



**ORIENTATION BOOKLET  
FOR FIRST-TIME ENTERING STUDENTS**

**2015**

[www.smu.ac.za](http://www.smu.ac.za)



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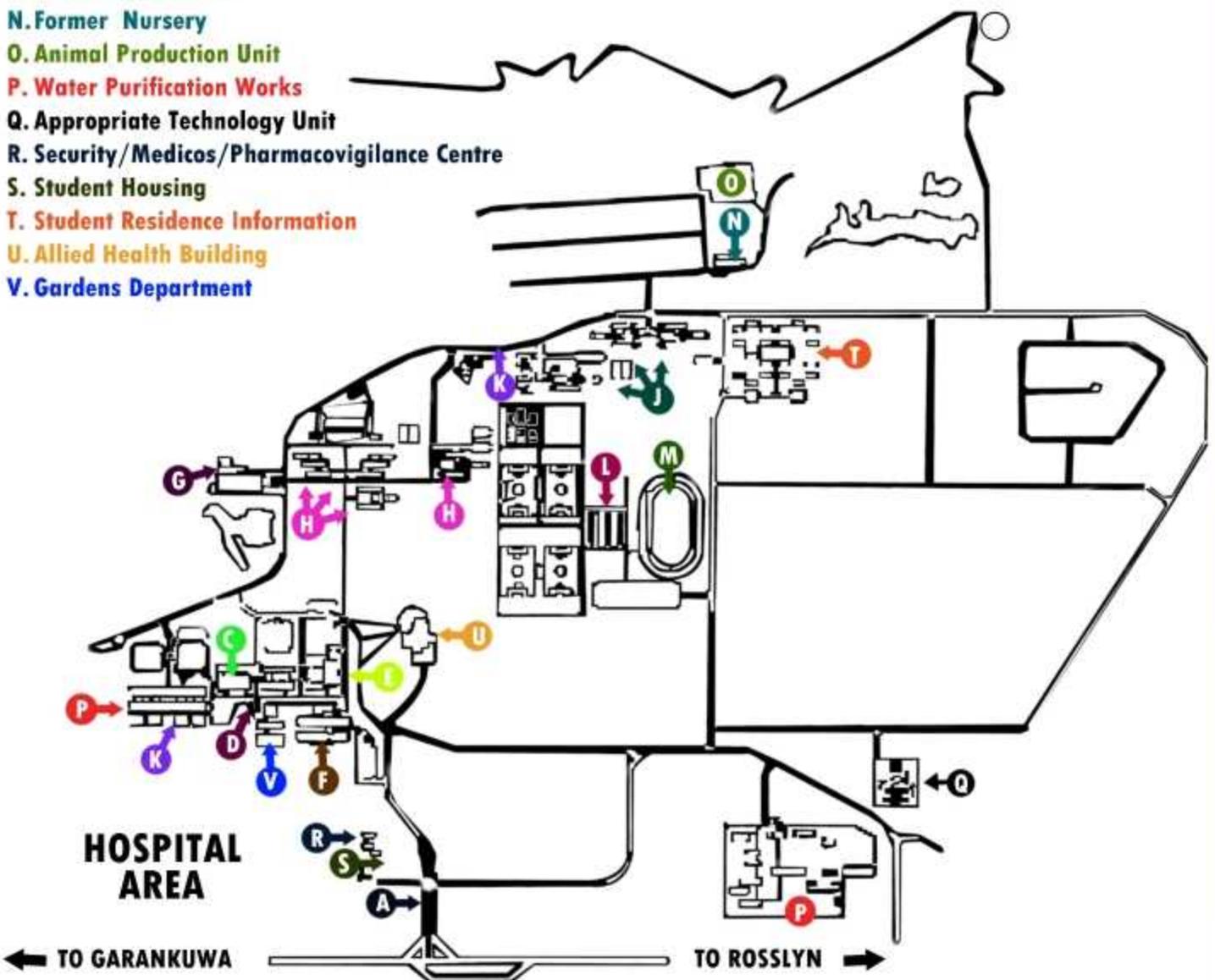
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# SMU CAMPUS MAP

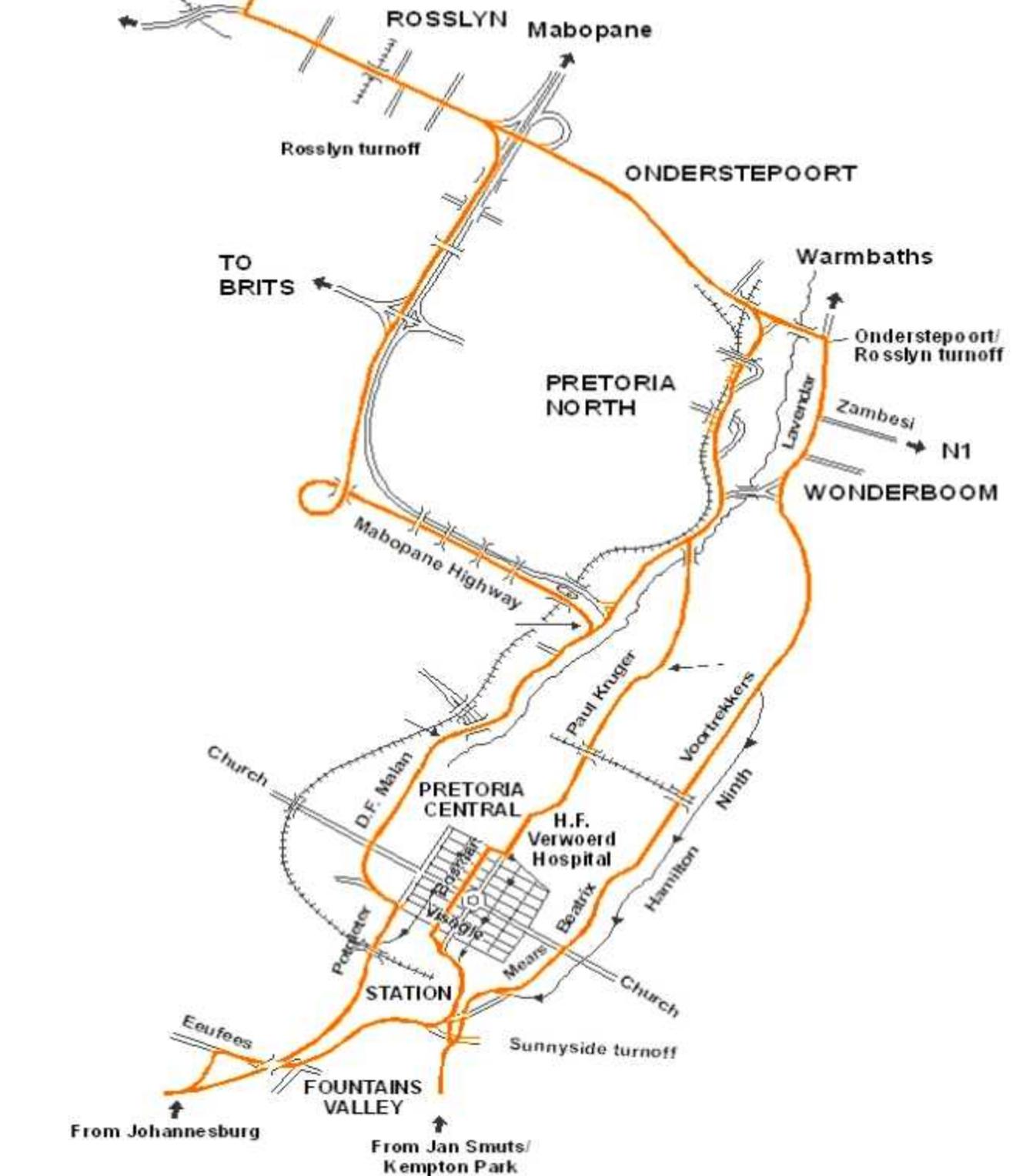


- A. Main entrance/Security
- B. Clinical Pathology Building
- C. Library, MIAAVS, Skills Centre & New Auditorium
- D. Basic Medical Science Building
- E. Natural Sciences Building
- F. Oral Health Sciences and Oral Health Hospital Building
- G. Technical Services, Reprographic Services & Stores
- H. Women's Residences & Student Cafeteria/Student Cafeteria
- I. Men's Residences
- J. Vacant Buildings
- K. Sports Centre
- L. Athletics Pavilion
- M. Technical Services
- N. Former Nursery
- O. Animal Production Unit
- P. Water Purification Works
- Q. Appropriate Technology Unit
- R. Security/Medicos/Pharmacovigilance Centre
- S. Student Housing
- T. Student Residence Information
- U. Allied Health Building
- V. Gardens Department



GARANKUWA

# SMU CAMPUS



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# WELCOME TO SEFAKO MAKGATHO

## HEALTH SCIENCES UNIVERSITY (SMU)

### Establishment of SMU

Sefako Makgatho Health Sciences University (known as SMU) came into existence on 1 January 2015 after the Medunsa Campus unit was uncoupled from University of Limpopo and incorporated into SMU. The newly established SMU will focus on health and allied health sciences courses as part of Government to expand access to education and training opportunities for the youth, by increasing the number of young people in education, employment and training.

Sefako Makgatho Health Science University is named after a highly acclaimed politician, journalist, educationist and theologian who championed struggle for South Africa that is legitimate, non-racial, non-exploitative and democratic.

# Vision

*To be one of the top 100 universities in the world in teaching, research and knowledge transfer.*

# Mission

- *To produce health professionals dedicated to provide a quality health service to each patient.*
- *To produce health professionals committed to learn to serve with integrity.*
- *To impart knowledge for compassionate patient centred care.*
- *To train health professionals who provide excellent and efficient services with humility.*
- *To generate research-based evidence to improve the quality of health services*

## Short biography of Sefako Makgatho



Sefako Mapogo Makgatho was born in 1861 in GaMphatlhele, in the Pietersburg district in the Transvaal Province (now Limpopo province).

He was the son of Chief Kgorutlhe Josiah Makgatho and as a young man witnessed many of the developments that led to the end of Pedi polity when the paramount chief was defeated by the Voortrekkers and British Colonial governments around 1879.

He completed his primary education in Pretoria and left South Africa in 1882 to study theology at Ealing in Middlesex, England. He returned to Pretoria in 1885 and started his career as a teacher at the Kilnerton Training Institute, a Methodist School for African children living near Johannesburg until 1906.

The Kilnerton Training Institute is known for some of its illustrious students, including Miriam Makeba and Lilian Ngoyi. In 1906 he, together with other teachers in the Transvaal, formed one of the first teacher unions, the Transvaal African Teachers' Association (TATA).

TATA was a trade union for African teachers and an instrument for the transformation of 'Native education' into a non-racial system of universal education for all of South Africa's children.

Makgatho also contributed to the development of TATA's journal, the Good Shepherd, in 1923, to fight for equal education opportunities for Africans in South Africa. From 1887-1930 he was also an influential Methodist lay preacher.

Makgatho was a keen student of South African affairs and from the beginning he was opposed to the rape of the African continent and understood the threat it posed to the vast natural resources of Africa but also to the freedom, independence and self-determination of her peoples.

He made his mark during the first decade of the 20th century as a key figure in the formation of the African Political Union (APU) and the Transvaal Native Organisation. From 1906 to 1908 he served as President of African Political Union.

These two organizations merged with the South African Native National Congress (SANNC) in 1912. In the same year he was elected President of its Transvaal section, the Transvaal Native Congress, from 1912 until 1930.

During this period he became involved in journalism and between 1912 and 1914 he teamed up with Alfred Mangena to establish a political journal, The Native Advocate. From 1914 until 1918 he participated in delegations and petitions to London on behalf of our people.

Makgatho was President-General of the SANNC itself from 1917 until 1924 and worked hard to ensure that the movement remained a key factor in the struggle against segregation. In addition, during Makgatho's presidency the Transvaal SANNC played a significant role in labour disputes affecting African workers and gave active support to the striking workers.

Makgatho also used the courts to challenge legislation that affected and undermined Africans in the urban areas, particularly laws relating to their freedom of movement.

He was set against infringement to the common rights of the people which rest upon the elementary principles of justice and humanity. But it was the Transvaal Tax provisions that marked Makgatho as a formidable opponent of the state.

The SANNC was renamed the African National Congress (ANC) during his tenure. From 1930 until 1933 he was a Senior National Treasurer of the ANC and he continued to be involved in provincial campaigns of the ANC in the Transvaal well into the 1940s. At this stage, aged over 80, Makgatho was still considered one of the leading politicians in the country.

Makgatho was a politician, journalist, educationist and theologian. He passed away on 23 May 1951 in Riverside, Pretoria at the age of 90. In the same year, Nelson Mandela's son from his first marriage with Evelyn was born. In paying tribute to Sefako Makgatho, Mandela named his son after him.

We should continue his lifelong struggle for a South Africa that is legitimate, non-racial, non-exploitative, free, independent, democratic, and playing its proper role amongst the nations of the world.

## SMU Interim Council



Prof Olive Shisana  
(Chairperson)



Dr Nono Simelela



Mrs Sizeni Mchunu



Mr Paul Slack



Prof Alpheus Segone

## SMU Interim Management



Prof Tshepo Gugushe:  
Interim Campus Head



Prof Olalekan Ayo - Yusuf:  
Interim Academic Dean



Mr Henno Croucamp:  
Interim Registrar

## SMU Interim Management (Continued)



Ms Mercia Makgati: Interim  
Manager of Human Resources



Mr Makgabutlane Nkhuna:  
Interim Director of Finance

## Directors of Schools



Prof Nazeema Ebrahim:  
Director - School of Medicine



Prof Olalekan Ayo - Yusuf:  
Director - School of Oral Health Sciences



Prof Bassy Marvey: Director - School  
of Pathology and Pre-Clinical Sciences



Prof Sebi Lekalakala-Mokgele:  
Director - School of Health Care Sciences

## Message from the Interim Chairperson of Council



**Prof Olive Shisana: Interim Chairperson**

Congratulations for having passed your Grade twelve exams and hearty welcome to Sefako Makgatho Health Sciences University. I am delighted you made SMU your one stop partner to add value in your lives. More importantly, your decision to study at SMU places you in a very unique space in your young lives – you are the first cohort of students to be admitted to SMU after it opened its doors for business, in January 2015.

You are therefore the torch bearers at SMU as you would, upon completion of your degree programmes, become the first graduates and proud alumni of SMU. You would be expected, in all your interactions with your patience to exhibit the traits of diligence, integrity, commitment, humility, respect which will be the strongholds of the character of SMU graduates. SMU's vision, which would be your home for the duration of your studies, is to become one of the top 100 universities in the world in

teaching, research and knowledge transfer.

We set ourselves this very challenging vision because we believe that you, as our students you have God given talents, which, when nurtured to the full by the academic staff, would contribute to the thrust of our university to be one of the top 100 universities.

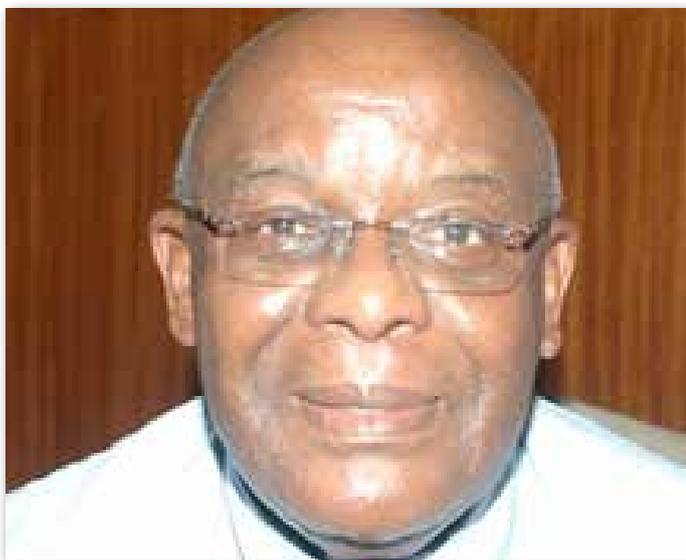
New exciting programme offerings will be phased in during the course of your studies. Please be on the lookout for these new programmes as and when they are introduced for you to consider studying.

This is part of the grand plans that the government has unveiled to transform the higher education and health care landscape in the country. Upon graduation, which I hope will be in record time, you will be a force which will be unleashed to heal the nation reeling under the huge burden of disease.

Studying at the university locates you in an environment which is very different from your familiar surroundings such as high schools and homes. These changes naturally elicit some measure of anxiety. You do not have to endure these anxieties alone. The university has put in place support systems to assist you to navigate your way out these anxieties.

This Orientation booklet has been compiled to provide you with information and contact details for you to turn to, for support. Please read it and take note of such facilities.

## Interim Campus Head's Welcome Message



**Prof Tshepo Gugushe: Interim Campus Head**

Welcome to Sefako Makgatho Health Sciences University (SMU). You are the very first cohort of first entering students to be admitted at the newly established SMU which opened its doors in January 2015. You have passed your Grade 12 final year exams and that qualifies you to be a proud student of SMU.

That gives you a once in a lifetime privilege to make history as the first entering class of 2015 at SMU. SMU's vision is to be one of the top 100 universities in the world.

This is no mean feat, given the load of thought and work that needs to be invested to realise this vision. You must be proud to be part of the chosen few to participate in this noble task. This places you in a very privileged position in the history of higher education in our country.

As the bearers of the distinctive honour of history makers, you will have a good story to tell your children in future.

As a history making generation, you are called upon to lead and enable the future students of SMU to follow in your footprints. A challenging year lies ahead of you. To get the most out of the 2015 academic year, you need to take stock of what is it that you were doing right, at high school, that enabled you to pass your matric exams. University studies are different from high school studies so you must be a master of your own destiny.

Your parents and the taxpayers have invested in you and do not disappoint them. Stay focused on your dream and avoid unnecessary distractions. More importantly, remember that you came to university to achieve and make sure you pass. You must exit the university in record time, and allow the next generations to take your place.

May you have a prosperous 2015.

## Interim Academic Dean's Welcome Message



**Prof Olalekan Ayo-Yusuf: Interim Academic Dean**

Sefako Makgatho Health Sciences University (SMU) is the largest comprehensive Health Sciences University in Sub-Saharan Africa. This is a special place, and you are making history, because you are among the first group of students to register at SMU. Education at SMU offers many special opportunities. SMU has about 5000 students from diverse

backgrounds and in various departments. Our academic staff members are dedicated to outstanding instruction and engaging in close student-staff interaction both inside and outside of the classroom, with particular emphasis on promoting service learning.

I invite you to visit the campus, to tour our facilities and to meet our academic and non-academic staff and students – you will quickly discover that SMU is the place for you. We believe you will find exactly the unique educational experiences and opportunities that you are looking for.

As you navigate through SMU and adjust to campus life, I encourage you to draw on a few of your 'senses', namely, your sense of values (in particular, integrity – doing the right things even when no one is looking), your sense of balance (the balance between work and play), your sense of humour, and lastly, your common sense.

If you are diligent and dedicated, your learning and your work will be enjoyable. You can do well and derive a lot of satisfaction and fulfilment from your work throughout your life. On behalf of the management and staff, we welcome you with open arms, wholeheartedly and symbolically, to the SMU community.

## Interim Registrar's Welcome Message



**Mr Henno Croucamp: Interim Registrar**

To each and every student registered at the Sefako Makgatho Health Sciences University (SMU), I welcome and congratulate you on being admitted into this vibrant new University.

As you enter this new and unknown environment called tertiary education, know that you are not alone, but that there are a lot of capable people waiting to assist you, whether you do not know what to do or how things work.

As in everything in life, the University is also governed by policies, rules and regulations. These rules and regulations have been placed in a booklet called the General Calendar.

You would have received this booklet on the day of registration. It is highly advisable that you clearly understand the content of this booklet, as it will assist you during your academic career. Academic Administration is one of the responsibilities of the Office of the Interim

University Registrar. Academic

Administration comprises the following departments:

- Enrolment Management
- Assessment Management
- Certification Management

As a student, you will, during your academic career, interact on a regular basis with these departments.

The Enrolment Management Office (EMO) is responsible to ensure that you are registered for the correct qualification and subjects.

They are also responsible to ensure that all your personal information is up to date, and that all statutory information has been received.

Should you have any queries regarding your registration status or would like to change your personal information, EMO is the office to contact.

The Assessment Management Office is tasked with the responsibility to ensure that the examinations you will be writing, are conducted in a professional and efficient manner.

Should you require an academic record or have any other examination related enquiry, the Assessment Management office is the place to contact.

On completion of all your required subjects, the Certification Management Office will invite you to a prestigious Graduation Ceremony to celebrate with you, your achievements at SMU. The office of the Interim Registrar would like to wish you all of the best during your academic career.

## Foreword From Marketing And Communication



**Mr Padi Matlala: Acting Deputy Director of Marketing & Communication Unit and Chairperson of Orientation**

Marketing and Communication (M & C) leads efforts to safeguard and enhance the image of Sefako Makgatho Health Sciences University (SMU) by offering professional and pro-active marketing and communication services in order to build the brand through effective internal and external communication programmes.

These initiatives are in support of the vision, mission, motto and marketing activities to achieve maximum impact on the SMU brand. M & C is strategically positioning SMU in the minds of its target audiences to continuously raise brand awareness through a range of prestigious corporate events. We seek to achieve our objectives by engaging in a number of marketing and communication activities that unveil the brand to our target audience.

### Units tasked with carrying out M & C activities

1. Publications – using words, images and pictures to tell the story of SMU to internal and external stakeholders.
2. Media and Advertising – foster and maintain strategic relationship with media.
3. Student Recruitment – marketing and promoting the university academic programmes to prospective students, educators and general public.
4. Website Management- an electronic one stop platform and source of credible information about SMU. Alumni and Convocation Relations- coordinate and manage relationship with former students of the university.
5. Events management and guest relations – oversee, organise and network for purpose of hosting corporate in order to promote the integrity, image and profile of the SMU.





**Mr Themba Khumalo: Director - Student Affairs**

## Student Affairs

goals. Student Affairs provide a range of services designed to address your needs.

These services are offered through various departments, namely:

- Student Residence and Catering
- Sports and Recreation
- Campus Health and Wellness
- Student Counselling and Career Development
- Student Life and Governance
- Advocacy and Diversity.

These services are freely available to you. We plead with you to make full use of these services. This will contribute to your success throughout your stay with us. Once more welcome to SMU where knowledge is for quality health services.

On behalf of the Student Affairs, we want to congratulate you on your recent choice to attend Sefako Makgatho Health Sciences University (SMU) to pursue your academic career.

Your acceptance to study with us is historic in that you are to be registered as First Year Students in the new institution. You will be part of a community that is redefining itself to be amongst the top 100 universities in the world in teaching, research and knowledge transfer.

A community that cares for you and whose purpose is to ensure successful completion and achievement of your

*Ms Mbalienhle Mazibuko (Miss SMU) and Mr Lebogang Rameetse (Mr SMU)*





*Mr Albert Masetla: Student life and Governance*

## Student Life and Governance

On behalf of the Student Affairs, I want to congratulate you on your choice to enrol with SMU.

The Student Life and Governance department 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

Student Representative Council (SRC), the Student Housing Committees, School Representatives, Sport Council and Student Societies.

Our strategic priorities involve ensuring a quality learning experience for all students through providing adequate and appropriate academic and non-academic development/support to students, enabling them to realise their full potential.

We strive to ensure an optimal student life experience on campus and to enhance student employability.

### Goals and Objectives:

- To provide leadership training for all student governance structures and 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 related activities
- 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.

### 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;
- Student political structures Debates;
- Strategic measures applied to enforce students employability;
- Bachelor of Science (BSc) students taken to industries such as the Council for Scientific and Industrial



### **Research (CSIR) to be exposed to how theory is merged with practical;**

- Continuous engagement with School of Pathology and Pre-Clinical, to advise each other on how to assure BSc students that there is a future, with BSc.

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.

### **Political structures:**

- African National Congress Youth League (ANCYL)
- Azanian Students Congress (AZASCO)
- Economic Freedom Fighters Student Command (EFFSC)
- Independent Associates (IA)

- Pan African Students Movement of Azania (PASMA)
- South African Students Congress (SASCO)
- Young Communist League of South Africa (YCLSA)

### **Social Clubs are:**

- Debate Club
- DJ Society
- Poetry Club

### **Religious Desk:**

- Sefako Makgatho Health Sciences University (SMU) Religious Desk, which is an umbrella body of all churches at the University.

### **Student Governance Staff:**

**Mr Albert Masetla: Student Development Practitioner**

Tel: (012) 521-5836

Email: albert.masetla@smu.ac.za

**Ms Goitsewang Mogase: Administrator**

Tel: (012) 521-5835

Email: goitsewang.mogase@smu.ac.za



**Mr Hoosain Ebrahim: Director of MIAAVS**

## **Medical Illustration and Audio-Visual Services**

Illustration service is the production of clinical illustrative material specifically applied to patient benefit, medical education and medical research.

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

The centralised department provides medical illustration and audio-visual services to the University and Dr George Mukhari Academic Hospital.

MIAAVS provides specialised health-related imaging services which cannot be purchased on the open market.

MIAAVS also provides services to support and improve the quality of teaching, research and healthcare. The

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

MIAAVS supports the ethos of care, training and scientific discovery on which the University has built its reputation through recording, illustration, communication, investigation of new methods, teaching support for students, doctors, scientists and overseas visitors. It is a known fact that the principal function of the Medical



department is actively involved in Medical, Dental, Scientific, Research, General and Forensic photography.

The department in addition serves the Medical Art and Medical Television requirements of the University and its allied health centres.

**MIAAVS:-**

- supports all teaching, learning and research
- supports curricula based on an integrated multidisciplinary approach
- offers a selective in medical photography to the MBChB 3 students
- assists clinical skills facilitators
- supports laboratory-based classes
- assists in the production of multimedia teaching materials and courseware

**Areas of service include:- Medical Illustration, Art and Design**

- Graphic Design
- Graphic Production e.g posters
- Computer Graphics
- Medical Illustrations
- Desktop Publishing and Design
- Colour Copying
- Lamination

**Clinical Photography**

- Medical, Dental, Scientific, Research and Forensic
- Invisible Radiation
- Surgical Procedures
- Medico-legal photography
- Morbid specimen imaging
- Photomacrography

#### Lecture slides

- Powerpoint
- X-rays
- CT/MRI scans

#### General Photography, Academic Services, Scientific Photography and Television Production

- Clinical DVDs
- DVD production

#### Audio-Visual and Technical Services

- Maintenance of AV equipment
- Support in lecture venues

#### Consultancy and Advisory Services Educational Resources

MIAAVS provides appropriate and effective guidelines

for sharing information in a cost-effective manner. In maintaining this objective, the department will continue to identify, select new and emerging technologies that improve and keep visual-communication products and services current and cost-effective.

MIAAVS: A total service to Medical and Scientific Communication

*"In teaching the medical student the primary requisite is to keep him awake" Chevalier Jackson (1865 – 1958)*

Mr HM Ebrahim: Director:  
Medical Illustration and Audio-Visual Services  
PO Box 214, Medunsa, 0204, South Africa  
Tel: +27 12 521 4541  
Fax: +27 12 521 5705  
e-mail: hoosain.ebrahim@smu.ac.za



**Mr Modisa Khosie: Acting Director of Library and information services**

## Library & Information Services

On behalf of the library, I wish to convey a special word of welcome to you. You have certainly made the important decision of your life. The library hours, services, facilities and staff complement are all geared towards assisting you in your academic journey. During the Orientation Week, you will be afforded an opportunity to join the library, as well as undertake a tour of the library.

#### Library Hours

##### Term time

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

##### Vacation time

Monday – Friday 07h30 – 16h00  
Saturday Closed

#### Services

- Information Literacy (equips you on how to use the library optimally)
- Reserve Collection (high demand material)
- Open Collection for borrowing
- Information Desk (assist with queries and locating resources in the library)

#### Facilities

- 24 hours study room
- Study space
- Computers
- Internet
- Electronic rooms
- Wi-Fi
- Photocopying and printing
- Audio-visual facilities

#### Collections

- Books
- Periodicals
- Electronic Databases (e-books and journals)
- Theses (hard copies and electronic)

- CD and DVD's
- Exam papers (previous)

Good luck and we look forward to seeing you at the library. The Library staff will be at your service.

## Important Library Numbers

Director's Office	(012) 521 4151
Circulation Desk	(012) 521 5706
Information Desk	(012) 521 3084
Photocopying	(012) 521 4497
Library IT	(012) 521 3066



*Mrs Karen Herman: HoD Financial Aid*

## Financial Aid Office (FAO)

Welcome to Sefako Makgatho Health Sciences University (SMU) for 2015 academic year. The Financial Aid Office (FAO) strives to render excellent, efficient, professional and a friendly service to students.

Financial Aid Office (FAO) offers students an opportunity to access tertiary education, though not all students qualify for financial aid assistance as it is granted on the basis of certain financial and academic criteria.

Students who are needy and have academic potential are urged to collect and apply for financial aid at the Financial Aid Office (FAO). Contact details are available from the contact page.

**Services provided at the Financial Aid Office (FAO) include:**

### **Merit Bursaries**

As a first year student, you qualify to receive a merit

bursary, if you are studying towards your first degree, for the first time after passing grade 12. An average mark of 70% or higher in your Grade 12 final examination to qualify for the bursary.

The 70% average is calculated as follows:

- The Old Curriculum, Matriculation Certificate, Add the percentages of (six best) 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 the - Financial Aid Office (FAO).

### **National Students Financial Aid Scheme (NSFAS) Loans**

All supporting documents should accompany the application form upon return. The NSFAS means test will

be applied to determine eligibility.

**Supporting documentation required for application:**

- Certified copy of Identity Document (ID) document/ passport of student/mother/father/guardian/ wife/husband.
- Original/certified copy of pay-slips/pension slip for both parents/guardian/spouse (these should not be older than three [3] months).
- In case of deceased parents, attach certified death certificates.
- If parents are divorced, attach a copy of the decree of divorce.
- If parents/guardian /spouse are self –employed, attach a copy of the latest financial statement.
- If parents are unemployed, attach sworn affidavits accompanied by a report from a social worker, religious leader/traditional leader or council.
- Proof of Family income must be provided in all affidavits.
- If parents are married, attach marriage certificate.

- If parents are separated, attach pay slips of both and an official letter from the social worker/religious leader confirming the separation.
- Certified copy of previous degree/diploma/ certificate.
- If you are currently doing in-service training, attach pay-slip or provide the University with proof from your employer stating whether your study leave is paid or unpaid.
- ID copies /birth certificates/letters from school of other family members.
- Proof of registration for siblings at other tertiary institutions.

For enquiries, NSFAS brochures and more information on the above please visit the - Financial Aid Office (FAO) or the NSFAS website: [www.nsfas.org.za](http://www.nsfas.org.za) .

**Eduloan**

Eduloan provides finance for study and registration fees, and settling outstanding balances amongst others. Allowances such as books, meals and cash are offered through the eduxtras card.





***Dr Fikile Nkabinde: Director of Centre for Student Counselling & Development***

## **Centre for Student Counselling & Development (CSCD)**

The Centre for Student Counselling and Development would like to welcome all first time entering students to SMU and hope that you will enjoy your stay.

Adapting to a new environment like this one can be very challenging because you need to adapt to a new way of doing things and at the same time make choices that will affect your life and your future.

By now you have already chosen your course of study that will eventually enable you to follow the career of your choice.

During your stay in this institution you need to make decisions that will enable you to achieve your ultimate goal of completing your degree.

This decision includes choosing a combination of courses that will structure your degree, choosing organisations that you would like to belong to, participating in sporting activities of your choice amongst others.

If you are not certain about making decisions in relation to your goals, we are prepared to support you in all respects. The Centre for Student Counselling and Development is one of the departments that provides support to all students.

### **Personal Sphere**

The Centre aims to provide first-entering students with a smooth transition from high/secondary school to this tertiary institution and make their stay enjoyable throughout the year. It also provides services that cover the following personal aspects:

- If you are feeling home sick and lonely.
- If you have problems with alcohol and drug related issues.
- If you find it difficult to get along with other people such as friends, peers and roommates.

- If you have a problem in relation to dating .
- If you want to know more about yourself as a person (self-knowledge).
- If you lack concentration.
- If you lack interest in your studies.

### **The Centre Staff**

The Centre's Staff comprises a Psychologist who is registered with the Health Professional Council of South Africa (HPCSA). The Psychologist is assisted by a group of Peer Counsellors who serve as an extension staff of the Centre.

### **Peer Counsellors**

They comprise trained senior students who assist the Centre in the following activities:

- They assist and guide first-entering students during Orientation Week.
- They refer students who experience serious problems to the Centre.
- They assist the Centre in various activities such as University Open day.
- They assist and guide all students during the course of the year that might experience emotional and social difficulties.

Attending orientation will provide you with the knowledge you need to adapt successfully in this institution.





**Ms Matshidiso Molotsi: Director of  
Centre for Academic Excellence (CAE)**

## Centre for Academic Excellence (CAE)

performed well in their studies. They will guide you throughout the year on academic and social matters.

### Supplemental Instruction (SI)

The programme is aimed at assisting you in modules that are considered challenging. Supplemental Instruction (SI) sessions are facilitated by SI leaders who are fellow students and performed well in the modules selected.

The sessions are conducted in a group form where all students collectively learn the content material. SI helps you to integrate course content and study skills while working together with other students. The sessions take place on a regular basis after classes in the afternoons. You are encouraged to attend those sessions. SI leaders will visit you in class to identify the times that will be suitable for you.

### Writing Centre (WC)

The Writing Centre is established to help you move away from simply writing down everything you know on a topic to developing writing which has a specific purpose. The Centre will assist you to write with purpose in mind on your assignments, reports, and research.

Workshops and small group discussions are conducted to offer you appropriate skills in writing. The environment is friendly; you will be free to express your writing needs. The feedback and the follow-up you get will be a stepping stone towards an exciting and excellent writing experience.

Congratulations on your acceptance to Sefako Makgato Health Sciences University (SMU). You are now a member of the new Health Sciences University and you are therefore welcomed. This is the beginning of your career and academic journey.

In every journey there are smooth roads and rough ones. You will experience the highs and the lows. CAE is your companion in this journey, especially when you come across detours and obstacles on your way.

Academic detours can take various forms, such as low performance, workload management, difficulties with time management, reading, writing and inappropriate study methods. CAE provides the following services to assist you in your journey:

### Student Mentorship Programme (SMP)

The aim of the programme is to assist you as first time entering students to acquire learning and life-skills relevant to the university context. It assists you in transiting smoothly from School to University by providing both academic and social support.

You will be allocated a mentor within your programme immediately after this orientation. Mentors are senior students in your programme, who are trained and





***Ms Selokela Mokono: Manager Campus Health & Wellness Centre***

## **Campus Health & Wellness Centre**

Our system is made up of several programmes which include; curative services, health promotion, disease prevention and peer education.

Campus Health and Wellness Centre is one of the components of the Student Affairs Department and provides health services to registered students of the University.

Staff members are assisted on emergency basis. We strive to make an impact in the students' lives by helping them with their health and wellness concerns so that they remain healthy and are able to reach their academic goals.

### **Service**

Our services are basically Primary Health Care, which includes:

- Hepatitis B vaccinations;
- Voluntary Male Medical Circumcision ;
- HIV/Aids Counselling, Testing, and Management;
- First Aid;
- Health Promotion;
- Peer Education Programme.



All our services are free of charge and operate from Monday to Friday, 08h00 - 16h00, closed on public holidays. There is an ambulance run by basic ambulance attendants who operate 24hours and are based at Campus Control. All sick students are attended to, examined by our health care professionals, treatment provided if there is a need and those who need referral will be referred to Doctor George Mukhari Academic Hospital (DGMHA).

We would like to engage our students in taking charge of health awareness and health promotion amongst themselves through peer education programme. Students interested in joining peer education can contact our health promoter at the Campus Health and Wellness Centre. Programmes in peer education include Ladies and Gentlemen's clubs, and Crayon Society.

Health promotion covers not only HIV but also includes general health and wellness; social and lifestyle; and support with general campaigns like First Things First, Zazi, World Aids Day, Candle Light Memorial Cancer Awareness amongst others. We would like to wish you a productive study period on campus, and our dedicated staff members are always committed to make an impact on student health and wellness.

**Important Numbers:**

Campus Health & Wellness Centre (Health Promoter):  
(012) 521 5735.

Campus Control (Ambulance):  
(012) 521 4139

MONTH	EVENT
January	First Year Peer Educator Recruitment Drive
February	Love Discs Sessions (Pyjama Parties) Valentine's Ball
March	Colour Festival One for Two Sessions Wellness Picnic
April	Sexuality Expo
May	Nkosi Johnson Memorial Lecture
June	Peer Educators Camp
July	Night around Fire One for Two Sessions Winter Dry Games
August	Women's Circle
September	Splash Day Spring Up your Health University Week
TBA	End of year function



*Ms Eunice Modiba: Advocacy and Diversity*

## Advocacy and Diversity Division

Being accepted to study at SMU is a rare opportunity for you, given that you would have been selected from thousands of other applicants.

We are delighted that you considered making Sefako Makgatho Health Sciences University (SMU) your University of choice.

I can assure you that you will find your association with this great University to be more challenging and rewarding in many ways.



The Advocacy and Diversity Division is tasked amongst others, with the responsibility of managing the following:

- The affairs of international students outside the classroom in facilitating and coordinating the admission, registration, and accommodation of international students in collaboration with Student Administration Office of the University.
- Provide information about the University for prospective and current international students.
- Advice and assist students with the application and renewal of existing study visas.
- Provide information about South African approved medical aid service providers.
- Participate in the general planning of the orientation programme for new students at the University.
- Provide information to foreign embassies and consulates.
- Serve as liaison within the University community and beyond on behalf of international students.
- Advice on and facilitate social interactions amongst the international students.
- Participate in the recruitment of international students.

International students have over the years been known for being the best students in their respective academic programmes. I wish to encourage you to uphold this trend of achievements.

Bear in mind that you will be far away from your homes and parents, that goes with greater responsibilities.

As a division we will always be there to give you support. International Office has diverse interactive projects such as Community Development Projects, African Girl Child Campaign, Cultural Day Festival, Health Awareness Campaigns and also promotes student driven research projects.

There is an annual educational tour for international students that assist them to understand South Africa as a country.

Once more we welcome you to Sefako Makgatho Health Science University (SMU) where we strive to produce health professionals who are committed to learn to serve with integrity.





*Ms Lindi Rampa: Assistant Director Student Affairs*  
**Student Residences**

We are indeed delighted to have you as a member of our Residence community that will provide you with the opportunity to realise your full potential.

We fully embrace the new University vision of being amongst the 100 top world class Universities.

Residence will provide you with a conducive environment for living and learning. Your active participation in all our activities will empower you to realize your goals.

Our activities include sports extravaganza, cultural event and life talks. You are encouraged to make friends as the residence community provides a diverse environment with students from every corner of our country and the world.

We hope your stay will be a rewarding one that will mould and shape your values. As a member of our community, you are directed by rights and responsibilities:

**For Your General Safety:**

- Keep your door closed and locked, especially when you are not in your room or when you are sleeping.
- Be aware of any suspicious persons and report them at once to Residence Hall staff and Security at (012 521 4139 or Supervisor- 0842273710).

**Safety For Your Personal:**

- Before opening your door to a caller, determine who is on the other side of the door.
- If you must walk alone at night, use well-lit and well-travelled routes.

**Protect Your Possessions:**

- Secure your valuables in a safe place
- Report the loss of your university room key to your Residence Manager as soon as possible.

**General:**

- Make sure that your parents know the name of your residence and room number.
- All junior students share rooms
- If you need help contact your Residence manager.





**Mr Bongani Mchunu, Director: Information and Communication Technologies**

## Information and Communication Technologies (ICT)

Information and Communication Technologies (ICT) is pleased to welcome you as students of Sefako Makgatho Health Sciences University (SMU). As ICT, we exist to make your life easier by providing tools and gadgets that will assist you during your stay on campus. We do this by providing you access to personal computers. ICT is a support Department that assists students in the use of Information and Communication Technologies to enhance their work.

### General Purpose Computer Laboratories (Labs)

ICT has several computer labs that are available for use by all students for different functions as per the access schedules for the labs. The labs are operated by student assistants. Students requiring assistance will be assisted by the Student Assistants in the General Purpose labs.

The General purpose labs which are manned by ICT are located and operate as follows:

- Study Hall, Basic Medical Science (BMS) building from 07h30 to 24h00.
- BMS 301 from 7h30 to 17h00.
- Pharmacy, BMS, open as per schedule.
- Residence 2B from 7H30 to 24H00.
- CBE, Natural Science Building (NSB) from 07h30 to 18h00.
- Electronic (E) Learning, NSB.
- Computer Science, NSB open as per schedule.
- English Department, NSB open as per schedule.
- Glass Cabinet, Dental Building opens as per schedule.
- Classroom-2, Dental Building opens as per schedule.
- NSPH, Pink Building opens as per schedule.
- Library from 7h30 to 22h00

You are welcome to use any of the available labs of your choice. We have student assistants who will assist you,

should there be a need. Please feel free to approach them at any time. The University also offers computer literacy course to all first entering students who require minimum training in order to utilize these computer resources.

### Wireless Access in the Student Residences

Wireless connections are available on campus in designate areas. For security reasons, access is managed and authorisation is only provided to registered SMU students. Student Assistants will assist in configuring wireless connectivity and provide the necessary credentials from the Student Assistants office in the basement of the NSB building.

### Email

All registered students are provided with a free email for communication purposes. The email credentials may be acquired from the Student Assistants office in the NSB basement. Note that the email provided could be kept or used for life. This is done in order to maintain communication with SMU students well after they have left the institution.

### Software

Students may not copy any software games or chat software onto their user area. Students should acquire their own software when purchasing their own computers. Students may also make use of the Student Technology Program (STP) to purchase computers and tablets at reduced prices inclusive of software at no extra cost. The Uniform Resource Locator (URL) for the program is [www.stp.cm](http://www.stp.cm)

### Standard software

A standard suite of software is installed in all general purpose labs. Student users wishing to have nonstandard specialist software installed in lab must contact the Student Assistants who will forward the request to the ICT Director. A request for non-standard software will be subjected to approval by the relevant committee.

### Viruses

Students should make sure their computers always have updated antivirus software.

Lab computers are configured to run the latest virus scanners on a daily basis.

#### **Some general rules for general purpose labs**

- No food or 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 users.

#### **Student accounts**

- Students are responsible for their 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 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.

#### **Use of general purpose labs**

- No student is allowed to send a broadcast message
- Tampering with the lab facilities is not permitted.
- A student may not tamper with 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.

#### **Penalties**

- Should a student contravene the above mentioned rules, the Student Assistants or his/her nominee may at his or her discretion apply for the penalties applicable.
- A student may appeal in writing against the decision of a Student Assistant through available channels.

**ICT wishes all students a fruitful and beneficial year ahead of their studies!**





*Mr M.A Satege: Manager Safety and Security*

## Safety & Security

It is with great pleasure to welcome you as the first intake of students in the inaugural year of the Sefako Makgatho Health Sciences University (SMU). The Department of Safety and Security aims to provide a safe environment on campus, including all residential areas. The Safety and Security department in partnership with Ulwazi Protection Services proudly provide a 24 hour security service that includes the following:

- Access control entering the Campus and residences
- Operational Control Centre & CCTV monitoring on Campus 24hrs/day
- Issuing of access cards to staff, students and contractor workers
- Reaction vehicles with supervisors patrols 24hrs/day
- Case reporting, management and counselling to victims
- Locksmith
- Crime investigation
- Medical Assistance: Campus Ambulance Service
- Special Events Management on Campus

Safety and Security department encourages students to report crime and emergency situations to the

**Campus Control Centre**

**Tel: (012) 521-4139 or Speed Dial: 6001.**

Control Centre can also be contacted via the two way radio system, which is carried by all Security Officers.

### Crime awareness:

- Always be alert and watchful and avoid isolated/ dark areas
- Lock your room and keep windows closed at all times
- Switch off appliances when not in use
- Do not lend you cellular or computers to strangers
- Do not leave valuable items next to open windows
- Report suspicious persons immediately to the Control Centre

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

We encourage you to abide by the University rules and regulations, and request your assistance in ensuring a safe University environment. Wishing you all the best for 2015 academic year!





**Mr Patrick Morathi: Acting Station Manager SMU FM**  
**SMU FM 97.0**

with its programmes offerings catering for listeners of all ages, with 40% music suited to all listeners. 60% is devoted to talk shows in both English and Setswana on all social issues.

Presenters consist of a generational mix of youth and more mature adults. This approach seeks to enable SMU FM to respond adequately to information and entertainment needs of listeners, across generations. As first time entering students, make SMU FM your one stop source of information and entertainment.

As SMU is a new brand name, SMU FM needs to reflect the new reality of the new University it is proudly part of.

***SMU FM "The Ultimate Voice Airborne" - to educate, entertain, empower, inspire and inform.***

## **'The Ultimate Voice Airborne'**

SMU FM is a useful tool of communication which will enable the newly established SMU to inform and educate neighbouring communities about pertinent health care and educational issues.

This expertise will be made accessible to these communities that the radio station serves, at no costs as the expertise is in house. SMU FM is a 24 hour station





***Mrs Jeannette Sibiya: Branch Manager of Van Schaik Bookstore at SMU***

## **Van Schaik Bookstore**

Our excellence has been rewarded with the prestigious Sefika Academic Bookseller of the Year Award for 2012, 2013 and 2014.

Our bookstore is conveniently situated within the University at Natural Sciences Building (NSB) basement section. Our products include academic and general books in both electronic and print format, as well as reference material, lifestyle products, electronics and stationery.

As a result of our extensive network with suppliers of our products we are able to source and order individual products that lecturers may want to prescribe or the general public may request from us.

We also engage and interact with students through exciting promotions and competitions that benefit them financially. Our staff members are always ready to assist students and lecturers.

Van Schaik Bookstore is one of the oldest bookstores in southern Africa and recently reached a 100 year milestone. The bookstore has experience in providing service to tertiary institutions and students using the most appropriate sales channels.

We also provide customized selling platforms in recognition of the diverse environment at Sefako Makgatho Health Sciences University (SMU). Further, by maximizing Van Schaik Bookstore's resources backed-up by vast experience we are able to deliver a world class service to SMU's staff and students that is on par with our counterparts in other countries.



***Mr Jeff Semono: Assistant Director Sport and Recreation Department***

## **Sport and Recreation**

week of the winter recess.

The winter sporting codes are: Netball, Rugby, Squash, Volleyball, Dance sport and Basketball. The clubs also participate in the USSA summer tournament held annually on the first week of the summer holidays.

The summer sporting codes are: Rugby 7's Aerobics, Chess, Pool, Cricket, Karate, Tennis, Table Tennis, Cross Country, Football and Swimming. Participation in the national USSA tournaments offers one an opportunity to be an international sports person.

Sport and Recreation will develop, promote and serve students through quality management systems in a healthy sporting and recreational environment.

### **Sport Programmes**

Our clubs participate in the University Sport South Africa (USSA) winter tournaments held annually on the first



The sporting codes have their own committees operating under the banner of the All Sports Council, which is the subcommittee of the SRC. All clubs have their own internal and external fixtures played on different weekdays including weekends at various venues in and around Gauteng. At the end of a busy sport year, all players join in for the prestigious Award Ceremony where all winners are honoured. 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 the stay at the university

**We have the following sport facilities on campus:**

**Indoor**

- General Gym
- Snooker Room
- Karate Hall
- Squash Court x 6
- Bodybuilding Gymnasium
- Dance Room
- Aerobics Hall
- Basketball Court x 2
- Volleyball Court x2
- Badminton Court x6

**Outdoor**

- Football stadium
- Grass athletic track
- Football field x2
- Rugby field
- Tennis court x 6
- Netball Court x2
- Basketball Court

**Sport Complex Hours**

Monday – Friday	06h30 – 21h00
Saturday:	06h30 – 17:00
Sunday:	06h30 -15h00

**General Gymn / Fitness Centre**

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

**Sport Clubs**

There are 17 active sporting codes on campus namely: Aerobics, Athletics, Badminton, Basketball, Body-building, Chess, Cricket, Dance-sports, Karate, Netball, Rugby, Pool, Soccer, Squash, Swimming, Table-Tennis and Volleyball.



**Mr Japhta Phala: SMU SRC President**

**Student Representative Council (SRC)**

You will be confronted by a diverse set of peers and passionate desires. I am positive that you will remain motivated for the right reasons, if you consider every test that you study for, assignment that you complete and lecture that you attend to be one step closer to obtaining your degree.

Welcome to Sefako Makgatho Health Sciences University (SMU) and continue your academic journey. It will be a journey where you will realise that you have an identity.

Immerse yourself in the opportunities that exist and realise that you are at SMU to learn about the world, discipline and yourself, and to be equipped for life.

The University is in the business of equipping you for life. SMU offers its students a chance to get involved in leadership positions and through these positions acquire and perfect your leadership potential.

Indeed through the many different facets of Student Leadership co-ordinated by the Student Representative Council (SRC) - from Class Representation throughout the different Schools, Arts & Culture, All Sports Council and Inter-School activities aimed at schools show-casing their academic strengths that attest that there are exceptional men and women who are leading scholars in their fields of work and dedicated mentors in lecture halls.

Student Life and Governance, a department within Student Affairs directorate, is a custodian of SRC and its activities contributes towards the holistic development of all students.

Its 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 Council and Student Societies.

There are ample opportunities for you to find yourself a niche at SMU and begin to contribute immensely. Outside of the Academic and Residence systems at SMU, exist a large number of Student Societies.

Some of these societies are extremely active and fun. They afford students the opportunity to meet other students interested in a similar activity and to grow personally. The

opportunity for any student to become a Disc Jockey (DJ) or Talk Show host on SMU FM, or becoming, or becoming a reporter for our Student Magazine are galore.

Societies also exist to serve the needs of the many religious affiliations on campus, there are also those that represent various political opinions.

In each society, there is the need for people to get involved. Perhaps being on a committee is not your cup of tea. I can assure you that every Society would welcome an active member.

Robert Sobukwe once said, *“You have seen by now what education means to us. The identification of ourselves with the masses. Education to us means service to Africa. In whatever branch of learning you are, you are there for Africa. You have a mission; we all have a mission.*

*A nation to build we have, a God to glorify, a contribution clear to make towards the blessing of mankind. We must be the embodiment of our people’s aspirations. And all we are required to do is to show the light and the masses will find the way”.*

Fellow Students, start now to be great!





*Written by Ms Lebogang Mataboge  
(Master of Psychology Candidate).*

## Transition from High School to University

that first-entering students face. The only way to learn academic writing is to attend the English language/academic writing classes and keep practicing.

Firstly, congratulation for passing your matric and making it to SMU. The next step is to adjust to this new and exciting environment.

The transition from high school to university can be quite daunting, especially when no one really tells you how to prepare, what to expect and how you can cope with the various challenges.

Now you are in an environment where you have to function independently and your academic performance is more a reflection of the effort you put in. You look at those who are in their final year or postgraduate level of studies and wonder if you have what it takes to get there.

One of the scariest moments at varsity is when you are presented with study guides; containing the timetable, assignments, practicals and exam dates. Then suddenly it dawns on you that you have quite a way to go and you realise that the amount of work you put in will determine your fate. Academic writing is one of the challenges

Try not to feel overwhelmed, take each day as it comes and do what is necessary to meet the demands placed on you. Get organised (study schedule) and effective time management is also important. Maintaining a balance between your academic life and your social activities is essential to your progress.

Engaging in sports or exercise helps and boosts your health which in turn improves your level of concentration. Having a positive outlook towards your course also helps and can significantly enhance your academic performance, keep your eye on your goals and the type of person you want to be.

Never feel limited, do research on how you can use your degree, how you can study further and specialise in a particular field. Lastly all those seniors and postgraduates you meet, started where you are and have gone through the same challenges and survived. Aspire to be great because you have the potential to be. Now start climbing those stairs!



## CONTACT US:

FACILITY/SERVICES	RESPONSIBLE PERSON	CONTACT DETAILS
Registrar	Mr H Croucamp	Clinical Pathology Building, Office S517, Tel: 012 521 3357/8 Email: Henno.Croucamp@smu.ac.za
Academic Matters Faculty Registrars, Faculty of Health Sciences	Ms A Malope	Clinical Pathology Building, Office S513, Tel: 012 521 5976/4585 Email: Angie.Malope@smu.ac.za
Central Enrolment Management (Student Admission and Registration)	Ms M Hlatshwayo	Clinical Pathology Building (Basement) Tel: 012 521 4979 Email: Mmule.Hlatshwayo@smu.ac.za
Financial Aid Office (FAO) Student Bursaries and Loans	Mrs K Hermann	Clinical Pathology Building, Office S514, Tel: 012 521 4622 Email: Karen.Herman@smu.ac.za
Student Governance / Student Representative Council (SRC)	Mr A Masetla	Natural Science Building (Ground Floor) Tel: 012 521 5836 Email: Albert.Masetla@smu.ac.za
Advocacy and Diversity	Ms E Modiba	Natural Science Building (Ground Floor) Tel: 012 521 5834 Email: Eunice.Modiba@smu.ac.za
Centre for Student Counselling and Development (CSCD)	Dr F Nkabinde	Clinical Pathology Building, Office N335, Tel: 012 521 3786 Email: Fikile.Nkabinde@smu.ac.za
Campus Health & Wellness (Student Clinic and Ambulance)	Ms S Mokono	Natural Science Building (Ground Floor) Tel: 012 521 5735/4713 Email: Selokela.Mokono@smu.ac.za
Centre for Academic Excellence (CAE) Student Mentorship Programme	Ms M Molotsi	Basic medical Science Building, Office N204B Tel:012 521 4432/4183/3986 Email: Matshidiso.Molotsi@smu.ac.za
National Benchmark Test (NBT)	Ms B Zuma	Basic medical Science Building, Office N204B Tel:012 521 4432 Email: Bonolo.Zuma@smu.ac.za
Information and Communication Technology (ICT) Internet, Computer Assistance	Mr B Mchunu	Dental Building, Office N212 Tel: 012 521 4103/3376 Email: Bongani.Mchunu@smu.ac.za
Student Cards	Mr A Satege	Safety and Security Building Tel: 012 521 4181/4139/082 227 3710 Email: Manthata.Satege@smu.ac.za
Radio Medunsa	Mr P Morathi	Student Cafeteria (Studio) Tel: 012 521 4563/3738 Email: Patrick.Morathi@smu.ac.za
Library Circulation Desk	Mr M Khosie	Library Building (Ground Floor) Tel: 012 521 5706 Email: Modisa.Khosie@smu.ac.za
Sporting Activities	Mr J.K Semono	Sports Centre Building, Office 122 Tel: 012 521 3858/4185 Email: Jeff.Semono@smu.ac.za
Marketing & Communication	Mr P Matlala	Clinical Pathology Building, Office S526 Tel: 012 521 4060 / 4563 Email: Padi.Matlala@smu.ac.za

## CONTACT US:

FACILITY/SERVICES	RESPONSIBLE PERSON	CONTACT DETAILS
Safety & Security	Mr A Satege	Safety and Security Building Tel: 012 521 4181/4139/082 227 3710 Email: Manthata.Satege@smu.ac.za
Student Recruitment and Marketing	Mr N.C Mangena	Clinical Pathology Building, Office S516 Tel: 012 521 4468 / 4563 Email: Ntsheu.Mangena@smu.ac.za
Alumni & Convocation (Alumni Shop)	Mr M Menziwa	Pharmacovigilance Building, Office 3 Tel: 012 521 4644 / 4563 Email: Michael.Menziwa@smu.ac.za
Events Management	Mr M Menziwa	Pharmacovigilance Building, Office 3 Tel: 012 521 4644 / 4563 Email: Michael.Menziwa@smu.ac.za
Publications and Media Relations	Mr T Moila	Clinical Pathology Building, Office S515 Tel: 012 521 4496 / 4563 Email: Tumelo.Moila@smu.ac.za
Website Management	Mr P Matlala	Clinical Pathology Building, Office S51 Tel: 012 521 4563 Email: Padi.Matlala@smu.ac.za
Medical Illustration & Audio Visual Services	Mr H.M Ebrahim	Library Building (Ground Floor) Tel: 012 521 4541 / 5634 Email: Hoosain.Ebrahim@smu.ac.za
Reprographics	Mr W Leballo	Technical Service Building Tel: 012 521 4725 Email: Walter.Leballo@smu.ac.za
Examination Enquiries	Mrs P Potgieter	Clinical Pathology Building (Ground Floor) Tel: 012 521 4203 Email: Johanna.Potgieter@smu.ac.za
Transport	Mr H.J Letebele	Transport Building, Tel: 012 521 4799/4634 Email: Henry.Letebele@smu.ac.za
Language Proficiency	Dr V.C Gheevarghese	Basic medical Science Building, Room N216C Tel: 012 521 4472/ Email: Valayil.Gheevarghese@smu.ac.za
Van Schaik Book Store	Mrs J Sibiya	Natural Science Building, Ground Floor, Office 0066 Tel: 012 521 3882 Email: jsibiya@vanschaik.com
Student Cafeteria (Fedics)	Ms L Liversage	Email: lilanieliversage@fedicsunit.co.za / fedics.cafeteria@smu.ac.za Tel: 012 521 5205 / 072 352 8879
Staff Cafeteria	Mr E Foromo	NSB Building, Basement Email: mrmarvin14@yahoo.com Tel: 012 521 4719 / 076 888 2262
Galito's Restaurant	Mr B Chauke	Email: benjiechauke32@gmail.com Tel: 012 521 4346
Uthungulu Bus Services	Mr Amos Ntuli	Tel:035-772 6516 or Tel: 0725371562 Email: carmen@uthungulubus.co.za

**SCHEDULE FOR ORIENTATION PROGRAMME**

Programme Director: Mr P Matlala

**MONDAY 2 FEBRUARY 2015**

**7H30-8H30 STUDENTS ASSEMBLE AT THE SPORT COMPLEX**

TIME	VENUE	Activity	Responsible Person
08h30-08h45	Sport Complex	Opening Prayer	Mr I Maboya
08h45-09h00	Sport Complex	Welcome and Introduction of the Orientation programme	Mr P Matlala, Acting Deputy Director: Marketing & Communication and Chairperson of Orientation Committee

TIME	VENUE	ACTIVITY	RESPONSIBLE PERSON
09h00 to10H30	Sport Complex	Academic Procession enters the Hall	Office of the Registrar
		Interim Campus Head – Welcome Address	Prof T.S Gugushe
		Interim Council Chairperson - Welcome Address	Prof O Shisana
		Address: Interim Academic Dean –	Prof L Ayo-Yusuf
		School Directors Join Procession	Directors of Schools
		Address: Director – Student Affairs	Mr T Khumalo
		Address: President – Student Representative Council	Mr J Phala
		National Anthem Candle light service	Campus Health & Wellness
		Interim Campus Manager – Dissolves the Congregation	Prof T.S Gugushe

**10H30- 11H00 BREAK**

**PRESENTATIONS**

11h00-11h20	Sport Complex	<b>Academic Administration</b> <ul style="list-style-type: none"> <li>• Registration/Enrolment plan</li> <li>• Examination</li> <li>• Certification</li> </ul>	Mr H Croucamp: Interim Registrar
11h20-12h40	Sport Complex	<b>Student Affairs services</b> <ul style="list-style-type: none"> <li>• Student Residences &amp; Catering</li> <li>• Student Counselling &amp; Development</li> <li>• Sport &amp; Recreation</li> <li>• Advocacy &amp; Diversity</li> <li>• Campus Health &amp; Wellness</li> <li>• Student Life &amp; Governance</li> </ul>	Line Managers
12h40-13h00	Sport Complex	<b>Introduction of Centre for Academic Excellence (CAE) programme</b>	Ms M Molotsi: CAE

### 13H00 -14H00 LUNCH

14h00-14h20	Sport Complex	<b>Financial Aid Office (FAO)</b> <ul style="list-style-type: none"> <li>• Bursaries</li> <li>• Scholarships</li> <li>• Loans ( National Student Financial Aid Scheme (NSFAS) &amp; Eduloan</li> </ul>	Ms K Herman: HoD: Financial Aid Office
14h20-14h40	Sport Complex	<b>Introduction of Library services</b>	Mr M Khosie: Acting Director Library
14h40-15h00	Sport Complex	<b>Information &amp; Communication Technology (ICT)</b> <ul style="list-style-type: none"> <li>• Internet &amp; Web access</li> <li>• Email</li> <li>• Meal Bookings</li> <li>• Typing &amp; Printing</li> </ul>	Mr B Mchunu: Director: ICT
15h00- 15h20	Sport Complex	<b>Safety &amp; Security:</b> <ul style="list-style-type: none"> <li>• Protection services</li> <li>• Student card</li> <li>• Lost &amp; found properties</li> </ul>	Mr M.A Satege: Manager Safety & Security

### TUESDAY 3 FEBRUARY 2015

#### 7H30 – 8H00 STUDENTS ASSEMBLE AT THE SPORT COMPLEX

TIME	VENUE	Activity	Responsible Person
08h30-09h30	Sport Complex	Introduction to academic skills	CAE
9h30-10h00	Sport Complex	Language Proficiency	Dr V. Gheevagheese: Language Proficiency

#### 10H00-10H30 BREAK

10h30 -11h00	Sport Complex	Van Schaik Bookshop	Ms J Sibiya: Branch Manager : Medunsa Van Schaik Bookstore
11h00-13h00	Sport Complex	Health Promotion	Campus Health and Wellness

### 13H00-14H00 LUNCH

#### 14H00: STUDENTS ASSEMBLE AT NEW AUDITORIUM

TIME	VENUE	Activity	Responsible Person
14h00 -15h30	New Auditorium	Library Orientation	Library
15h30-16h00	E-Learning Centre	Blackboard (E-Learning)	Mr I Maboye : E Learning Coordinator

**WEDNESDAY 4 FEBRUARY 2015****7H30 TO 8H00 STUDENTS ASSEMBLE AT THE SPORT COMPLEX**

<b>TIME</b>	<b>VENUE</b>	<b>Activity</b>	<b>Responsible Person</b>
08h30-13h00	Sport Complex	School's Fair	Schools/Departmental Reps

**13H00 -14H00 LUNCH**

<b>TIME</b>	<b>VENUE</b>	<b>Activity</b>	<b>Responsible Person</b>
14h00-16h00	Sport Complex	Sport Activities	Mr J Semono: Assistant Director Sport & Recreation

**THURSDAY 5 FEBRUARY 2015**

<b>TIME</b>	<b>VENUE</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE PERSON</b>
08h00-13h00	Different Lecture Halls	Lectures for First-Time Entering Students Commence	Schools/Departmental Reps

**SATURDAY 7 FEBRUARY 2015**

<b>TIME</b>	<b>VENUE</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE PERSON</b>
9h00	New Auditorium	Edutainment /Picnic (strictly for new first entering students ONLY)	Mr A. Masetla

