5th Floor
Office No S533E

Contact Details

Telephone number: 012 521 3085

Email address: velencia.maupye@smu.ac.za

SPEAK OUT!

YOU CAN REMAIN ANONYMOUS

Report any incidents of:

fraud | corruption | theft
Misconduct or unethical behavior

To the Sefako Makgatho Health Sciences University
Anti-Fraud & Corruption Hotline:




Contact number | Fax number

0800 333 4630



Email: smu@behonest.co.za

Ethics & Fraud Hotline facilitated by  Advance Call



Switchboard: (012) 521 4111

Physical Address: Molotlegi Street | Ga-Rankuwa | Pretoria

Postal Address: Registry, P.O.Box 60 | Medunsa | 0204 | South Africa

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KNOWLEDGE FOR QUALITY HEALTH SERVICES

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