



SEFAKO MAKGATHO
HEALTH SCIENCES UNIVERSITY



Orientation Booklet

2020



Health Care Sciences



Medicine



Oral Health Sciences



Pharmacy



Science and Technology

EMERGENCY NUMBERS



- **24 hour CONTROL ROOM:**
012 521 4139
- **24 hour SUPERVISOR:**
082 793 1367 or 6004

YOU CAN REMAIN ANONYMOUS

SPEAK OUT!



Report any incidents of:

- fraud,
- corruption,
- theft,
- misconduct or
- unethical behavior

to the Sefako Makgatho Health Sciences University Anti-Fraud and Corruption Hotline.

Contact number | Fax number:

0800 333 463

Email: smu@behonest.co.za

Ethics & Fraud Hotline facilitated by  Advance Call

SMU Anti Discrimination Office

We Can-We Shall-We Will

STOP
Gender Based
Violence

Staff and students are requested to report all incidents
related to Gender Based Violence
sexual harrasment | discrimination | manifestation

You can report to Ms Angie Malope

Tel: 012 521 4585 / 076 937 8376

Email: angie.malope@smu.ac.za

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

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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.

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 orient and welcome new students.

THINGS TO REMEMBER

- Always carry your student card
- Keep your valuable items safe
- Keep your timetable updated all the time
- Do not lend your cellphone or computer to anyone
- Do not lend your access card to anybody
- Lock your room and keep windows closed at all times

Mission

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

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

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

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

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

Vision

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

Motto

'Knowledge for Quality Health Services'

MESSAGE FROM ACTING VICE-CHANCELLOR



Dear Students and Families,

Welcome to Sefako Makgatho Health Sciences University (SMU), and thank you for having the good sense to choose to study at SMU and therefore taking the opportunity to learn more about us. SMU, the newest and the only health sciences-focused University in South Africa is increasingly becoming recognized as one of the finest health sciences University. Amongst our top priorities are academic excellence. For example, among others, within the five years of our existence we have become the host of one of the only two internationally recognized Bariatric centers in South Africa. Our Mecru Clinical Research Unit, the Diarrhoeal Pathogens Research Unit (DPRU) and Tobacco Control policy research unit are centers of excellence that are also internationally recognized. SMU's clinical skills simulation training is one of the finest in the country and plans are advanced to improve this facility further by leveraging on the developments of the fourth industrial revolution (4IR) in

this area. We are a center of excellence for antimicrobial stewardship and quality healthcare management. We have also introduced new streams in our BSc programme, namely Biotechnology and, Environmental management and Toxicology.

To the parents and guardians — for most, in 4 years, the young woman or man you bring to SMU will have matured far beyond your current imagination. You are making a major investment in her or his future, and I promise you a good return on that investment. The education she or he receives here will prepare her or him for a career, but much more important, it will prepare her or him for life.

Education is much more than your career preparation. In particular, an SMU education is preparation for not only a lifetime of earning, but a lifetime of learning. Here you will find exceptional experiences that allow you to grow and develop, explore new interests, and fully realize your potential. Producing a professional with transformative leadership capabilities

remains central to our mission as we commit to contribute to addressing the challenges of poverty, unemployment and inequality.

Becoming a part of SMU means you are part of a close-knit community that will support you from day one and help you achieve your vision of success. We will help you grow, discover, and realize your aspirations. Here you will find the guidance and support to realize your aspirations- whether you want to develop your leadership skills, explore your passion for the arts (SMU has got talents!), serve our community or conduct your own research. You will find mentors in our academic and non-academic staff and, through our campus' rich social and cultural life, you will make connections and friendships that will last a lifetime.

I encourage you to visit our beautiful campus, meet our students and academic staff, and see for yourself the outstanding opportunities, activities, and facilities that SMU offers. The real keys to the SMU experience lie within each of our students and academic staff. Speak to them, and you'll quickly discover their dedication to helping students flourish and grow in body, mind, heart and spirit. Talk with our students and you will meet active and engaged learners who seek to

find powerful and effective ways to improve the lives of others. If you are ready for transformation, our vibrant, supportive community is here to help you realize your full potential and propel you into a rich, balanced and successful life.

Welcome again to SMU, where no boundaries exist on the map of knowledge. I welcome you to the most wonderful years of your life.

#WeAreSMU

With best wishes,

**Prof O Ayo-Yusuf
Acting Vice-Chancellor**

STUDENT REPRESENTATIVE COUNCIL (SRC) 2019/2020



PORTFOLIO	NAME AND SURNAME
President	Mr Lerato Mokheranyana
Deputy President	Mr Dzudzanani David Marubini
Secretary	Mr Keamogetswe Pani Kgotso Madumo
Deputy Secretary	Mr Phuti Mofenyi Lefifi Phukubje
Treasurer	Ms Sizakele Keamogetse Cilo
Projects and Campaign Officer	Ms Sharon Maletshema Malepa
Culture and Religion Officer	Ms Mmaphuti Pontsho Maphosa
Sport and Recreation Officer	Ms Sinazo Sidoyi
Postgraduate Students Officer	Mr Arnold Thabang Matlou
Residence Officer	Mr Koketso Mashifane
SCHOOL OF MEDICINE	Mr Victor Siphoesihle Masilela
SCHOOL OF PHARMACY	Ms Sanelisiwe Siyathaba Nkonyane
SCHOOL OF HEALTH CARE SCIENCES	Mr Ntshupa Confidence Thekiso
SCHOOL OF ORAL HEALTH SCIENCES	Ms Pauline Kukie Ngwetjana
SCHOOL OF SCIENCE & TECHNOLOGY	Mr Vhugala Mabirimisa

Physical address

Natural Science Building (NSB) | Ground Floor

Contact details

Mr. Albert Masetla
Student Development Practitioner
E-mail: albert.masetla@smu.ac.za
Tel: 012 521 5836

Ms. Goitsemang Mogase
Administrator
E-mail: goitsemang.mogase@smu.ac.za
Tel: 012 521 5835

Who are we?



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).

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



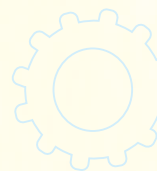
How do I apply to study at SMU?

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 advance 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 a trusted and reliable partner in your academic journey.

Services

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

Collections

- Books: Print and electronic
- Periodicals: Print and electronic
- Electronic Databases
- Theses and Dissertations: print and electronic
- CD and DVD's
- Exam papers in electronic format
- Facilities
- 24 hours study facility(basement of BMS building)

- Air Conditioned Study space
- Study Cubicles
- Open Computer Lab for Internet and Typing
- Internet Access with WIFI
- Seminar/ Discussion rooms with projectors, screens and boards
- Photocopying and printing
- Electronic training room
- Staff & Postgraduate Room

Physical address: next to BMS building

Library Hours

Term time

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

Vacation time

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

Extended Examination Hours

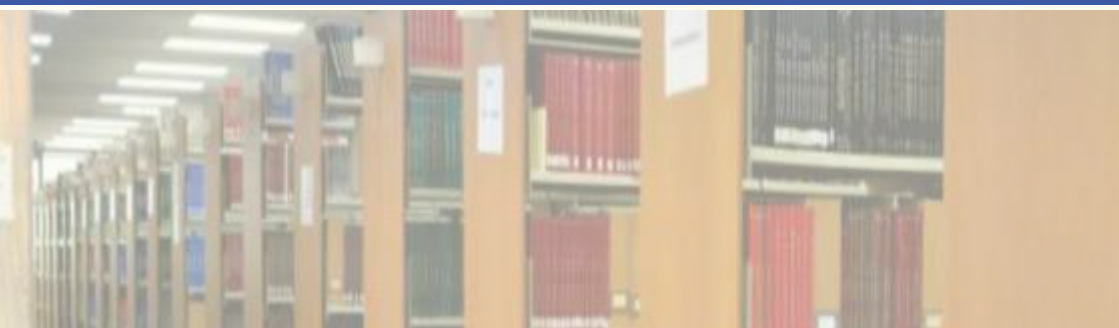
Monday – Friday	: 07h30 – 00h00
Saturday	: 09h00 – 17h00
Sunday	: 09h00 – 17h00

Contact details

Ms Sarah Kibirige
 Director: Library & Information Services
 E-mail: sarah.kibirige@smu.ac.za
 Tel: (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/>



Research & Postgraduate Studies Directorate

The SMU strategic priorities for research, postgraduate studies and innovation are based on three central pillars (i.e. the 3 Ps: Practice, People and Place), supported by the SMU business processes and ICT systems, and are:

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

There are three key research and postgraduate education strategies which are:

- Establishing a reputation for research excellence;
- Improve research and innovation impact, visibility and funding; and
- Increase postgraduate output and throughput.

Services Rendered

- Grant management
- Research Ethics administration
- Research output (publications) management
- Funding opportunities (bursaries and scholarships e.g. NRF, MRC, HWSETA)
- Internal research incentives administration
- Research capacity development workshops and courses

Physical Address

Clinical Pathology Building, 5th Floor

List of Staff Members and their Job Titles

Dr Sandile Williams	: Director for Research and Grants Support
Prof Mapaseka Seheri	: Director for Postgraduate Studies, Research Capacity Development, Integrity and Ethics
Ms Elsie Monkwe	: Research Administration Officer
Lorato Phiri	: Human and Animal Ethics coordinator
Ms Jadah Matentji	: Research Administration Officer
Ms Joyce Mokono	: Research Grants Management Coordinator
Ms Fulufhelo Malamatsho	: Research Capacity Development Coordinator

Contact Details

Ms. Elsie Monkwe (Research I)
E-mail: elsie.monkwe@smu.ac.za
Tel: 012 521 3698 | Office No: S524

Ms. Lorato Phiri (Research Ethics)
E-mail: lorato.phiri@smu.ac.za
Tel: 012 521 5617 | Office No: S524

Ms. Jadah Matentji (External Grants)
E-mail: jadah.matentji@smu.ac.za
Tel: 012 521 3956 | Office No: S519

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.

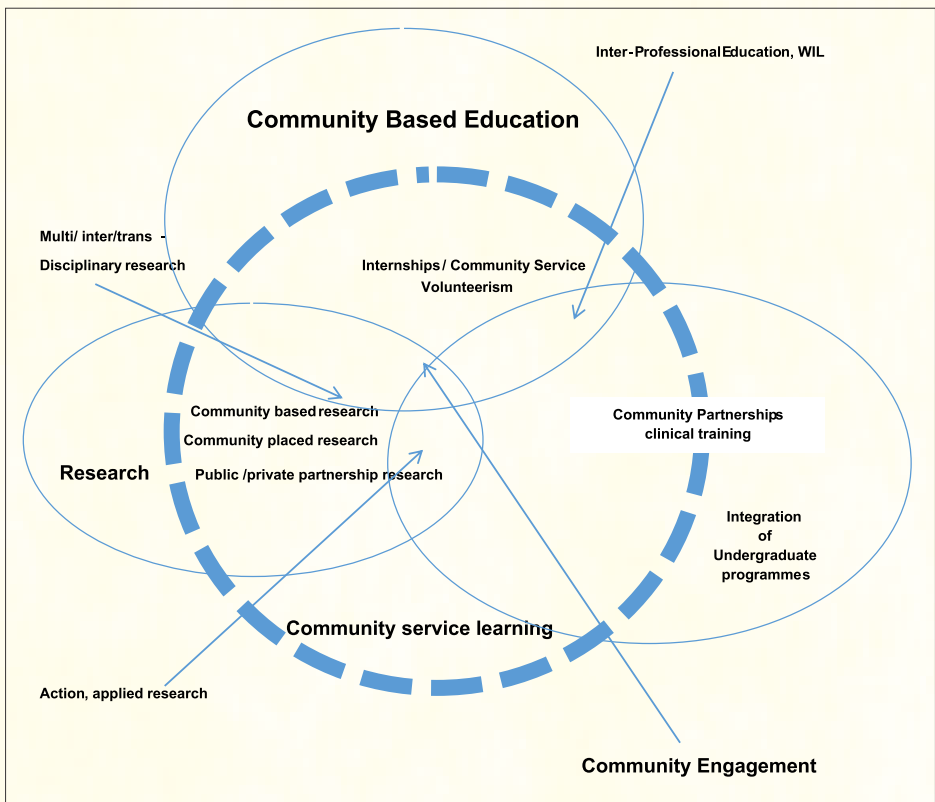


Figure 1: The types of engagements, interactions and integrations

Domain	Teaching and learning	Research	Professional/discipline Services
Purpose	Responsiveness to the community needs. To generate new knowledge, promote knowledge integration, the application of knowledge, or the dissemination of knowledge.	To enhance community development through staff and student involvement in research to find solutions to problems identified by both the researchers and the community.	To contribute towards pressing social, educational and health challenges facing the communities.
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.	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 will be placed in identified communities for Teaching, Learning and Assessment. Community Engagement will be integrated in their curriculum. Students will partake with communities for implementation Joint needs based projects.
Funding	DHET subsidy funded Clinical Training Grant	External funding / Research grants and Fund raising ventures	Use of university resources may be permitted and should be recorded as well as monitored. External funding may be sourced - a SLP policy to be developed.
Management	Deans and HODs, in their areas of competence, to ensure that an enabling environment is created for promoting community engagement. Academic support in Service-Learning by the Centre for University Teaching and learning (CUTL). Studies in consultation with JET/CHESP Service-Learning Capacity Development Programme.	Research activities to comply with the research policy.	Formation of a community engagement committee to oversee and support CE ventures Inter-Professional Education strategy will ensure collaboration in Planning, supporting and Education in the Community Students and academic of different disciplines will plan visits and implement them jointly. An annual community engagement will showcase projects implemented jointly with the communities.
Examples of engagements	Examples provided within the SMU database as compiled	Examples provided within the SMU database as compiled	Examples provided within the SMU database as compiled.
Recognition	Criteria similar to T&L Award to be established and used to recognise staff for CE excellence. CE to be one aspect of evaluation for staff promotion.	Awards for research to the value of the measurable impact at the community level.	Projects to be recognised and participants be incentivize.

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 70% or higher in your grade 12 final examination is needed to qualify for the bursary.

The average is calculated as follows:

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

Bursaries/Scholarships

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

National Student Financial Aid Scheme (NSFAS)

All applications for NSFAS funding have to be made online on the NSFAS website www.nsfas.org.za.

Please take note of the annual NSFAS closing date.

The following Computer Labs on Campus are available where you can complete your applications and update your details: BMS 301, BMS Study Hall, NSB CBE, NSB E-Learning Centre and Residence 2B Scanning facilities (to upload your supporting documents) are also available at the Library and the Financial Aid Office, One Stop Student Services 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 Capital (Pty) Ltd (previously known as Eduloan).

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

More importantly, they understand the challenges experienced by students. They believe that as Fundi, they can make a valuable contribution to South Africans by providing students the support and assistance they need to be successful. Fundi remains mindful of the power of the partnerships they have developed over time

and want to assure their customers of their continued support. Fundi will strive to deliver innovative education solutions that support and enable their customers' education ambitions.

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

Allowances such as books, meals and cash are offered through the Eduxtras card. For enquiries, please visit the One Stop Student Service Centre, Basement, Clinical Pathology Building (Clinpath) Building
Tel. 012 521 5964.

Additional information

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

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

Physical address

One Stop Student Service Centre,
Basement, Clinical Pathology Building
Tel. 012 521 5964.

Student consultation hours

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

Staff Members

Mr Ramodiana Molete

Deputy Director: Revenue and Receivables

E-mail: ramodiana.molete@smu.ac.za

Tel: 012 521 5954

Mrs Karen Hermann

Assistant Director and HOD

E-mail: karen.herman@smu.ac.za

Tel: 012 521 4622

Mr Phetole Moshoma

Principal Accountant: NSFAS

E-mail: phetole.moshoma@smu.ac.za

Tel: 012 521 4191

Mrs Ansie Jansen van Rensburg

Financial Aid Officer: Provincial Bursaries

E-mail: ansie.jansenvanrensburg@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, Fifth Floor, Room No. N501, Financial Administration.

Student consultation hours

Monday - Friday: 09h00 - 12h00
and 13:00 - 15:00

Contact details

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

Ms Sinah Madisha

Accountant

Email: sinah.madisha@smu.ac.za

Tel: 012 521 4660

B. Student Debtors Office

Services rendered

- Administering student fees accounts
- Issuing of statement of account
- Collection of outstanding fees

Additional information

All students are requested to produce their Students Cards at student debtors' office.

Contact Details

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

Physical address

One Stop Student Service Centre,
Basement, Clinical Pathology Building

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

- Orientation
- Africa day
- International day
- Excursion for International Students

B. Committees

- Sefako Makgatho Health Science University International Student Organisation (SMUIISO)
- Lesbian, gay, bisexual, transgender and intersex (LGBTI)

Physical address

Old Information Centre behind Residence 1C

Student consultation hours

08h00 – 16h00

Contact details

Dr Irene Mohasoa
Executive Director Student Affairs
E-mail: irene.mohasoa@smu.ac.za
Tel: 012 521 5776

Ms Eunice Modiba

Email: eunice.modiba@smu.ac.za
Tel.: 012 521 5834

Campus Health and Wellness Centre



Services rendered

- Minor Ailment treatment
- HIV counselling, testing and management
- Hepatitis B Vaccination
- First Aid
- Health promotion through peer education programme (Crayon Society)

Student-related activities/Committees

- Peer education training and mentoring
- Campaigns like First things First, STI awareness dialogues (One night stand), Women's Health (You are such a doll), Men's Health (Brothers for life), Substance and alcohol abuse awareness, GBV awareness, Candle light, World Aids Day, group sessions and many more.

Additional information

- All services are free of charge.
- Health promotion
- Social Media:
 - Crayon Society Medunsa
 - Crayon_Society
 - crayonsociety_sefako

Staff members

Clinic based

Dr M.P Mathebula : Clinic Doctor/Manager
Sr S.J Mokono : Assistant Manager
Sr E Modise : Clinic Nurse Practitioner
Ms A Kgatle : Secretary
Mr J Diale : Principal Lab Assistant
Ms N.S Leballo : HIV/AIDS Officer
Ms K.A Nonkwelo : Health Promoter

Paramedics

Mr E Sephoka : Ms L Magana
Mrs M Maaake : Mr R Mabogo
Mr A. Masikwa : Mr F Mulovhedzi
Mrs T Mangwani : Ms K Malohaditlane
Mr G Satege

Physical address

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

Student consultation hours

Monday – Friday: 08h00 – 16h00

After hours and weekends and Emergency

Contact campus control
for ambulance services,
or dial 079 417 9546 / 6278

Clinic Contact details:

012 521 5735

Dental Clinic

Patient Admin Department

Services Rendered

- Crown and bridges
- Dentures
- Restoration
- Scaling and polishing
- Extractions of tooth
- Periodontics
- Maxillo-facial clinic
- Orthodontic
- Cleft clinic

Additional information

- Patient must come to hospital for consultation.
- Students that are not on medical aid pay R75 for consultation

- 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

Physical address: Dental Building

University working hours:

Monday – Friday: 07h00 - 15h45

Contact Details

Mr S Skhosana

Tel: 012 521 5787/5761

Mr L.J Mathala

Tel: 012 521 5761

Services rendered on an individual basis to:

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

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

Dr F. H. Nkabinde

Educational Psychologist/ Student Counsellor

Email: fikile.nkabinde@smu.ac.za

Tel: (012) 521 3786

Ms L. Skhosana

Administrator

Email: lindiwe.skhosana@smu.ac.za

Tel: 012 521 4225



PEOPLE



HELP



PROFESSIONAL



SUPPORT

Clinical Psychology Office

Services Rendered

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

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

Student-Related activities:

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

Student consultation Hours:

Monday- Friday: 08h00-16h00

Staff members

Mrs Molebogeng Moholo

Clinical Psychologist

Email: molebogeng.moholo@smu.ac.za

Tel.: 012 521 3806

Physical address

Clinical Pathology Lecture Building,
Office 3L004



Student Life and Governance

Services rendered

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

Our Flagship events include the following:

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

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

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

Our caring and supportive staff will guide



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

A. Political Structures:

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

B. Social Clubs

- Debate Society
- DJ Society
- Poetry Club
- Wrap-it Up
- Let the Young Man Live

C. Religious Desk

Sefako Makgatho Health Sciences University Religious Desk, which is an umbrella body of all Students church structures at the university, ranging from the Orthodox Church structures to Contemporary church structures.

Additional information

Core Business of Student Life and Governance

- Contributes towards the holistic development of all students
- Our core functions are training and development of student leadership
- Coordination of student life and

events and supporting student governance structures such as the SRC, the Student Housing Committees, Faculty Representatives, Sport.

Goals and Objectives

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

Physical address

Natural Science Building
Ground Floor

Student consultation hours

Monday- Friday: 07h30 - 16h00

Contact details

Mr. Albert Masetla

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

We have a total of 20 presenters who host various shows and a team of dedicated men and women who serve temporarily at the Station.

Services rendered

- News
- Music
- Talk shows
- Sports

Additional information

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

Broadcasting time and Frequency

24/7 on 97.1

Physical address

Student Cafeteria Building

Contact details:

Ms Precious Pheelwane

Email: precious.pheelwane@smu.ac.za

Tel: 012 521 5812

Student Residences

Services rendered

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

Student-related activities/Committees

A. Activities

- SMU I belong
- Residence orientation
- Ubuntu games
- Bon fire
- Green campus
- SMU conversation
- Ongoing orientation

B. Committees

- House committee

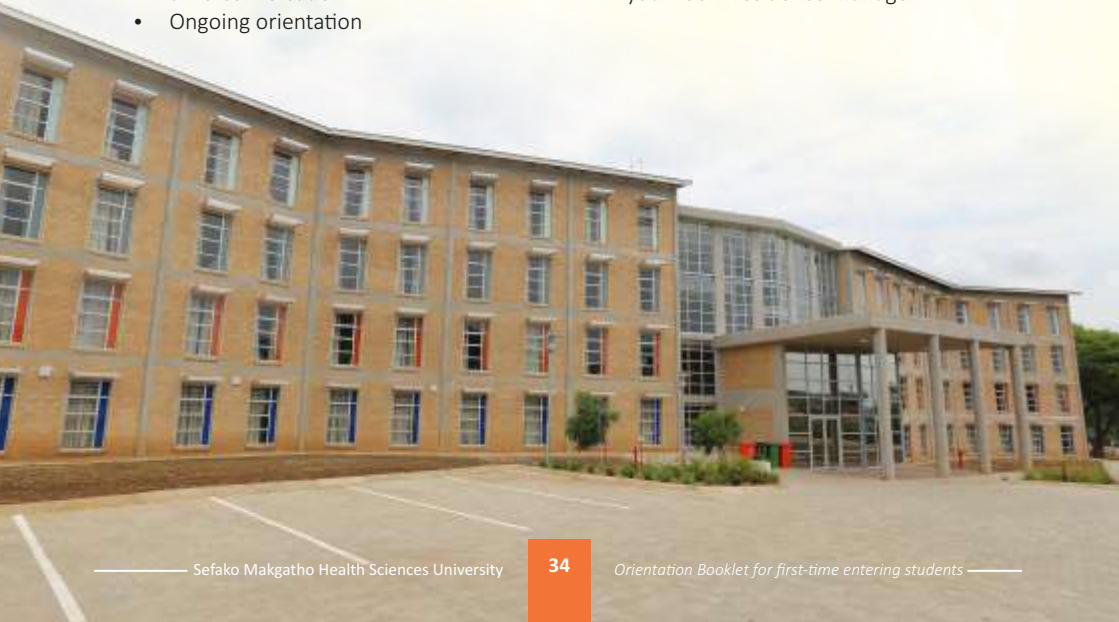
Additional information

Important residence rules

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

General information

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



Safety at residence

- Report the loss of your key to your residence manager/ it can be replaced at a cost
- Secure your valuables in a safe place
- Report any suspicious persons to residence manager and security
- Keep your door closed and locked, especially when you are sleeping or alone in the room.
- Switch off appliances when not in use.

Physical address

Clinical Pathology Building, Office S530

Student consultation hours

Monday – Friday: 08h00- 15h30

Name	Work	Short no	Email	Residents
Ms Lindi Rampa Mr Lethabo Kudumane	012 521 3142 CENTRAL OFFICE	6695	lindi.rampa@smu.ac.za lethabo.kudumane@smu.ac.za	Central Office
Mrs V Thosago	012 521 4013	6253	violet.mojapelo@smu.ac.za	1A
Mr Lethabo Kudumane	082 042 8262	6695	Lethabo.kudumane@smu.ac.za	5A
Ms Percy Teffo	081 281 3070	-	Percy.teffo@smu.ac.za	Drie Lillies
Mr. Siphon Mapfumari	076 860 8485	-	Siphon.mapfumari@smu.ac.za	Drie Lillies
Mr P.J Louw	076 555 8921	6250	james.louw@smu.ac.za	South Point
Ms M.N Vuma	073 588 2062	6248	Martha.vuma@smu.ac.za	2B
Ms M.M Motau	082 488 3839	6254	mary.motau@smu.ac.za	JST Rustenburg
Mr M.S Dunge	072 639 0101	6255	muziwandile.dunge@smu.ac.za	1D
Ms L.M Skhosana	072 506 5859	6356	lindiwe.skhosana@smu.ac.za	Nurse Home GM
Ms M.D Matjeni	012 521 4096	6172	dorah.matjeni@smu.ac.za	5B
Mr J Mnisi	012 521 3996	6174	joseph.mnisi@smu.ac.za	1B and 1C
Ms J.D Mokohe	079 156 2319	6173	joyce.mokohe@smu.ac.za	Lost City
Mr Efraim Hafeni	071 150 0777		efraimmappz@gmail.com	2A
Ms. Mpho Motlhake	072 120 3562	-	Mpho.motlhake@smu.ac.za	4B
Mr Lethabo Kudumane	082 042 8262	6695	Lethabo.kudumane@smu.ac.za	Tshwane Varisty Lodge
Mr P.J Louw	076 555 8921	6250	james.louw@smu.ac.za	South Point Arcadia
Ms Tshenolo Mdakane	073 681 1097		ts.mdakane@gmail.com	The Heights

Student Cafeteria

Services Rendered

- Serving Breakfast, Lunch & Supper
- Functions (Confirmation must be made 2 days before the function date. No function will be done without a full payment or a signed and budget stamped pink form/catering request service form being received by the cafeteria office)

Physical Address

Student Cafeteria Building

Trading Hours (Student Cafeteria)

Monday- Friday: 07h00- 18h00

Saturday & Sunday: 07h30- 17h30

Management

Ms Sithabile Milanzi : Deputy Director

Ms Jemina Motsie : Senior Supervisor
Operations

Ms Rachel Thongo : Supervisor Functions

Ms Penina Foromo : Supervisor Cleaning

Ms Virginia Maponya: Supervisor Front of
House

Ms Grace Nyamathe : Supervisor Front of
House

Ms Katlego Masike : Supervisor Front of
House

Contact Details

Student Cafeteria Office

Tel: 012 521 5205/5208

Function Bookings:

E-mail: cafeteria.functions@smu.ac.za

Tel: 012 521 5205



Sport and Recreation



Services rendered

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

Student-related activities/Committees

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

A. University Sport South Africa (USSA)

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

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

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

B. Sporting codes committee

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

C. Community leagues

Clubs also play in the community leagues around Gauteng. All clubs have their own internal and external fixtures played on different weekdays and weekends at various venues in and around Gauteng Province.

Facilities

General Gym

All students are free to utilise the gymnasium free of charge. One simply produces one's current student card at reception. Various training equipment is available in the centre.

Indoor Facilities

- General Gym
- Karate Hall
- Squash Court x 6
- Bodybuilding Gymnasium
- Dance Hall
- Table Tennis Hall



- Basketball Court x 2
- Volleyball Court x 2
- Badminton Court x 6

Outdoor Facilities

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

Additional information

The Department boasts having produced better sportsmen and women in the country under the following codes:

- Karate All African Games, Shinkyokushinkai World Championships 2017 participation; 2018: - Mr Innocent Zikhali represented RSA and 2018 - Mr Amogelang Bunu: 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

Sport officer	Sport code	Contact no	Email	Room no
Mr JK Semono	Aerobics and athletics	012 521 3858 072 128 9491	jeffsemono@smu.ac.za	122, Sports Centre
Mr OJ Seitshiro	Badminton, Body Building, Chess, Rugby, Tennis, Swimming, and Table tennis	012 521 4184 084 951 6666	jacob.seitshiro@smu.ac.za	128, Sports Centre
Ms MG Motshekg		012 521 4185	mama.motshekg@smu.ac.za	007, Sports Centre

Student Support Referral Unit

Services rendered

The services are twofold:

Firstly, the student is guided through reflection for problem identification which forms part of the screening process.

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
 - CUTL (Centre of University Teaching and Learning)
 - Financial Aid
 - Campus Health

Additional information:

This service is available to all students who wish to gain access to any of the service providers listed above, due to lowering academic achievements or any pressing personal matter. 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
Tel: 012 521 3805

Student Social Work Services (SSWS)

Services rendered

- Basic counselling, development of coping mechanisms and 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
- Assessing students with substance abuse problems, suicidal and similar issues.

Student-related activities/Committees

- Various awareness campaigns

Physical address

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

Student consultation hours

Monday- Friday: 08h30 – 15h30

Contact details

Mr Mashudu Muthala

Email: mashudu.muthala@smu.ac.za

Tel: 012 521 4579



Mission:

- To lead the design, development, implementation and evaluation of student and staff development initiatives
- To provide an evidence based health sciences education consultancy service
- To provide services related to peer and student evaluation of teaching, learning and assessment
- To initiate, review and evaluate curriculum development and transformation initiatives
- To initiate, guide, implement and review learning technologies
- To provide health sciences illustration and audio-visual services
- To design, develop, implement and evaluate relevant student academic support services
- To contribute to educational scholarship and research

Services rendered

Student Academic Development:

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

Staff Development

- To provide professional development on matters related to the enhancement of teaching and learning.
- To support evaluation of teaching.
- To encourage and support academics in the use of technology in their teaching.
- To foster the scholarship of teaching and learning and promote a culture of reflective practice.
- Lecturer training on reviewing and mapping curricula.

Contact Details

Dr Melvin Govender

Director (Acting)

Email: melvin.govender@smu.ac.za

Tel: 012 521 4972

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 3986

Student Academic Development and Support Unit**Staff**

Mr Tebogo Tsebe

Email: tebogo.tsebe@smu.ac.za

Tel: 012 521 4432

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

E-Learning Unit**Staff**

Mr Itumeleng Maboye

Manager

Email: itumeleng.maboye@smu.ac.za

Tel: 012 521 3896

Teaching Development Unit**Staff**

Ms Mary Coleman

Teaching development consultant

Email: mary.coleman@smu.ac.za

Tel: 012 521 4506

Medical Illustration and Audio Visual Services**Staff**

Ms Nicolette Jordaan

Manager

Email: nicollette.jordaan@smu.ac.za

Tel: 012 521 5682

Medical Illustration and Audio-Visual Services (MIAAVS)



Services rendered

- Medical Illustration, Art and Design.
- Clinical 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
- Audio-Visual and Technical Services.
- Academic and Administrative Support.

Student-related activities

- MIAAVS assist students with events on a regular basis by providing Public Address (PA) systems as well as technical assistance whenever possible and as needed. These events are normally arranged through the Student Affairs/Governance and SRC offices.
- All printing and event requests from recognized student structures and church groups must be accompanied by a letter from the Student Governance office and this is usually issued by Mr Albert Masetla.
- The department also assist students with study material by offering a colour printing/copying and lamination service at a nominal fee – printing is only done in A4 and A3 sizes. All black and white (monochrome) printing should be done in the library. Please enquire at the department for the correct price list – payment is per page per side. All payments must be made at the cashier on the 5th floor in the Clinical Pathology building and NO cash will be handled by the MIAAVS staff.
- **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 Events will get preference when it comes to allocating venues and structures may have to be moved to alternate venues to accommodate an official university event.
- Please complete the booking form at MIAAVS and read through the rules at the back carefully. If a student group or structure is found to be guilty of not following the rules they may be fined or alternatively banned from their venue and any other venue for a set period of time – this will depend on the transgression.

Additional information

- The Audio-Visual and Technical Services maintain AV equipment and systems in lecture theatres/auditoriums, classrooms, seminar rooms, etc. All equipment taken on loan must be signed for on the prescribed form and on return signed back by a member of MIAAVS. No equipment should be removed from the campus without permission and the necessary documentation as well as a campus Control/Asset form and stamp (Forms obtainable from MIAAVS reception). No equipment 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 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 after class. It is important that all equipment is returned as quickly as possible to avoid the next class starting late. It is recommended that each class elect two students that will be responsible for the collection and return of equipment to and from MIAAVS.
- Any and all loss of equipment whether due to negligence, theft or accident must be reported in writing and telephonically immediately.

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

OFFICE HOURS:

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

STUDENT CONSULTATION HOURS

Times for ID Photo's and Colour Printing/Copies

Mondays & Tuesdays:

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

Thursdays & Fridays:

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

PHYSICAL & POSTAL ADDRESS

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

CONTACT DETAILS

Manager/Medical Photographer	: Ms Nicolette Jordaan- ext: 5642
Administrative Officer	: Ms Gertrude Ramabu- ext: 4541/5634
Assistant Administrative Officer	: Ms Tiny Mokwape- ext: 4541/5634
Medical Photographer/Television	: Mr Thomas Nkobeni- ext: 4541/3733
Medical Illustration/Graphic Design	: Ms Marinda Pretorius- ext: 5611/3633/3733
Audio-Visual Technician	: Mr Andrew Leso- ext: 4541/5634/5702
Audio-Visual Technician Assistant	: Mr Kenny Sibiya- ext: 4541/5634/5702

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

E-Learning Unit

Background

To implement the 'SMU Blended Learning Strategy Development and Roadmap Plan' in support of the growing relevant expertise in learning pedagogy and instructional design, eLearning Unit has become a strategic partner in teaching and learning at Sefako Makgatho Health Sciences University. As a unit, we continue to serve as a valuable resource for academics and students who are new as well as well-versed with the concept of blended learning. Our support involves increasing awareness and effective use of specific available educational technologies deployed by the university through our various training programs and information sharing sessions.

Services Rendered:

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

Additional Information

All services are free of charge.

E-Learning is open from 7:30 am until 12:00 mid night

Physical Address

Natural Science Building Basement, Room 0039D, Next to Van Schaik Bookshop.

Contact Details

Mr Itumeleng Maboye: E-Learning Coordinator

E-mail: itumeleng.maboye@smu.ac.za

Tel: 012 521 3896

Student Consultation Hours

Monday – Friday: 07h30 – 22h30

Emergency: Speed Dial, 6258



Language Proficiency

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

Dr P. Nair : Senior Lecturer

Dr A. Coetzer : Lecturer

Mrs R.T. Lesufi : Junior Lecturer

Ms H.D. Veldtman : Lecturer

Dr V. Hungwe : Lecturer

Mr M. Shatjoa : Junior Lecturer

Mr G. Nkgadima : Junior Lecturer

Ms L. Diphofa : Junior lecturer

Mrs J.R. Ratsoana : Secretary

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

Ms. Kanyisa Magwentshu

Deputy Registrar: Academic Administration

Email: kanyisa.magwentshu@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

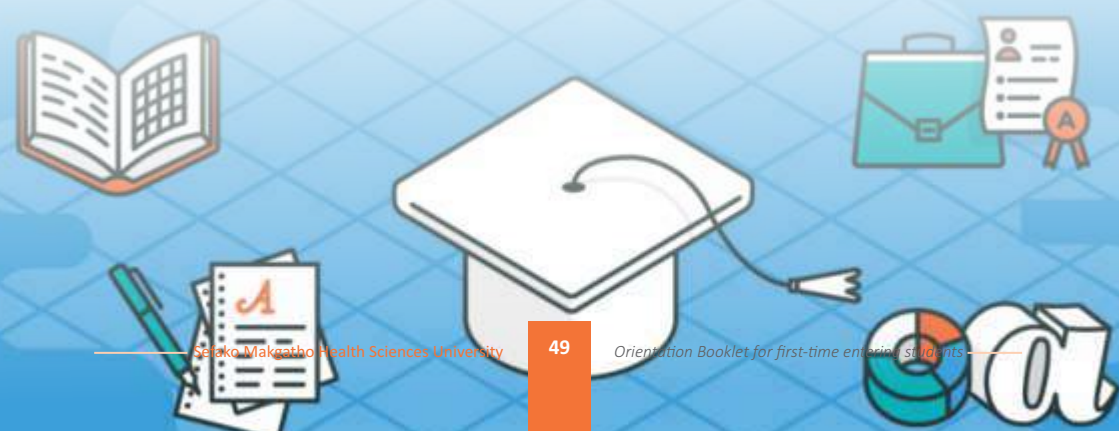
Contact details:

Ms. JM Maseko
Head of Department
Email: monica.maseko@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
Undergraduate matters
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





Services rendered

- Duplication of examination question papers
- Delivery of examination papers and stationery to and from examination venues
- Data processing of examination codes and annual results on ITS system
- Printing of progress reports and academic records
- Handling students queries
- Publication of student results
- Safe keeping of question papers
- Handling of deferred examinations
- Handling all functions regarding graduation ceremony
- Responsible for degrees and diploma, certificates, letters to graduandi, cards for seating arrangements and graduation ceremony and issuing of certificates at graduation ceremony.
- Drawing up of examination timetables, handling of thesis and dissertations and publications of results
- Implementation of decisions taken at examination committees
- Filing of correspondence, marks, papers and all other administration documents

University working hours

Monday – Friday: 07h30 to 16h00

Physical address

Clinical Pathology Building
Ground Floor Room No. 7

Contact Details:

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 Martha Agnes Jiyane

Email: martha.jiyane@smu.ac.za

Tel: 012 521 3287

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

Senior assessment officer - Vacant

Registry Department

Services rendered

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

Physical address

Clinical Pathology Building,
Ground floor, Room no. Cs003

University working hours

Monday – Friday: 07h30 to 16h00

Contact Details

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



Alumni Relations Office

The main objective of the Alumni Relations Office is to establish and maintain lifelong relationships between the University and its graduates.

The Alumni Relations office strives to broaden and strengthen constant communication with graduates via the establishment of Alumni Database. The office affords Alumni Association Members to network and re-connect with each 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 objectives are to create database of alumni to support academic and research enterprise. 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 communiques through the University communication portals, such as website, student newspaper, social media and radio station.
- Planning, organizing and implementing Alumni events, according to their own programme, including purely social gatherings
- Have 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
- Organising exco meetings and Alumni Annual general meetings (AGM),
- The implementation of an alumni giving campaign, including online giving facilities
- Establishment of regional chapters and sectors,
- Mobilising alumni to appoint or elect their representative who will serve in SMU council,
- Community Development, and
- Regular communication with Alumni and Convocation by means of the electronic newsletter, emails, sms, social media.

University working hours

Monday – Friday: 07h30 to 16h00

Physical address

Marketing and Communication Department
Clinical Pathology Building 5th Floor, Office S515

Contact Details

Ms Winnie Marishane

Email: Winnie.marishane@smu.ac.za

Tel: 012 521 4563



Information Communication Technology (ICT)

Services rendered

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

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

General purpose computer Labs and operating hours

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

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

General rules for all computer labs

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

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

Additional information

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

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

1. Wifi access @ residences of SMU

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

2. Student email account @ SMU

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

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

Below are the steps how students can access to Blackboard:

- Step 1 : type the URL- www.google.co.za
- Step 2 : click Sign in
- Step 3 : type email address studentnumber@swave.smu.ac.za
- Step 4 : type password
- Step 5 : click the link Mail

3.Student approved software @ SMU

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

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

Student are encouraged to use office 365 suite and other accredited free software's provided by the university in the portal.

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

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

4. Anti-viruses requirements @SMU

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

5. Online Learning Management System (blackboard) @ SMU

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

Below are the steps how students can access to Blackboard:

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

Step 2: type username

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

Physical address

ICT Building
(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 Student

Tel: 012 521 5050

ICT Assistant Office

Student Technical Assistants Office

Email: studentsupport@swave.smu.ac.za

Tel: 012 521 5768

Transport

The department consist of 29 drivers.

Services rendered

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

Additional information

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

Physical address

Transport Building

Situated next to the Small Gate
Room no 2

Student consultation hours

Monday – Friday: 07h30 - 16h00

Contact details

Mr Jangile Mzamo

Email: Mzamo.jangile@smu.ac.za

Ms Modiselle Lizzy

Email: Elizabath.Modiselle@smu.ac.za

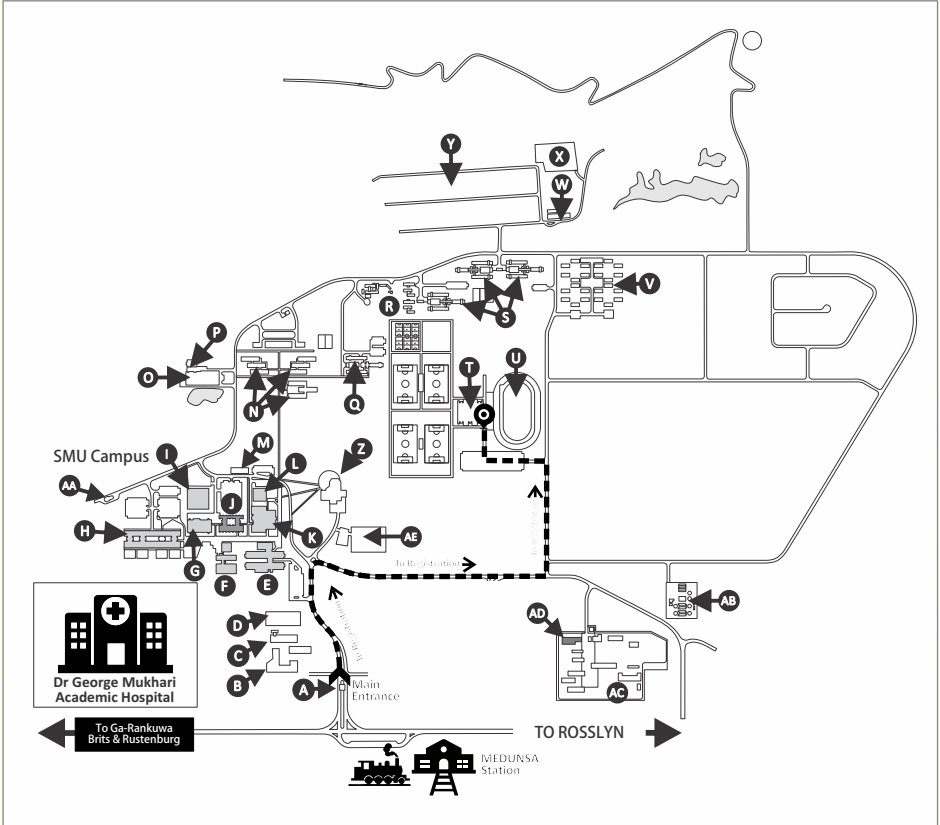
Ms Maluleke Rose

Transport Officer

Ms Phakisi Florence

Transport Officer

SMU Campus Map



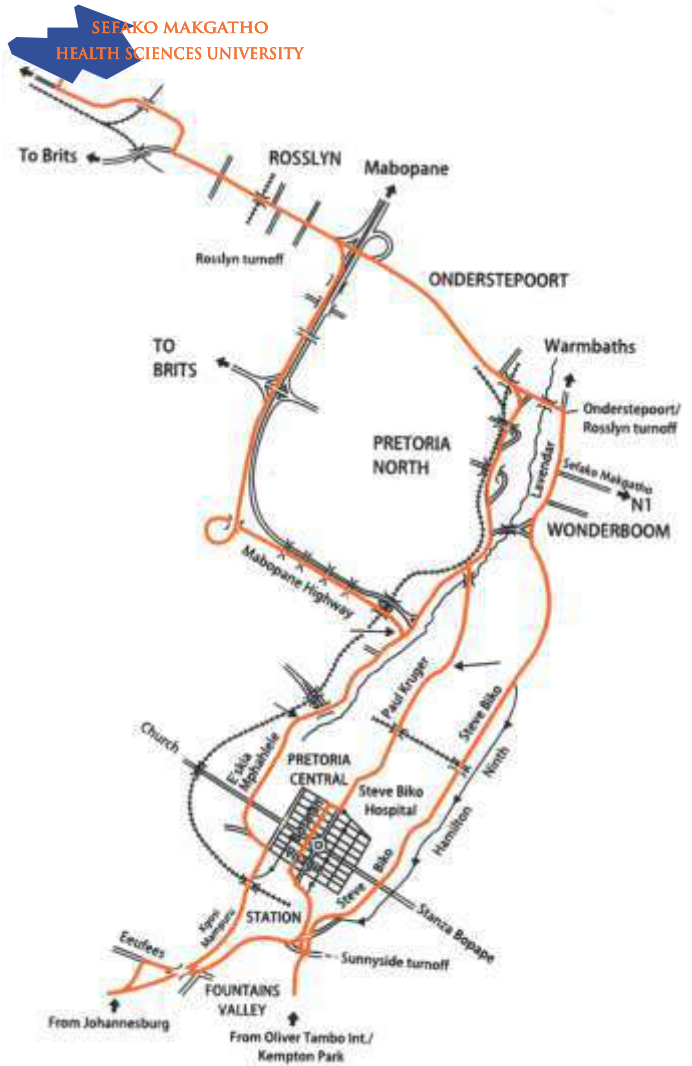
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|---|----------|-----------|--------------------------|
| Main Gate/Security | A | P | Technical Services |
| Safety and Security | B | Q | Student Residence |
| MEDICOS | C | R | Public Health |
| Pharmacovigilance | D | S | Student Residences |
| Dentistry & Dental Hospital | E | T | Indoor Sports Complex |
| Health Care Sciences | F | U | Athletics Pavillion |
| Library & Medical Illustration & Audio-Visual Services (MIAAVS) | G | V | Student Housing |
| Clinical Pathology Building (CP) | H | W | Garden Services |
| Skills Centre, POME & Nursing Science | I | X | Nursery |
| Basic Sciences Building (BMS) | J | Y | Student Housing |
| Natural Sciences Building (NSB) | K | Z | Student Cafeteria |
| New Auditorium & Amphitheatre | L | AA | Psychology Department |
| ATM's (ABSA/Standard Bank/Nedbank/Capitech) | M | AB | Water Purification Works |
| Student Residences | N | AC | Maths & Stats |
| Reprographics, Assets & Stores | O | AD | ICT |
| | | AE | New Pharmacy Building |

Directional Map



SEFAKO MAKGATHO
HEALTH SCIENCES UNIVERSITY

Ga-Rankuwa



Ga-Rankuwa
GPS Co-ordinates
25° 37' 8"South, 28°1'22"East



Switchboard: (012) 521 4111

Physical Address: Molotlegi Street | Ga-Rankuwa | Pretoria

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

www.smu.ac.za

KNOWLEDGE FOR QUALITY HEALTH SERVICES

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