



**TO: STUDENTS AND STAFF**  
**FROM: DR JM MABELEELE, REGISTRAR**  
**DATE: 17 MAY 2020**  
**SUBJECT: INFORMATION ON ACADEMIC ADMINISTRATION AND RELATED SERVICES**

As the University grapples with COVID-19 implications, there has been a number of enquiries received by my office related to academic administration services. Kindly note that notwithstanding the current lockdown regulations, my office will still provide the following academic administration services (though online until further notice) in a manner prescribed below.

### **1 Academic records**

Students who need academic records and transcripts on an urgent basis for the purposes of applying for places at other higher education institutions in South Africa and elsewhere are requested to contact Ms. Penelope Mankge at [penelope.mankge@smu.ac.za](mailto:penelope.mankge@smu.ac.za) for assistance. Such students or graduates will be assisted from Friday, 22 May 2020.

### **2 Proof of registration**

There are a number of students who have passed the age of 21, and would require proof of registration in order to petition their parents' medical aid schemes as evidence to remain under the cover of the medical aid schemes. Such students should contact Ms. Mmule Hlatshwayo at [mmule.hlatshwayo@smu.ac.za](mailto:mmule.hlatshwayo@smu.ac.za) for assistance from Friday, 22 May 2020.

### **3 Degree and/or diploma certificates and graduation related enquiries**

Students or former students who have fulfilled the requirements of their qualifications, and have graduated from the University, and do not owe the University in fees, should contact Ms. Penelope Mankge at [penelope.mankge@smu.ac.za](mailto:penelope.mankge@smu.ac.za) for assistance. Copies of these certificates will be emailed to eligible students who need them on an urgent basis from Friday, 22 May 2020. Original certificates will only be released when the situation on campus has returned to normalcy. Students or former students who would like to make enquiries related their graduation status, should please contact Ms. Martha Jiyane at [martha.jiyane@smu.ac.za](mailto:martha.jiyane@smu.ac.za) for assistance.

### **4 Registration of students with professional bodies (HPCSA, SANC and SAPC)**

For registration as professionals or students with any of the professional bodies, students or former students should approach their Schools with completed forms. Only once the Deans have

completed and signed the relevant sections, can the Registrar's Office be approached for confirmation. The dedicated official in the Registrar's Office for this purpose is the Deputy Registrar: Academic Administration (Mrs Kanyisa Magwentshu) at [kanyisa.magwentshu@smu.ac.za](mailto:kanyisa.magwentshu@smu.ac.za)

## **5 Interruption of studies**

Students who would like to apply for interruption of studies for 2020, should do so mindful of the applicable University rules. Application for interruption of studies must be submitted to their Schools, and approved and submitted to the Office of the Registrar for confirmation and to update the student's record on the system. Your attention is drawn to the Student Fee Policy which provides in a paraphrased form that student who interrupt their studies after April 2020, will be liable for tuition and accommodation fees for the 2020 academic year. More information on this could be obtained from Deputy Registrar: Academic Administration (Mrs. Kanyisa Magwentshu) at [kanyisa.magwentshu@smu.ac.za](mailto:kanyisa.magwentshu@smu.ac.za)

## **6 Unregistered students for the 2020 academic year**

Students who **for good reasons** could not register for the 2020 academic year, should submit their individual cases to their relevant Schools and copy the Office of the Registrar. Each case will be assessed on its merits, and a verdict, based on the exclusive ruling of the Registrar informed by the academic rules of the University, will be communicated to the affected students. More information on this could be obtained from Deputy Registrar: Academic Administration (Mrs. Kanyisa Magwentshu) at [kanyisa.magwentshu@smu.ac.za](mailto:kanyisa.magwentshu@smu.ac.za)

## **7 2020 undergraduate and postgraduate applications for 2021 prospective students, other than those for doctoral programmes**

Online applications for students who have or are sitting for NSC examinations could be made through the University online application system available on the website. Manual applications can be submitted to Enrolment Management Unit. Enquiries can be directed to Ms Mmule Hlatshwayo at [mmule.hlatshwayo@smu.ac.za](mailto:mmule.hlatshwayo@smu.ac.za) for a response.

## **8 Feedback on Postgraduate Committee (PGC) decisions related to application for extension of time, exemption from modules, recognition of training time from other institutions, etc.**

For enquiries related to PGC decisions on application submitted, kindly contact Mr. Peter Bosch at [peter.bosch@smu.ac.za](mailto:peter.bosch@smu.ac.za) All other matters related to assessment of dissertations and theses should be directed to Ms. Charlotte Besselaar who can be contacted at [charlotte.besselaar@smu.ac.za](mailto:charlotte.besselaar@smu.ac.za)

Yours Sincerely

**DR JM MABELEBELE  
REGISTRAR**

(transmitted electronically and therefore unsigned)