



www.smu.ac.za

Orientation Booklet



2021



SEFAKO MAKGATHO
HEALTH SCIENCES UNIVERSITY

**REMAIN
MASKED!**

Covid-19 is real



#Covid19

#smucovid19screeningapp

#CovidAlertSouthAfrica

EMERGENCY NUMBERS



AMBULANCE



SECURITY



FIRE



WATER



ELECTRICITY

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

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 333 463



Email: smu@behonest.co.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**

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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

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.

Motto

'Knowledge for Quality Health Services'

MESSAGE FROM THE VICE-CHANCELLOR



It gives me great pleasure as the Vice-Chancellor to welcome all of you to the Sefako Makgatho Health Sciences University as our new students. What is even more exciting for me is that I see you as a special regiment that join the SMU shortly after I became Vice-Chancellor. This is my first interaction with new students in this university and I value this opportunity. I want to assure you that you made the right choice. SMU has a rich and great history in terms of producing the best professionals for the country and the world. Amongst you are both local and international students and it gives us great pleasure that you chose to study at SMU.

You are joining SMU at a very critical time in the life of our institution as we embark on a journey to turn the University around. We are introducing new ways and measures to do things differently so that this great institution can occupy its rightful place and be counted amongst the best in the world. All the steps we are taking are meant to ensure that we create a vibrant and favorable environment for our students and staff.

Our strategic vision 2021-2025 is approved and in full swing. This is a roadmap that will guide us towards achieving the goal of being a leading Regional University as measured by teaching and learning excellence, vibrant impactful research and innovation, post graduate training and excellence in core support activities including ICT, infrastructure and maintenance. Thus, it means that there is a need for better collaboration, teamwork and a greater sense of duty by all including our students in order for us to achieve the desired new status. The culture at SMU is about to change, the student life at SMU will never be the same. I have no doubt that as new students, you will join us in making SMU the best University. By the time you complete your qualifications, you will proudly say, we were there when SMU took a new trajectory and are proud to be associated with it.

It is common cause that Covid-19 pandemic has disrupted how we conduct our business in the higher education sector including in other spheres of life as well as causing great devastation in communities. We are now forced to be exploratory and innovative in the delivery of our mandate as an institution. We will double the energy and efforts we applied in salvaging the 2020 academic year to ensure that the 2021 academic year is completed with minimal or no disruption. We are reorganizing ourselves better to offer you quality higher education. The university is working sturdily to strengthen our efforts to implement multi-modal methods of teaching and learning under the difficult Covid-19 circumstances.

It is our mission to amongst other things, create an environment that supports innovation and harness the power of new technologies to address the health needs of the community. I want to remind you that by choosing to study at SMU, you are walking in the footsteps of great men and women who are now professionals in their respective fields. I challenge you to look around your health care institutions in your communities, be it in public or private hospitals and clinics, you will find professionals who passed through SMU providing quality service to their communities. SMU boasts a number of eminent academics and NRF rated researchers, therefore, as students you will certainly benefit from their vast experience and knowledge in various fields.

You are starting a new chapter in your lives as University students and in the process, you will be exposed to new ways of doing things. Please remember that the freedom you have now acquired, with no regular supervision from your families comes with responsibility. Please exercise your freedom prudently and with greater discipline. You will make new friends, meet and engage with people from different backgrounds as part of creating good memories and making your time at SMU to be gratifying.

I also invite you to discover the extracurricular activities around campus. Being a student at SMU is going to be exciting for you. Find time to join your preferred sporting codes and participate, join the SMU choir if you wish, be part of the talent searches, beauty pageants and other activities. These activities are an integral part of your development and wellbeing. You will also notice as you walk around campus that there is a lot of construction going on, we also have a plan to green the campus. All these activities are meant to ensure that you have a vibrant and exciting experience as students of SMU.

In our effort to fight and curb the spread of Covid-19, we have a Screening App that you will be required to complete on a daily basis. This App was developed by SMU and it helps monitor if people have any symptoms associated with Covid-19. I urge you to download the App and make regular use of it. Beyond the APP we have measures that have been put in place in campus and residences to ensure that we curb the spread of Covid-19 and I implore you to fully observe those measures.

Make use of the campus health facilities if you feel the need to. Do not allow yourselves to be overwhelmed by the demands of university life. Seek assistance should the need arise, make contact with Students Affairs and students structures if you need help. We are all here for you to make your journey as a student of SMU easy.

Security is of utmost importance to us. We are working hard to improve security in campus and residences. I plead with you to be vigilant wherever you go and report any suspicious activities to security management. All the important numbers you need to have are contained in this booklet and make use of them should there be a need.

On behalf of the management of SMU, I welcome you to the university and guarantee you a rewarding and vibrant experience.

Vice-Chancellor
Prof Peter Mbatl

MESSAGE FROM THE SRC PRESIDENT



Welcome to Sefako Makgatho Health Sciences University (SMU) to continue your academic journey.

We are delighted to have you in SMU as students who are the core business of the university, without you there is no SMU therefore SMU is you and together We Are SMU. **#WeAreSMU**

I welcome you on behalf of the SMU Student Representative Council (SRC) 2020/21 which is a statutory body as provided for in the Higher Education Act 101 of 1997.

The SRC offers a variety of services to students and in offering these services the SRC exercises political, economic and administrative authority in order to manage the activities of student life.

The SRC is the highest decision-making body of student governance at SMU, the SRC aims to represent, protect and advance the interest of students at all times, to further insure that students are treated equally irrespective of their color, race, sexuality, religion, ethnicity, disability, nationality, political association or their programme of study.

We are fully commitment to the agenda of a decolonized, nonracial, nonsexist and democratic higher education system, we are determined 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.

We are also fully commitment to a higher educational system that strives to eradicate the prevailing poverty and social injustices in our society by performing a significant role in the economic development of our country and the provision of human resource needs; Furthermore, believing in the higher education system that will serve the broader needs of our society in line with the demands of nation building and transformation.

More than anything SMU is a home away from home where dreams are manufactured into reality, the SMU environment allows you to grow in a place that is ran by Ubuntu. Our institution is a historically disadvantaged one that happens to be the cornerstone of most dreams that have been achieved and are now saving lives and governing the country. SMU is a university that allows all students from all over the world to compete in the same pool without one being more advantageous than the other, and we take pride in that and on top of that the graduates of our SMU are top notches in our communities.

As you start your journey in this university we would like you to read this story of the pencil.

The story of a pencil

A boy was watching his grandmother write a letter. At one point he asked, “are you writing a story of what we have done”, “is it a story about me”. His grandmother stopped writing her letter and said to her grandson, I am writing about you but more important than the words is the pencil I am using. I hope you will be like this pencil when you grow up, intrigued the boy looked at the pencil, and it did not seem very special, “but it is just like any other pencil I have seen” it depends on how you look at things, it has **SIX QUALITIES** of which if you manage to hang on them, they will make you a person who is always at **PEACE** with the world.

1. *Quality Number 1:* is that, you are capable of great things, but you must never forget that there is a hand guiding your steps. We call that hand **GOD** and **HE** always guides us according to **HIS** will.
2. *Quality Number 2:* Now and then I have to stop writing and use a sharpener that makes the pencil suffer a little, but afterwards, it's much sharper. So you too must bear certain **PAINS** and **SORROWS**, they are not meant to harm you but they will make you a **BETTER PERSON**.
3. *Quality Number 3:* The pencil always allows us to use an eraser. This means that correcting something we did is **NOT** necessary a bad thing it helps us to keep on the road to **JUSTICE**.
4. *Quality Number 4:* What really matters in a pencil is **NOT** its wooden **EXTERIOR** but its graphite **INSIDE**, so always pay attention to what is happening **INSIDE YOU**.
5. *Quality Number 5:* is that no matter how many pieces you break a pencil is it still useful in that way thus no matter what people do and try to break you into many pieces though your still useful in that piece
6. *Quality Number 6:* Lastly it always leaves a **MARK**. In just the same way, you should know that everything you do in life will leave a mark. So try to be conscious of that in your every **ACTION** in **SMU** AND **LEAVE A MARK**.

May your journey at SMU be as that of a pencil and guided by its qualities.

Our view is that in everything that you do you must aim at making a difference.

On behalf of the entire SMU SRC 2020/21, we welcome you with open arms to the SMU community.

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

Student Representative Council 2020/21

President

Thato Masekoa

Student Representative Council (SRC): 2020/21

POSITION / PORTFOLIO	NAME SURNAME
<i>President</i>	Thato Masekoa
<i>Deputy President</i>	Thabiso Maphokga
<i>Secretary</i>	Thulane Ramasehla
<i>Deputy Secretary</i>	Nqobizwe Zulu
<i>Treasurer</i>	Mmabatho Kganane
<i>Projects & Campaigns Officer</i>	Mario Malaka
<i>Culture & Religion Officer</i>	Gabisile Ngwenya
<i>Sport & Recreation Officer</i>	Clement Chongwe
<i>Residence Officer</i>	Katlego Malebana
<i>Chairperson - School of Medicine</i>	Sibusiso Khumalo
<i>Chairperson - School of Health Care Sciences</i>	Chris Ndobe
<i>Chairperson - School of Oral Health Sciences</i>	Phuluso Semata
<i>Chairperson - School of Pharmacy</i>	Jabulani Nukeri
<i>Chairperson - School of Science & Technology</i>	Thato Phasha
<i>Postgraduates Chairperson</i>	Vhugala Mabirimisa



Physical address

Natural Science Building (NSB) | Ground Floor

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 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

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 and Innovation 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.

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
- 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 Editors.

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 pertaining to 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.

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

Prof Mapaseka Seheri
Director-Research, Postgraduate Studies and Innovation
E-mail: mapaseka.seheri@smu.ac.za
Tel: 012 521 3360 | Office No: S521

Mr. Mohlatlego Sebola
Project Coordinator-Technology Transfer Office
E-mail: mohlatlego.sebola@smu.ac.za
Tel: 012 521 4611/3045 | Office No: S520

Ms. Elsie Mfete
Research Information Officer-Research outputs
E-mail: elsie.mfete@smu.ac.za
Tel: 012 521 3698 | Office No: S524

Ms. Lorato Phiri
Coordinator-Human and Animal Ethics
E-mail: lorato.phiri@smu.ac.za
Tel: 012 521 5617 | Office No: S524

Ms. Jadah Matentji
Postgraduate Studies Officer-Finance and admin support
E-mail: jadah.matentji@smu.ac.za
Tel: 012 521 3956 | Office No: S519

Ms. Fulufhelo Malamatscho
Coordinator-Research Capacity Development
E-mail: fulufhelo.malamatscho@smu.ac.za
Tel: 012 521 5171 | Office No: S522

Mr. Welcome Baloyi
Intern-Research Support and Administration
E-mail: welcome.baloyi@smu.ac.za
Tel: 012 521 3965 | Office No: S522

Vacant
Coordinator-Research Grants and strategic partnerships

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.

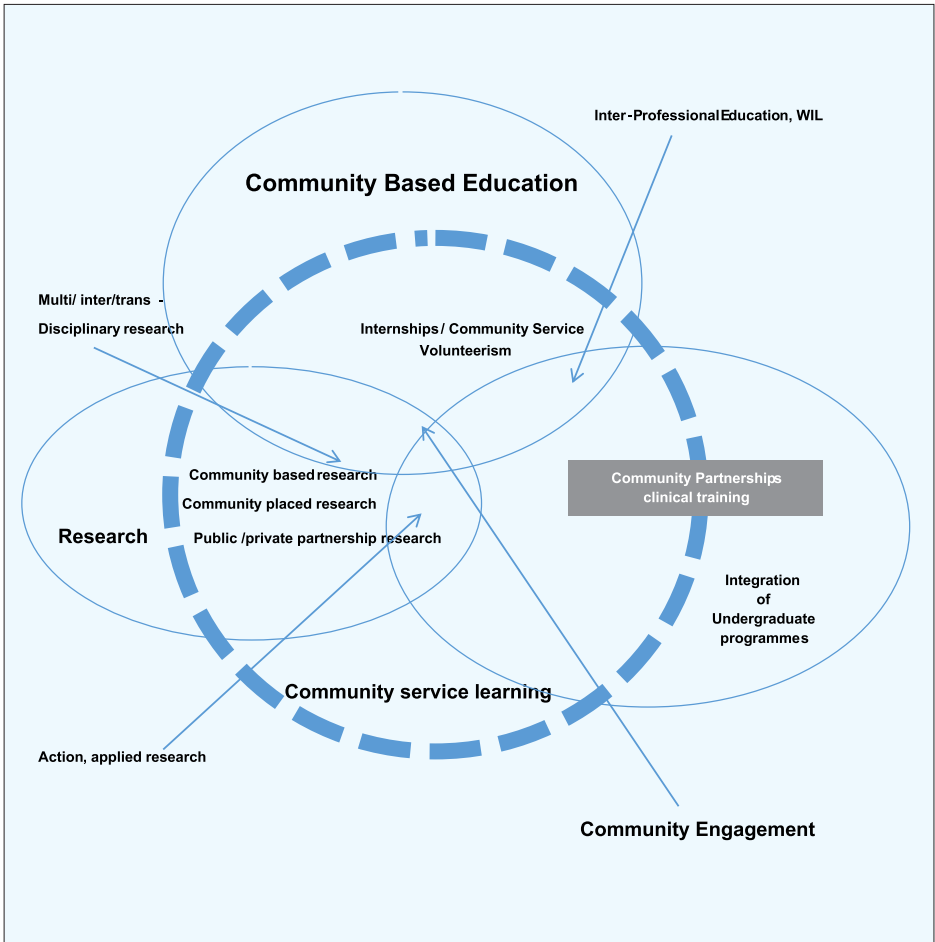


Figure 1:
The types of engagements, interactions and integrations

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. MANAGING GOE in their areas of competence, to ensure that an enabling environment is created for promoting community engagement</p> <p>2. ENHANCING GOE 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	Examples 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. 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 Capital (Pty) Ltd (previously known as Eduloan)

Fundi believes that the more you know, the more you can become, and they want to partner with their customers on their education journey to help them realize their dreams. Fundi understands that learning needs to go beyond finance, and they want to provide the support and assistance needed to realize the ambitions of their customers. More importantly, they understand the challenges experienced by students. They believe that as Fundi, they can make a valuable contribution to South Africans by providing students the support and assistance they need to be successful.

Fundi remains mindful of the power of the partnerships they have developed over time and want to assure their customers of their continued support. Fundi will strive to deliver



innovative education solutions that support and enable their customers' education ambitions.

- To get more information on their new brand please visit the website on www.fundi.co.za or call the Customer Care line on **0860 55 55 44**. For your convenience, all the contact and address details will stay the same.
- Allowances such as books, meals and cash are offered through the Eduxtras card.
- For enquiries, please visit the Fundi Office at the One Stop Student Centre, Basement Clinical Pathology 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:

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

Student consultation hours:

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

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: NSFAS
E-mail: phetole.moshoma@smu.ac.za
Tel: 012 521 4191

Mr Father Moloto
Financial Aid Officer: NSFAS
E-mail: father.moloto@smu.ac.za
Tel: 012 521 4678

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

Financial Aid Office

One Stop Student Service Centre,
Basement, Clinical Pathology Building



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

- 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)
- All other structures e.g. churches registered with the SRC are also recognized by this office.

Additional information

The office will be launching an official LGBTI 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

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.ca.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	: Deputy Director Campus Health and counselling (Clinic Doctor)
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	Mr R Mabogo
Mrs M Maake	Mr F Mulovhedzi
Mr A. Masikwa	Ms K Malohaditlane
Mrs T Mangwani	Ms K Maubane
Mr G Satege	Ms M Mashego
Ms L Magana	

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

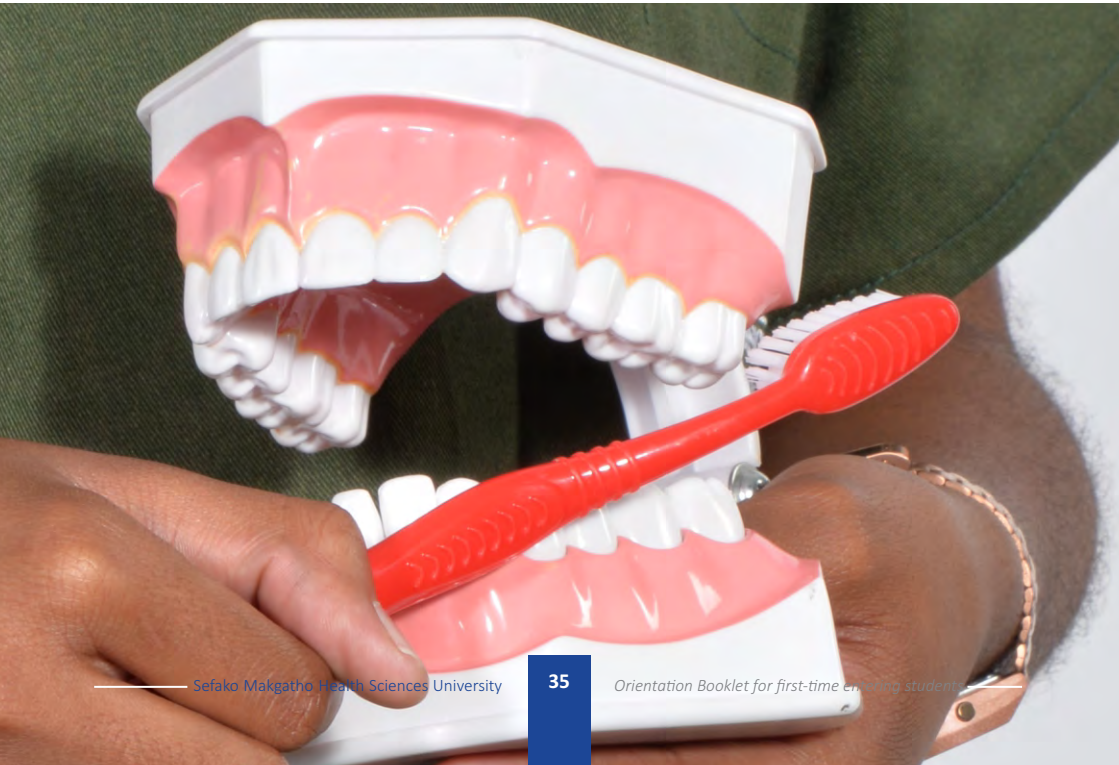
Contact Details

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

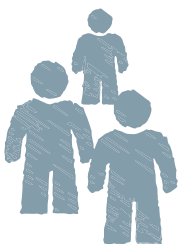
Tel: (012) 521 3786

Ms L. Skhosana

Administrator

Email: lindiwe.skhosana@smu.ac.za

Tel: 012 521 4225



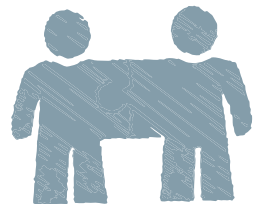
PEOPLE



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)
- 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

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

📍 SMU FM 97.1
📧 @SMUFM97_1
📞 smufm971

Physical address

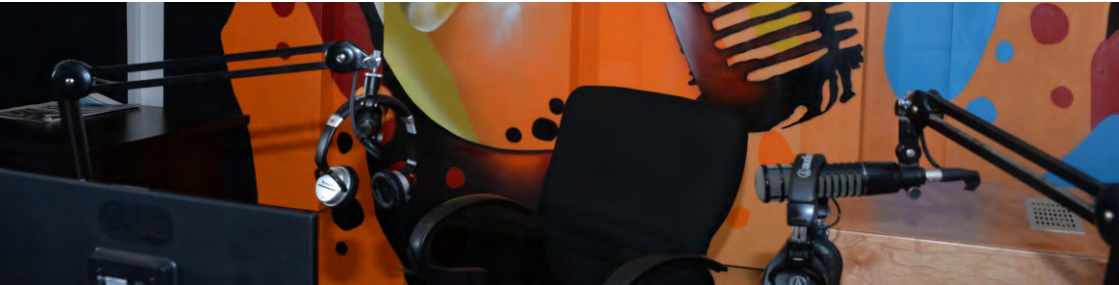
Student Cafeteria Building

Contact details

Ms Precious Pheelwane

Email: precious.pheelwane@smu.ac.za

Tel: 012 521 5812



SMU Communication channels

- Website
- Social Media platforms (Facebook, Twitter, LinkedIn, YouTube, Instagram)
- Focus Newsletter
- Alumni Newsletter
- Student Newspaper (Dintshang)
- SMS and Global e-mail

Contact Details

Phaladi Seakgwe

E-mail: phaladi.seakgwe@smu.ac.za

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

Contact Details:

Name	Work	Short no	Email	Residence
Ms Lindi Rampa	012 521 3142 CENTRAL OFFICE	6695	lindi.rampa@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 E Hafeni	071 150 0777	-	efraimappz@gmail.com	2A
Ms M.N Vuma	073 588 2062	6248	Martha.vuma@smu.ac.za	2B
Mr M Machete	078 214 7473	-	mohale.machete@smu.ac.za	4B
Mr L Kudumane	082 042 8262	6695	Lethabo.kudumane@smu.ac.za	5A
Ms J.D Mokohe	079 156 2319	6173	joyce.mokohe@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	Swartruggen
Ms M Motau	082 488 3839	6254	marry.motau@smu.ac.za	JST Rustenburg
Mr T.M Mphakathi	072 344 4051	-	Tebogo.mphakathi@smu.ac.za	Sentinel
Ms T Mdakane	073 681 1097	-	ts.mdakane@gmail.com	The Heights
Ms P Teffo	081 281 3070	-	Percy.teffo@smu.ac.za	Drie Lillies
Mr P.J Louw	076 555 8921	6250	james.louw@smu.ac.za	South Point
Ms R.S Poeng	071 490 8640	-	Rpoeng0@gmail.com	Tshwane Varsity lodge

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 16 active sporting codes on campus, namely: Aerobics, Athletics, Boxing, Bodybuilding, Chess, Cricket, Dance Sport, Football, 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 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:

- 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

Contact details

Mr. NMT Lechaba

Acting Deputy Director

Email: tshepo.lechaba@smu.ac.za

Tel: (012) 521 5773

Cell: 081 750 8302

MR. J.K. Semono

Head of Department

Email: jeff.semono@smu.ac.za

Tel: (012) 521 3858

Cell: 076 715 9263

Ms MG Motshekga

Secretary

Email: mama.motshekga@smu.ac.za

Tel: (012) 521 4185



Sport Officer	Sporting Codes	Contact	Email	Office
Mr OJ Seitshiro	<ul style="list-style-type: none"> • Boxing • Body Building • Chess • Karate • Netball • Rugby • Swimming • Volleyball 	012 521 4184 084 951 6666	jacob.seitshiro@smu.ac.za	128, Sport Complex
BV Sijora	<ul style="list-style-type: none"> • Aerobics • Athletics • Football • Cricket • Dance • Pool • Table Tennis • Tennis 	081 575 9767	busiwe.sijora@smu.ac.za	122, Sport Complex



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. 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
- 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
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



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 3913

Student Academic Development and**Support Unit****Staff**

Dr Tebogo Tsebe

Manager (Acting)

Email: tebogo.tsebe@smu.ac.za

Tel: 012 521 3696

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**

Mr George Makubalo

Curriculum Development and Teaching Specialist

Email: george.makubalo@smu.ac.za

Tel: 012 521 4506

Medical Illustration and Audio Visual**Services****Staff**

Ms Nicolette Jordaan

Manager

Email: nicolette.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 move to alternate venues or reschedule their booking 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 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 permanently installed in venues. 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. Student and staff cards must be handed in when equipment is collected and will be returned to the student/staff member after equipment is returned.
- **Any and all loss of equipment whether due to negligence, theft or accident must be reported immediately – a written report will be required.**

- MIAAVS supports all teaching, learning and research. MIAAVS offers a 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 (Times may be adjusted)

Mondays - Fridays:

10h00- 14h00

- Students may visit the department between 10h00 and 14h00 daily to have ID photographs taken or ask for assistance with COLOUR printing of projects. The library has monochrome machines for basic black and white photocopies and printing.
- **We only print projects in A4 and A3 sizes.** Costing will be according to the amount of pages printed as well as size and whether it is laminated or not.

Printing/Laminating Sizes and Costing:

- A4 Colour print per side = R 5 (*i.e. 2 sides = R 10*)
- A3 Colour Print per side = R 10 (*i.e. 2 sides = R 20*)
- A4 Lamination per page = R 5
- A3 Lamination per page = R 10

PLEASE NOTE: All request must be submitted to MIAAVS via the reception Desk or a written request to the "Manager MIAAVS", no exceptions. Reception staff will direct your request to the relevant person or unit within MIAAVS.

PHYSICAL & POSTAL ADDRESS

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

CONTACT DETAILS

Manager:

Ms. Nicolette Jordaan
Tel: 012 521 5642/4541/5634

Medical Illustration/Graphic Design:

Ms. Marinda Pretorius
Tel: 012 521 5611/3633/3733

Admin Officers/Reception Desk:

Ms. Gertrude Ramabu
Ms. Tiny Mokwape
Tel: 012 521 4541/5634

Audio-Visual Technicians:

Mr. Andrew Leso
Mr. Kenny Sibiya
Tel: 012 521 4541/5634/5702

Medical Photographer:

Mr. Thomas Nkoben
Tel: 012 521 4541/3733

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

Mr Baatile Poo

Deputy Registrar: Academic Administration

Email: Baatile.poo@smu.ac.za

Tel: 012 521 4203

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: 012-5215889





Services Rendered

- **Assessment**
 - Drawing up of examination time-table
 - 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 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
- **Administration of Postgraduate Dissertations/theses**
 - Sending out of theses and dissertations to external assessors
 - Receiving and safe keeping of completed dissertations/theses
 - Compiling postgraduate lists of candidates for postgraduate committees

General Enquiries

Attending to students, staff and alumni enquiries at front desk, by telephone and online.

University working hours

Monday – Friday: 07h30 to 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

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 S523

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 online communication purposes. The email credentials may be acquired from the Student Technical Support Services 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 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 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.

Students are encouraged to use office 365 suite and other accredited free software's provided by the university in the student portal accessed from the URL: <https://www.smu.ac.za/stss/>

Students should acquire their own software when purchasing 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) 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.

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

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 36 drivers and 5 administration staff.

Services rendered

- Render student transport need(s) to various outreach program;
- 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 program when requested

Additional information

- No vehicle may be driven without prior authorization;
- All student transport requests should be submitted to transport department at least 4 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;
- 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

Head of Transport
Email: mzamo.jangile@smu.ac.za
Tel: 012 521 4917

Ms Gaobuse Mojaki

Transport Officer
Email: gaobuse.mojaki@smu.ac.za
Tel: 012-521 4634

Ms Jemina Motsie

Transport Admin Officer
Email: jemina.motsie@smu.ac.za
Tell: 012-521 4634

Mr Edwin Manabalala

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

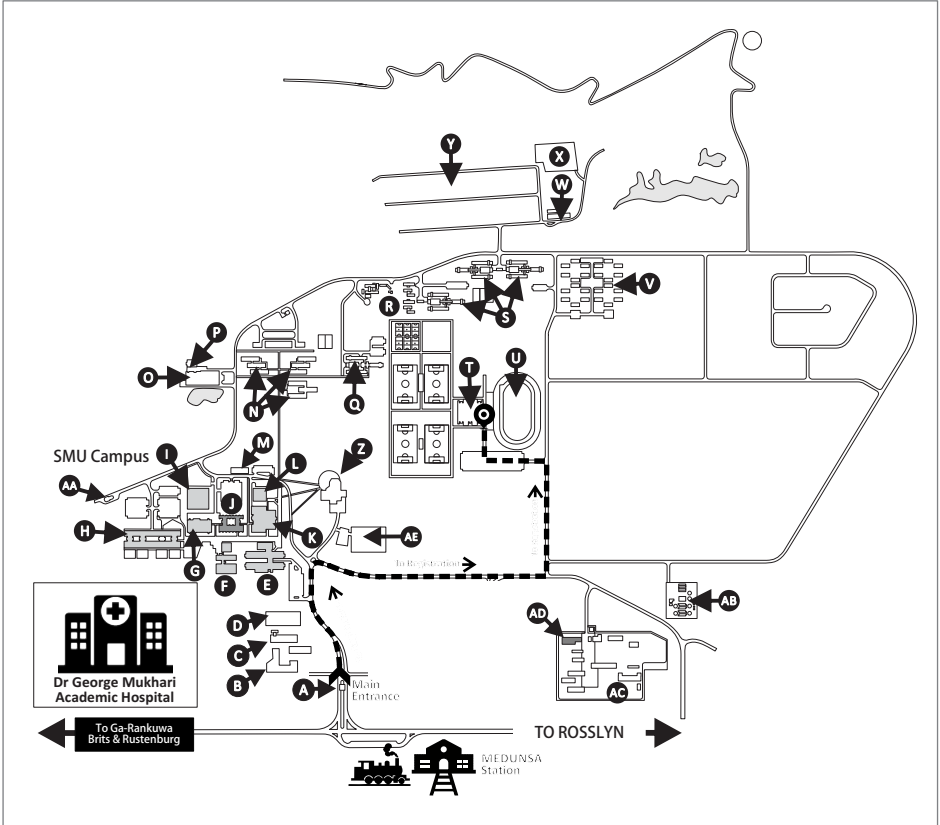
Ms Katlego Maseka

Transport Admin officer
Email: katlego.maseka@smu.ac.za
Tell: 012-521 5009

Ms Maluleke Rose

Transport Admin Officer
Tel: 012-521 4634

SMU Campus Map



To Go-Rankuwa
Brits & Rustenburg



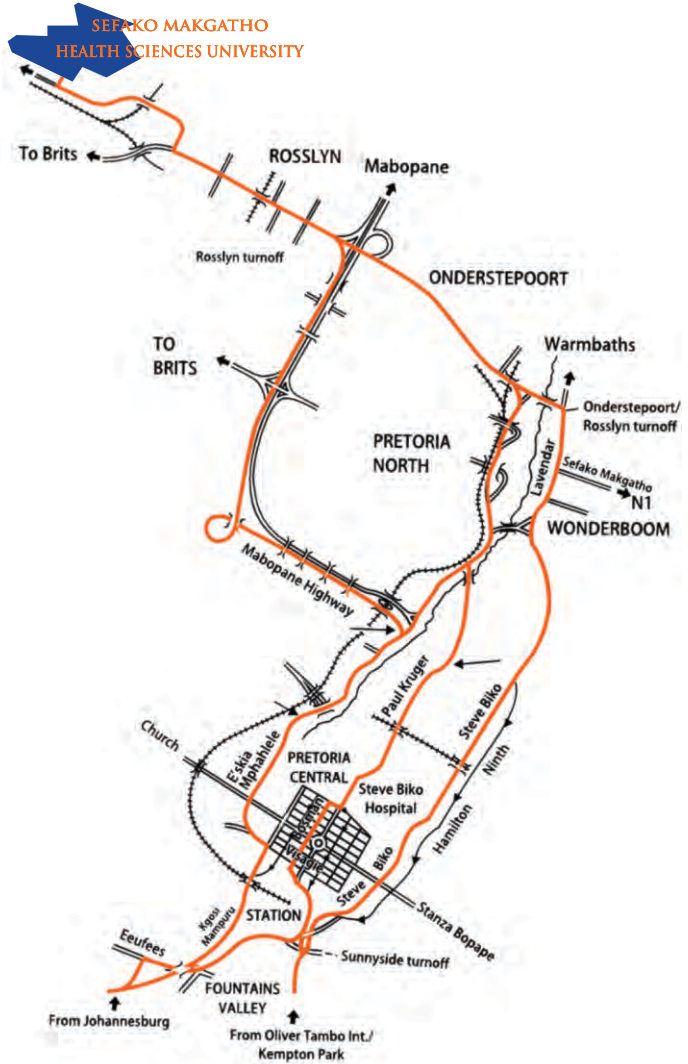
- | | | |
|---|----------|------------------------------------|
| Main Gate/Security | A | P Technical Services |
| Safety and Security | B | Q Student Residence |
| MEDICOS | C | R Public Health |
| Pharmacovigilance | D | S Student Residences |
| Dentistry & Dental Hospital | E | T Indoor Sports Complex |
| 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 | |
| ATM's (ABSA/Standard Bank/Nedbank/Capitech) | M | AA Psychology Department |
| Student Residences | N | AB Water Purification Works |
| Reprographics, Assets & Stores | O | AC Maths & Stats |
| | | 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



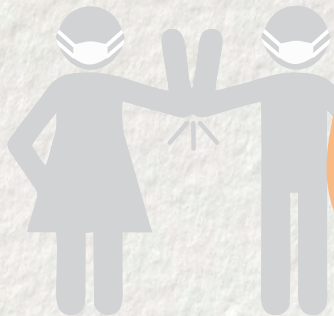
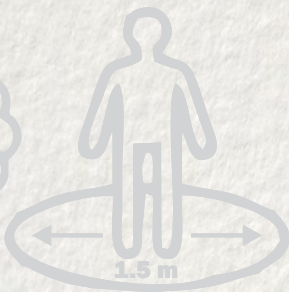
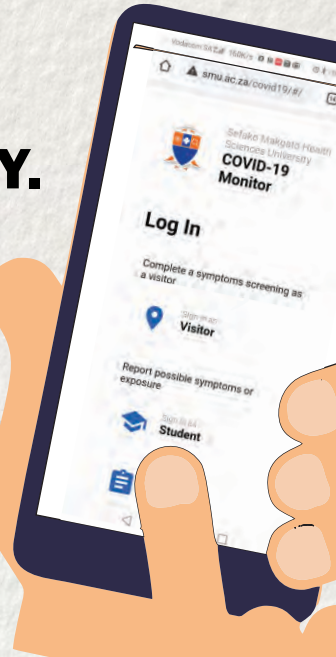
SMU COVID-19 Screening App

Remember to complete
a daily symptom screening.

The link:

www.smu.ac.za/covid19

NO SCREENING. NO ENTRY.





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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