





# *Undergraduate* **Prospectus** | 2024



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**SEFAKO MAKGATHO**  
**HEALTH SCIENCES UNIVERSITY**



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# 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.

## Motto

'Knowledge for Quality Health Services'

## Vision

Transforming health services through excellence and innovation.



## 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).

# FAQs

## FREQUENTLY ASKED QUESTIONS



### When can I apply to study at SMU in 2024?

Applications open on Monday, 3 April 2023 and the closing dates are as follows:

- The closing date for the submission of the 2024 applications for all undergraduate qualifications is Friday, 28 July 2023.

### How many qualifications/degrees can I apply for?

You are allowed to apply for a maximum of two qualifications, first choice and second choice.

### What are the admission requirements?

For information on admissions requirements and relevant school subjects, refer to the [www.smu.ac.za](http://www.smu.ac.za), **click under students and look for the following:**

- Admissions and Selections Rules for different Schools.
- Undergraduate Prospectus 2024.

**PLEASE NOTE:** The University receives more applications than it can accommodate and meeting admission requirements does not guarantee admission.

### How can I apply?

You can apply online. Visit [www.smu.ac.za](http://www.smu.ac.za)

### How do I apply online? To apply online, you need:

- To apply follow this link:  
[https://onlineapplication.smu.ac.za/pls/prodi41/gen.gw1pkg.gw1startup?xprocesscode=ITS\\_OAP](https://onlineapplication.smu.ac.za/pls/prodi41/gen.gw1pkg.gw1startup?xprocesscode=ITS_OAP)
- Access to the internet and a valid email address;
- To complete the Application Form accurately online;
- To specify the names of your first and second choice degrees (if applicable);
- Pay the R300 non-refundable application fee; and
- Upload the following documents: certified copies of your ID/passport; Grade 11/12 results; academic record (if you have attended other universities including SMU) and proof of payment of the non-refundable application fee.

### If I am an international student, how do I apply to study at SMU?

All non-South African citizens and non-permanent residents are required to obtain a study permit before registering as students. Application for study permits should be submitted to the South African Home Affairs, Consulate or High Commissioner in your country of residence/origin, and should be in favour of Sefako Makgatho Health Sciences University (SMU). The study permit should be submitted during registration.

### How much is the application fee?

The application fee is R300 and is non-refundable.

### Where and how do I deposit the application fee?

**Bank Name** : Standard Bank

**Account Number** : 071 244 395

**Account Name** : Sefako Makgatho Health Sciences University

**Branch Number** : 020 909

### Please note:

- Use your ID or student number as a Reference.
- Application without proof of payment will not be considered.



### What documents do I attach to application form?

1. Certified copy of your ID or Birth Certificate.
2. Certified copy of final Grade 11 results or National Senior Certificate (NSC)/Matric Certificate (if you have completed Grade 12/Matric).
3. Official academic record(s) from previous university (ies) attended, including SMU (if applicable).
4. Proof of application fee payment (copy of deposit slip).

### How do I know if my SMU application form has been received?

You will receive an email notification.

### When can I expect a response about the status of my application if I am in Grade 12?

- Pre-selections will be done between September and November October and December 2023, using your Grade 11 results (for those in Grade 12), and grade 12 results for those who have already passed grade 12.
- You will be informed about the outcome,
- The final selection will take place in January 2024, after the release of Grade 12/NSC results by the Department of Basic Education and Independent Examinations Board.
- There will be SMS, email notifications and/or telephone calls to applicants.
- You can also check the status of your application on [www.smu.ac.za](http://www.smu.ac.za) **after the release of Grade 12 results.**

### When can I expect a response about the outcome of my application if I have already passed Grade 12/Matric?

- You can check the status of your application on the student portal [www.smu.ac.za](http://www.smu.ac.za)

### When is registration going to take place for the accepted applicants?

Successful applicants will be informed about registration details in January 2024.

### Can a study/admission offer be withdrawn?

Yes, the offer can be withdrawn if the information provided by the applicant is found to be untruthful after an admission offer has been made. The admission offer can be revoked immediately and no further correspondence will be entered into with the applicant.



### **How do I apply for SMU student residence/accommodation?**

There is an option for residential application on the Application.

#### **PLEASE NOTE:**

There are limited places in University residence and admission to study at SMU does not guarantee a place in residence. The places are awarded on a first come first served basis and the University is not obliged to provide a place in the residence.

### **Does SMU consider late applications?**

Unfortunately, late applications will not be considered.

### **Where can I get more information about the application process?**

Enquiries should be emailed to: [apply@smu.ac.za](mailto:apply@smu.ac.za)

# SCHOOL OF MEDICINE

## BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (MBChB)

| NATIONAL SR ACHIEVEMENT LEVEL | NSC - LEVEL OF ACHIEVEMENT | ADMISSION POINTS (APS) |
|-------------------------------|----------------------------|------------------------|
| 7                             | Outstanding Achievement    | (80-100%)              |
| 6                             | Meritorious Achievement    | (70-79%)               |
| 5                             | Substantial Achievement    | (60-69%)               |
| 4                             | Adequate Achievement       | (50-59%)               |
| 3                             | Moderate Achievement       | (40-49%)               |
| 2                             | Elementary Achievement     | (30-39%)               |
| 1                             | Not achieved               | (0-29%)                |

Admission points of 38 are required together with programme specific admission requirements. Entry into this programme is very competitive. An admission may be made at a much higher level than these minimum requirements.

| SUBJECT              | MINIMUM POINTS |
|----------------------|----------------|
| Mathematics          | 6              |
| Physical Sciences    | 6              |
| Life Sciences        | 6              |
| English              | 6              |
| Life Orientation     | 5              |
| Additional Subject 1 | 5              |
| Additional Subject 2 | 4              |
| TOTAL                | 38             |

### Duration

Minimum: 6 years

Maximum: 8 years

### Career Opportunities

- Can work as a clinician/medical doctor and specialize in various medical disciplines.
- Can work in the area of innovation and research.
- Can work as an educator or an administrator in the medical field.



## BACHELOR OF MEDICINE AND BACHELOR OF SURGERY EXTENDED CURRICULUM (MBChB - ECP)

### Eligibility

The Bachelor of Medicine and Bachelor of Surgery Extended Program (MBChB-ECP) is reserved for indigenous South Africans (Blacks) from Quintile 1 and 2 schools who have not previously been engaged in tertiary education and have not been able to get admission into the six-year SMU medicine degree program (MBChB). Applications that do not meet the above criteria are **declined**. Only 50 spaces are available on a competitive basis. After completing the one-year foundation program, students enter into the mainstream SMU MBChB program. The following are the minimum entry requirements:

| SUBJECT              | MINIMUM APS |
|----------------------|-------------|
| Mathematics          | 5           |
| Physical Sciences    | 5           |
| Life Sciences        | 5           |
| English              | 5           |
| Life Orientation     | 4           |
| Additional Subject 1 | 4           |
| Additional Subject 2 | 4           |
| TOTAL                | 32          |

## DIPLOMA IN EMERGENCY MEDICAL CARE (DEMC01)

- Enrolment targets: 30
- Requirements

### Criteria 1

**Senior Certificate (before 2010)** with University exemption, or its equivalent (NQF 4) as determined by an M-score of 10.

|                       | Higher Certificate | Standard Grade |
|-----------------------|--------------------|----------------|
| English               | E                  | D              |
| Mathematics           | E                  | D              |
| Biology or Physiology | E                  | D              |
| Physical Sciences     | E                  | D              |

Criteria 2

**National Certificate (Vocational)** must have achieved a minimum pass of 60% for each of the following subjects: English, Mathematics, Life Sciences and Physical Sciences.

|                   |     |
|-------------------|-----|
| English           | 60% |
| Mathematics       | 60% |
| Life Sciences     | 60% |
| Physical Sciences | 60% |

Criteria 3

**National Senior Certificate** with a Diploma Endorsement must have the following subjects and rating codes:

**NB: Mathematical Literacy is not applicable.**

|                   | 1st Language | 2nd Language |   | Core Subjects Total | All Subjects Total |
|-------------------|--------------|--------------|---|---------------------|--------------------|
| English           | 3            | 4            |   | 3/4                 | 3/4                |
| Mathematics       |              |              | 3 | 3                   | 3                  |
| Life Sciences     |              |              | 3 | 3                   | 3                  |
| Physical Sciences |              |              | 3 | 3                   | 3                  |
| Additional (1)    |              |              | 3 |                     | 3                  |
| Additional (2)    |              |              | 3 |                     | 3                  |
|                   |              |              |   | 12 or 13            | 18 or 19           |

The applicant must pass the Medical Fitness and Physical Fitness Evaluations. Swimming skills will be advantageous.

Duration: 2 year

- A mid-level emergency care worker in EMS.
- Registration with the HPCSA as a Paramedic.
- Professional and personal development to a Bachelor’s degree in EMC.

## HIGHER CERTIFICATE IN EMERGENCY MEDICAL CARE (CEMC01)

- Enrolment target: 30
- Requirements

### Criteria 1

#### Senior Certificate (before 2010)

|                              | Higher Certificate | Standard Grade |
|------------------------------|--------------------|----------------|
| English                      | E                  | D              |
| Mathematics                  | E                  | D              |
| Biology or Physical Sciences | E                  | D              |

### Criteria 2

National Certificate (Vocational) must have achieved a minimum pass of 50% for each of the following subjects: English, Mathematics, Life Sciences and Physical Sciences.

|                                    |     |
|------------------------------------|-----|
| English                            | 50% |
| Mathematics                        | 50% |
| Life Sciences or Physical Sciences | 50% |

### Criteria 3

National Senior Certificate with a Higher Certificate endorsement must have the following subjects and rating codes:

|   | Core Subjects<br>Total | All Subjects<br>Total |
|---|------------------------|-----------------------|
| English                                 | 3                      | 3                     |
| Mathematics or<br>Mathematical Literacy | 3/4                    | 3/4                   |
| Life Sciences or<br>Physical Sciences   | 3                      | 3                     |
| Additional (1)                          |                        | 3                     |
| Additional (2)                          |                        | 3                     |
|   | 9 or 10                | 15 or 16              |

#### Duration: 1 year

- An entry-level emergency care worker in EMS.
- Registration with the HPCSA as an Emergency Care Assistance (ECA).
- Professional and personal development to a Diploma EMC and a Bachelor's degree in EMC.

## BACHELOR OF RADIOGRAPHY DIAGNOSTIC (B Rad Diagn)

### Requirements

- National senior certificate (NSC) for Degree purpose with (Mathematics, Physical Science, Life Science and English) all at a minimum score of 4.
- Candidates must also meet the University admission criteria.
- Candidates are also required to spend time in the X-Ray Department for 40 hours to familiarise themselves with the profession.

| NATIONAL SR ACHIEVEMENT LEVEL | NSC - LEVEL OF ACHIEVEMENT | ADMISSION POINTS (APS) |
|-------------------------------|----------------------------|------------------------|
| 7                             | Outstanding Achievement    | (80-100%)              |
| 6                             | Meritorious Achievement    | (70-79%)               |
| 5                             | Substantial Achievement    | (60-69%)               |
| 4                             | Adequate Achievement       | (50-59%)               |
| 3                             | Moderate Achievement       | (40-49%)               |
| 2                             | Elementary Achievement     | (30-39%)               |
| 1                             | Not achieved               | (0-29%)                |

### A MINIMUM ADMISSION POINT OF 4 IN EACH OF THE FOLLOWING SUBJECTS IS REQUIRED

- Mathematics (4)
- Physical Sciences (4)
- Life Sciences (4)
- English (4)

**Total minimum admission point score = 16**

**Remaining subjects:** Life Orientation: 3 and others: 6

**COMBINED SCORE = 25**

**Minimum:** 4 years

**Maximum:** 6 years

Clinical training is done at accredited hospitals in Gauteng, Limpopo and North West provinces.

### CAREER ADVANCEMENT

- Ultrasonography
- Mammography
- Radiotherapy
- Nuclear Medicine
- Honours (specializing in Computed Tomography, MRI etc.)
- Masters
- PhD

### CAREER OPPORTUNITY

- Public hospitals
- Private hospitals
- Mining industry
- Radiography education
- Self-employment
- Corporate (Marketing App Specialist).

# SCHOOL OF ORAL HEALTH SCIENCES

## BACHELOR OF DENTAL SURGERY (BDS), BACHELOR OF DENTAL THERAPY (BDT) AND BACHELOR OF ORAL HYGIENE (BOH)

**Please Note:** For applicants with qualification/partial qualifications different will apply. Please contact the School of Oral Health Sciences for information.

### BACHELOR OF DENTAL SURGERY (BDS)

| SUBJECT              | MINIMUM POINTS |
|----------------------|----------------|
| Mathematics          | 6              |
| Physical Sciences    | 6              |
| Life Sciences        | 6              |
| English              | 5              |
| Life Orientation     | 5              |
| Additional Subject 1 | 5              |
| Additional Subject 2 | 4              |
| TOTAL                | 37             |

**Duration:** 5 Years

### Career Opportunities

- Dentists' work ranges from the prevention of tooth decay, and preparing and filling of cavities to highly intricate tooth reconstruction and realignment procedures, as well as exciting methods to perfect the appearance of the mouth, teeth and surrounding tissues.
- Dentists can work in private practice, public dental oral health services and academic dentistry.
- Dentists can proceed to become specialists in oral surgery, orthodontics, perio and oral medicine, oral pathology, prosthodontics and community dentistry.



## BACHELOR OF DENTAL THERAPY (BDT)

### National Senior Certificate (NSC)

| SUBJECT              | MINIMUM POINTS |
|----------------------|----------------|
| Mathematics          | 4              |
| Physical Sciences    | 4              |
| Life Sciences        | 4              |
| English              | 4              |
| Life Orientation     | 4              |
| Additional Subject 1 | 4              |
| Additional Subject 2 | 4              |
| <b>TOTAL</b>         | <b>28</b>      |

Duration: 3 years

### Bachelor of Dental Therapy (BDT)

#### Career Opportunities

- A Dental Therapist performs all the basic needed procedures e.g. - tooth extractions, cleaning and polishing teeth and x-rays.
- He/she can work in private practice, public dental services and academic dentistry.

## BACHELOR OF ORAL HYGIENE (BOH)

| SUBJECT              | MINIMUM POINTS |
|----------------------|----------------|
| Mathematics          | 4              |
| Physical Sciences    | 4              |
| Life Sciences        | 4              |
| English              | 4              |
| Life Orientation     | 4              |
| Additional Subject 1 | 4              |
| Additional Subject 2 | 4              |
| <b>TOTAL</b>         | <b>28</b>      |

| SUBJECT               | MINIMUM POINTS |
|-----------------------|----------------|
| Mathematical Literacy | 7              |
| Physical Sciences     | 4              |
| Life Sciences         | 4              |
| English               | 4              |
| Life Orientation      | 4              |
| Additional Subject 1  | 4              |
| Additional Subject 2  | 4              |
| <b>TOTAL</b>          | <b>31</b>      |

**Duration:** 3 years

### Career Opportunities

- An Oral Hygienist is trained to clean and polish teeth, take x-rays and preventative procedures, including health promotions.
- They can work in private practice, public dental services and academic dentistry.

## ONLINE HIGHER CERTIFICATE IN VACCINOLOGY [HCERT (VACC)] (SCV01)

### About the HCert (Vacc) qualification

The HCert (Vacc) is designed to equip healthcare workers (HCWs) with the theoretical knowledge and practical expertise necessary for running an up-to-date clinic offering vaccination services. The HCert (Vacc) is registered on the National Qualifications Framework at Level 5, carrying a total number of 120 credits.

- **Minimum admission requirements:** Registered General Nurse and Midwife with the SA Nursing Council, or a 3-year qualification in a relevant health science (i.e. in which training in vaccinating is included) from a tertiary institution registered with the Health Professions Council of South Africa.
- **Selection criteria:** Priority will be given to in-service HCWs who are currently working within the field of vaccination, or who are planning to work within this field shortly. Applicants will be required to write a motivation explaining why they should be accepted for this programme.
- **Duration minimum:** 1-year Maximum duration: 2 years
- **Registration:** Students must register for the academic year before the closing date, as specified in the SMU General Calendar

### Curriculum

- The programme is divided into 2 blocks consisting of 11 modules.
  - The first block consists of Modules 1 to 5 and a **draft Portfolio of Vaccinology Theory and Practice** for formative assessment.
  - The second block consists of Modules 6 to 11 and includes practical assignments with formative assessments of practice, a certificate of competence and a **final Portfolio of Vaccinology Theory and Practice** for the End of Year Summative Assessment.

| <b>BLOCK 1</b>  | <b>Entirely online</b>   | <b>Credits</b> |
|---|--|----------------|
| Module 1  | Introduction to human infectious disease immunology  | 4              |
| Module 2  | Introduction to vaccinology  | 4              |
| Module 3  | Introduction to vaccine manufacturing and distribution   | 4              |
| Module 4  | Introduction to the Expanded Programme on Immunisation of South Africa (EPI-SA)                                    | 4              |
| Module 5  | Introduction to the epidemiology of vaccinepreventable diseases and the corresponding vaccines used within the EPI | 32             |
| <b>Formative assessment: Draft Portfolio of Vaccinology Theory and Practice</b> |  |                |
| <b>BLOCK 2</b>  | <b>Combined online teaching with practical assignments</b>   |                |
| Module 6  | EPI vaccination schedules and strategies in South Africa   | 12             |
| Module 7  | Introduction to cold chain management  | 12             |
| Module 8  | Introduction to the safe administration of vaccines  | 12             |
| Module 9  | Introduction to adverse events following immunisation  | 12             |
| Module 10   | Introduction to advocacy, communication and social mobilisation to increase vaccination uptake                     | 12             |
| Module 11   | Monitoring and evaluation of EPI-SA  | 12             |
| <b>Summative assessment: Final Portfolio of Vaccinology Theory and Practice</b> |  |                |
| <b>Total</b>  |  | <b>120</b>     |

### Recognition of prior learning

Modules 6 to 11 all have practical assignments which are based on vaccination practices. Students who are already competent in vaccination practices and can produce evidence of this competence will be able to submit this evidence and thus be exempt from completing these assignments. Their supervisor/manager/employer will be required to complete and sign a certificate of practice for each specific task, and these certificates will form part of the Portfolio of Vaccinology Theory and Practice.

### Why should you enrol in the HCert (Vacc)?

- All HCert (Vacc) alumni are given permanent online access to updated course materials at no cost to enable them to keep up to date with the latest developments in EPI-SA.
- Qualified HCWs will be able to promote vaccination with confidence, which will in turn increase public confidence in vaccination, and thereby increase vaccination uptake.

- The HCert (Vacc) qualification is approved by the Department of Higher Education and Training and the Council for Higher Education and is accredited by the South African Qualifications Authority.

### Funding

Funding is available upon application, to cover student registration and tuition fees. While HCWs employed in the public sector are prioritised, HCWs employed in the private sector may also apply for funding, which will be dependent on the amount of funding available.

### Contact information

Programme Manager

Ms Varsetile Nkwinika

Tel: 012 521 4044

Email: [info@savic.ac.za](mailto:info@savic.ac.za) <http://savic.ac.za/>

## BACHELOR OF PHARMACY (BPharm)

### About the BPharm Degree

The BPharm at SMU follows an integrated, thematic, hybrid problem-based modular method of instruction and thus has a limited number of places.

### NATIONAL SENIOR CERTIFICATE (NSC): Applicants

Applicants require the following minimum Admission Point Score (APS)

| SUBJECT  | MINIMUM POINTS |
|--|----------------|
| Mathematics  | 5              |
| Physical Sciences  | 5              |
| Life Sciences  | 5              |
| English  | 5              |
| Life Orientation   | 4              |
| Two additional Subjects:<br>preferably Accounting<br>and Economics | 4 (each)       |
| <b>TOTAL</b>   | <b>32</b>      |

## APS Calculator

| MATRIC SUBJECT SYMBOL/MARK RECEIVED IN MATRIC EXAM (APS %) | APS (ADMISSION POINT SCORE) |
|--|-----------------------------|
| A (80-100%)  | 7                           |
| B (70-79%)   | 6                           |
| C (60-69%)   | 5                           |
| D (50-59%)   | 4                           |
| E (40-49%)   | 3                           |
| F (30-39%)   | 2                           |
| G (0-29%)  | 1                           |

### Applications will be considered from candidates who have, or are about to receive

- a matriculation certificate from Matriculation Board
- Certificate of exemption from the matriculation examination granted by the Matriculation Board/HESA.
- Candidates will be required to have passed these major subjects: Mathematics, Physical Sciences, Life Sciences and English with a minimum level = 5 each at matric level and indicate BPharm as their first choice.
- The BPharm Student Selection Committee at SMU screens all candidates who comply with the above criteria.
- Shortlisting is based on the academic results (from the maximum results) to identify suitable candidates for admission and provisional admission.
- Due to a lack of capacity, there are limitations in the number of intakes; some applicants may not be selected even if they meet the minimum requirements.
- The screening will have to be based on the National Demographic profile of the country.

### Non-South African should obtain the following

- There is a limited intake of candidates with A-Levels in the following subjects: **Mathematics, Physical Sciences, Biology & English**, with a minimum symbol of C in other subjects.
- A matriculation exemption certificate from the South African Matriculation Board/HESA/University South Africa (USAF) is required.

### Mature Age applicants

Applicants who have completed appropriate training within the requirements of the National Qualifications Framework will be considered (e.g. formally trained pharmacy assistants, pharmacy technicians) provided that they have a matriculation certificate with the following subjects; Mathematics, Life Sciences, Physical Sciences and English with a minimum APS level of 5 per subject.

## Graduates

There is a limited intake of Graduates with Health Sciences/BSc degrees who will be considered for enrolment into the First Year. Mark obtained during the degree will be scored according to the table below:

| PERCENTAGE OBTAINED | POINTS |
|---------------------|--------|
| >75                 | 24     |
| 70-74               | 16     |
| 65-69               | 12     |
| 60-64               | 8      |
| 55-59               | 4      |
| <54                 | 0      |

- Points are allocated according to the above table for all courses. The points will be summed and divided by the number of courses.
- Candidates with a total of 12 points qualify for the selection process.
- Applicants who meet the minimum academic requirements will be competing for space with those with maximum academic requirements.
- Selection is on a competitive basis and the student's average should be 65% in the final year.
- The time to complete the degree is also taken into account. A three or four-year Health Sciences/BSc completed in the minimum time: two additional credits (+2).
- Honours Degree: one additional credit if achieved in minimum time (+2).
- Master's Degree: one additional credit if achieved in minimum time (+2).
- Applicants with incomplete Health Sciences/BSc degrees will be considered only for enrolment into First Year.

### Transfers from SMU and/or other universities

- A limited number of applicants with incomplete Health Sciences/BSc degrees will be considered from the Matric and the performance in the first year of BSc degree/Health Sciences degree?
- Selection is on a competitive basis and a student's average mark should be 65% and above.
- The applicant should have a matriculation certificate with the following subjects: Mathematics, Life Sciences, Physical Sciences and English with a minimum APS level of 5 per subject.
- Each application will be considered by the Selection Committee and ranked based on their academic outcomes.



## Selection Process

The BPharm Selection Committee may screen all candidates who comply with the selection requirements and submit via the Student Enrolment office.

**Final selection and the number of spaces are predetermined by the Office of Institutional Planning annually, and will be based on the following distribution:**

- Successful applicants will be admitted into first year level.
- 90 % of the students comprises of:
  - Pre-selected students are now given substantive offers on grounds of either having maintained their performance in the SMU Admission score
  - Students selected from the remaining pool of applicants from other schools, leaving assessments
- 4 % who have completed their first degree at SMU, this includes students from other disciplines. Selection will be based on a calculation of points for each symbol.
- 4 % of the students who have excelled in BSc or equivalent first-year courses at SMU
- 2 % of the students who have completed a first degree at another University.

## Registration with the South African Pharmacy Council (SAPC)

All students admitted to the first year of study must register with South Africa Pharmacy Council before 31 March of the relevant year. Registration fee is determined by the South African Pharmacy Council. Please contact the School of Pharmacy for further information.

## Internship

After qualification, graduates must undertake one year of an internship, during which they must satisfactorily complete a pre-registration examination for entry-level pharmacists. They are then required to complete one year in the public sector as a community service pharmacist, before proceeding to full registration as a pharmacist.

**Note:** *These rules must comply with the proposed regulations of the South African Pharmacy Council as promulgated in terms of the Pharmacy Act, as amended.*

## Curriculum

1. Duration of the programme: 4 years
2. The BPharm programme will be presented in semester module format.
3. The BPharm curriculum will be updated continuously to reflect statutory requirements.
4. Methods of teaching and learning include small groups-tutorials, site visits, workshops, and practical and experiential learning via blended learning.

|                   |   |         |
|-------------------|---|---------|
| <b>BPharm I</b>   |   |         |
| <b>Semester 1</b> |   |         |
| Module 1          | Introduction to Pharmacy                                | MPIT011 |
| Module 2          | From atoms to medicines                                 | MATO011 |
| Module 3          | Biopharmaceutics, pharmacokinetics and                  | MPHR012 |
| <b>Semester 2</b> |   |         |
| Module 4          | Microorganisms, man and medicines                       | MPMM012 |
| Module 5          | Nutrition and gastroenterology                          | MPMB012 |
| Year Course       | English for Health Sciences                             | MEHS010 |
| <b>BPharm II</b>  |   |         |
| <b>Semester 1</b> |   |         |
| Module 1          | Principles and practice of pharmaceutical manufacturing | MPPP021 |
| Module 2          | Industrial pharmacy practice                            | MPIP021 |
| Module 3          | Industrial pharmacy practice-based learning             | MPCB021 |
| <b>Semester 2</b> |   |         |
| Module 4          | Cardiovascular pharmacy                                 | MPCA022 |
| Module 5          | Respiratory system, ear and eye                         | MPRE022 |
| Module 6          | Primary healthcare practice-based learning              | MPPH022 |
| <b>BPharm III</b> |   |         |
| <b>Semester 1</b> |   |         |
| Module 1          | Sterile pharmaceutical products                         | MPMC031 |
| Module 2          | Community pharmacy practice                             | MPMA031 |
| Module 3          | Modern technologies in healthcare                       | MPMB031 |
| <b>Semester 2</b> |   |         |
| Module 4          | Endocrine and reproductive pharmacy                     | MPMB032 |
| Module 5          | Musculo-skeletal, skin conditions and pain management   | MPMC032 |
| Module 6          | Community pharmacy practice-based learning              | MPMA032 |
| <b>BPharm IV</b>  |   |         |
| <b>Semester 1</b> |   |         |
| Module 1          | Neurological and psychiatric pharmacy                   | MPMB041 |
| Module 2          | Hospital pharmacy practice                              | MPMA041 |
| Module 3          | Specialised pharmacy                                    | MPMC041 |
| <b>Semester 2</b> |   |         |
| Module 4          | First aid   | MPMA042 |
| Module 5          | Hospital-based pharmaceutical care                      | MPMB042 |
| Module 6          | Advanced research methodology and project               | MPMR040 |
| Module 7          | Hospital pharmacy practice-based learning               | MPMC042 |

# SCHOOL OF HEALTH CARE SCIENCES

## BACHELOR OF NURSING AND MIDWIFERY (BNAM)

**Duration:** 4 years

### Requirements

- Old matriculation - Matric exemption with the following subjects: Mathematics, Physical Sciences, Biology, and English (Symbol E on higher grade or C on Standard grade)
- New matric - Mathematics, Physical Science, Life Sciences, and English all at level 4 minimum.

**TOTAL APS: 28**

### Career Opportunities

Nurses have a professional role in patient care which includes specialities such as General Nursing Science, Community Nursing Science, Psychiatric Nursing Science and Midwifery. Further career opportunities include Nursing Education, Health Service Management and Research.

### Post Graduate Diplomas in Clinical and Non-clinical Programmes such as

Midwifery and Neonatal Nursing Science (Clinical), Occupational Health Nursing, Primary Care Nursing, Nursing Management and Nursing Education.

## BACHELOR OF OCCUPATIONAL THERAPY (B OCC THER)

- Occupational Therapy is a profession that enables people of all age groups to perform everyday activities that are important to them. This profession promotes people's health and well-being through occupations. These occupations may include activities of daily living, health management, rest and sleep, education, work play, leisure and social participation.
- The occupational therapist helps clients to regain or develop new skills so that they can live a meaningful life again.
- Helping people of all age groups to perform ordinary, everyday activities is very important when people are ill, injured or live with a disability.
- In occupational therapy, the whole person is important. This means that physical, social, emotional and mental factors are taken into consideration.

## Is Occupational Therapy the career for you?

Yes, if you:

- Enjoy working with disabled and ill people.
- Care about the well-being of others' lives.
- Like to deal with challenges in a new and creative way.
- Want others to help themselves by improving the quality of their lives and like solving problems in a practical way

## What kind of settings do OTs work in?

These are only a few examples:

- People at home and work environments.
- Clinics and hospitals.
- Work with disabled children at school.
- Helping mentally ill people cope with life.

## Occupational Therapists can become consultants to:

- Industry (Mines)
- Lawyers (medico-legal)
- Architects and urban/town planners

## What do you need to be admitted to the Occupational Therapy degree at SMU?

The minimum admission requirements:

| SUBJECT              | MINIMUM POINTS |
|----------------------|----------------|
| Mathematics          | 4              |
| Physical Sciences    | 4              |
| Life Sciences        | 4              |
| English              | 4              |
| Life Orientation     | 3              |
| Additional Subject 1 | 3              |
| Additional Subject 2 | 3              |
| TOTAL                | 25             |

- The (B. Occ Ther.) degree is a full-time 4 years course. Upon completion of this degree, the candidate must register with the Health Professions Council of South Africa (HPCSA).
- Afterwards, the student may proceed to register for postgraduate studies and do a Master's and then a Doctoral Degree.

- There are 4 professional modules that the student registers for throughout the training. This includes the following:
  - **Intervention Theory**  
The student learns about the methods used to treat ill and disabled persons.
  - **Therapeutic Media**  
These are the unique methods and activities used by OTs to enable ill and disabled persons to adapt to the environment. Students learn a variety of activities such as woodwork, gardening, stress management and life skills. Students also learn to adapt to these activities using knowledge from other subjects such as kinesiology, work-study and ergonomics. In addition, students learn to use equipment and tools in OT practice.
  - **Occupational Therapy Applied**  
This module includes clinical practical work where the students learn to treat the clients and enable persons with disabilities to function independently. Practical experience includes exposure to patients and clients of all age groups in general, hospitals, psychiatric institutions, special schools and the community. Students are exposed to clients in the community from the first year of study.  
Other subjects, which form part of the course: are Anatomy, Biophysics, Clinical sciences, Physiology, Psychology, and English.
  - **Fundamentals of Occupational Therapy**  
In this module, the student learns about the philosophy of OT, frames of references in OT practice, ethics and management of OT services.

### **Why study Occupational Therapy at SMU?**

Because SMU Students are exposed to the:

- Different communities.
- Different cultures.
- The diversity of clients in different settings.
- Primary health care.

Our curriculum will equip the newly qualified OT to be competitive across the globe and function in any practice arena, at all three levels of health care (community, district, tertiary institutions and academy hospitals), and working with individuals and groups of clients.

# BACHELOR OF SCIENCE IN PHYSIOTHERAPY (BSc Physio)

## Requirements

| SUBJECT              | MINIMUM POINTS |
|----------------------|----------------|
| Mathematics          | 4              |
| Physical Sciences    | 4              |
| Life Sciences        | 4              |
| English              | 4              |
| Life Orientation     | 4              |
| Additional Subject 1 | 4              |
| Additional Subject 2 | 4              |
| TOTAL                | 28             |

**Minimum Duration:** 4 years

## Career Opportunities

- A Physiotherapist can also be self-employed (private practice).
- Physiotherapy is an essential health service within the health care profession and applies to all aspects of health care.
- Physiotherapists assess, treat and prevent human movement disorders, pain, and dysfunction to optimise normal function at home, at work and in communities for adults and children.
- Physiotherapists also play a pivotal role in community, industry, and school-related health promotion for clients of all age groups.
- Various hands-on treatment methods (such as mobilization, manipulation and massage), physical and mechanical modalities and specifically designed exercise programmes are used in the assessment and treatment of patients.
- Numerous local and international employment opportunities are available for Physiotherapists. Physiotherapists are often employed in the following settings:
  - Public - and private hospitals; clinics and practices.
  - Community health care centres.
  - Day-care centres, crèches and schools for children with special needs.
  - Nursing homes and centres for people with physical disabilities.
  - Sports centres and sports teams.
  - Tertiary training institutions, research units and occupational health units.

## BACHELOR OF SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY (B SLP & A)

Candidates need to meet the university entry requirements.

### Career Opportunities

According to the Professional Board for Speech, Language and Hearing Professions, the speech language pathologist is involved with the prevention, identification, assessment and treatment of individuals with communication disorders. The speech-language therapist will furthermore, be involved in the counselling process of the individual with communication disorders.

### The Speech-Language Therapist will treat clients presenting with the following communication disorders:

- Development or acquired speech disorders and motor speech disorders resulting from strokes or functional abnormalities;
- Developmental and acquired disorders involved in feeding and swallowing.
- The Audiologist is involved with the prevention, identification, assessment and treatment of individuals with hearing and/or balance disorders. Additionally, this health practice is also involved in the counselling process of the individual with a hearing disorder and also consultation with the other professionals involved in the treatment of the client and also conducts research with regards to communication disorders.

### The audiologist treats individuals with hearing disorders presenting with:

- organic disorders of the auditory system as well as the balance system;
- functional hearing disorders;
- Central auditory processing disorders;
- developmental or acquired disorders of language and language processing caused by hearing loss involving oral, written and/ or graphic modes of communication as well as sign language and others;
- developmental or acquired speech disorders

### The audiologist treats individuals with hearing disorders presenting with:

- Organic disorders of the auditory system as well as the balance system;
- Functional hearing disorders;
- Central auditory processing disorders;
- Developmental or acquired disorders of language and language processing caused by hearing loss involving oral, written and/ or graphic modes of communication as well as sign language and other;



- Developmental or acquired speech disorders resulting from hearing loss caused by articulation, phonology and/ or voice disorders.

The speech-language therapist and/ or audiologist treat clients in a variety of settings ranging from private practice, private hospitals, government hospitals, rural clinics, tertiary institutions, schools, industries communities and home environments.

### Selection criteria for SLP & A

A candidate must comply with the conditions and meet the selection criteria as determined by the Department of Speech-Language Pathology and Audiology.

| SUBJECT   | APS       |
|---|-----------|
| <b>Compulsory Subjects</b>                      |           |
| Mathematics                                     | 4         |
| Life Sciences                                   | 4         |
| English   | 4         |
| Life Orientation                                | 3         |
| Any Home Language <i>OR</i><br>First Additional | 4         |
| Additional 2 Subjects                           | 3 (each)  |
| <b>TOTAL</b>                                    | <b>25</b> |

### General

Students are also required to observe at hospitals, private practices and/or clinics regarding the speech-language pathology and audiology scope of practice before the initial selection is done. For practical reasons, only a limited number of applicants can be admitted to the degree programme.

## BACHELOR OF SCIENCE IN DIETETICS (BSc DIETETICS)

### Requirements

Applicants with the national senior certificate should have the following minimum admission point scores (APS):

#### National Senior Certificate (NSC)

| SUBJECT              | MINIMUM POINTS |
|----------------------|----------------|
| Mathematics          | 4              |
| Physical Sciences    | 4              |
| Life Sciences        | 4              |
| English              | 4              |
| Life Orientation     | 3              |
| Additional Subject 1 | 3              |
| Additional Subject 2 | 3              |
| TOTAL                | 25             |

Applicants who have completed grade 12, senior certificates, with full university exemption before 2008 admission requirements are as follows:

| SUBJECT              | HG | SG | POINTS |
|----------------------|----|----|--------|
| Mathematics          | D  | C  | 4      |
| Physical Sciences    | D  | C  | 4      |
| Life Sciences        | D  | C  | 4      |
| English              | D  | C  | 4      |
| Additional Subject 1 | E  | D  | 3      |
| Additional Subject 2 | E  | D  | 3      |

**Duration:** Four years including thirty-four weeks of integrated internship, of which twenty-three weeks are continuous during the fourth year of study.

### What is a Dietitian?

A qualified Dietitian is a health professional registered with the Health Professions Council of South Africa (HPCSA). It is a profession that applies the science of food and nutrition to promote the health and development of individuals, groups, communities and populations at large.

## **Community Services**

Following completion of the training is one year of community service.

## **Career Opportunities**

Dietitians work wherever nutrition expertise is needed and are involved in the planning and management of nutrition-related services.

### **Examples of career opportunities**

- Hospitals and health care centres where nutritional care for individual patients who have special needs for nutritional support and therapeutic diets.
- Medical and pharmaceutical companies which manufacture highly specialized nutrition products.
- Food services and catering companies, where nutritional expertise is important in food service management, including therapeutic nutrition.
- Dietitians may have their private practice, where patients receive individualised dietary care.

# SCHOOL OF SCIENCE & TECHNOLOGY

## BACHELOR OF SCIENCE (BSc)

Admission to BSc Year Level 1

### Bachelor of Science (BSc)

| SUBJECT   | MINIMUM POINTS |
|---|----------------|
| Mathematics   | 5              |
| Physical Sciences   | 4              |
| Life Sciences   | 4              |
| English   | 4              |
| <b><i>Any two other NSC subjects with a minimum NSC score of 4 each</i></b> |                |

### BSc-ECP (*Bachelor of Science - Extended Curriculum Programme*)

| SUBJECT   | MINIMUM POINTS |
|---|----------------|
| Mathematics   | 4              |
| Physical Sciences   | 4              |
| Life Sciences   | 4              |
| English   | 4              |
| <b><i>Any two other NSC subjects with a minimum NSC score of 4 each</i></b> |                |

The curriculum for the **BSc-ECP Programme** shall extend over four years.

### Chemistry and Chemical Technology

The study of the composition, structure and properties of matter and the changes it undergoes. The chemical industry in South Africa is relatively large, absorbing large numbers of graduates into the academic institution and pharmaceutical, mining manufacturing, government and private laboratories.

### Biochemistry and Biotechnology

Teaching, research, quality control, sales production, research, and development, agricultural / crop development, pharmaceuticals, water treatment, food industries, bio-safety and the environment as well as industries transformation of raw material using chemical and biochemical technology.

## **Mathematics & Applied Mathematics**

- Teaching, research engineering, information and communications technology, computer programming, system analysis & operational functioning.
- Some career opportunities are Educators, Lecturers, Education Specialists, Data Analysts, Data Scientists, Telecommunication, Researchers and Scientists.
- Some possible employers include Banks, Financial Institutions, Businesses, Universities, Schools, Education Departments, ICT Companies, and Research and Development Centres.

## **Statistical Sciences**

- The scope of expertise developed includes (but is not limited to) applications in teaching, research, consulting, financial institutions, census offices, market research organizations, and all other industries. Statistics experts attract relatively high salaries. There are also possibilities for launching private consulting agencies.

## **Computer Science and Information Technology**

This is a fast-growing industry with highly competitive remuneration. Opportunities exist for:

- Programme and system analysts
- System designer
- Database managers
- Operation managers
- Project managers
- Network specialists
- Information and communications technology
- Computer programming
- Software testing

## **Physiology**

Academic opportunities exist in medical faculties for lecturing and research. Physiologists are also in demand in pharmaceutical companies, biotechnology and various medical disciplines.

### **Psychology**

Has application to careers in a broad spectrum of settings ranging from schools, clinics, churches, community service organisations, hospitals rehabilitation centres, universities, education departments, the HSRC, SANDF, Department of Labour, commerce, industry and private practice.

### **Physics**

Career opportunities include teaching, research, medical physics, nuclear physics, physical engineering and industry. Some of the fields include acoustics, astronomy, astrophysics, geophysics, vacuum science, thin film technology, environment, material sciences, technicians, and software designs.

### **Biology and Environmental Sciences**

Nature conversation bodies; (natural, provincial and private); education (primary to tertiary); government departments (agriculture, forestry, sea fisheries, water affairs and environmental affairs), medical and veterinary laboratories, private sector (industry, environmental impact assessments; pharmaceutical companies).





# LIBRARY AND INFORMATION SERVICES

Library and Information Services advances academic success and supports research as well as community engagement by providing access to quality health sciences information resources and services, technology, learning spaces and staff expertise. We offer University's students access to information resources in different formats along with services and facilities to optimize access and use of these resources.

The library building is also equipped with Wi-Fi to enable you to access a range of other services like internet and email. Our staff offer their expertise in answering your library-related queries as well as information skills training for individuals and groups. Library and Information Services has put in place programmes, services and collections geared towards supporting your learning needs.

After the orientation week, you will also get more training and practicals in the usage of the library; using the computerized catalogue to check information resources in the library, how to access & use our information resources to complete your assignments and study projects. On behalf of the Library and Information Services, I urge you to make the library your trusted and reliable partner in your academic journey.



## Services

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

## Collections

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

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

## Facilities

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

**Physical address:** next to BMS building

## Library Hours

### Term time

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

### Vacation time

|                 |                 |
|-----------------|-----------------|
| Monday - Friday | : 07h30 - 16h00 |
| Saturday        | : Closed        |

### Examination Periods

Monday - Sunday 24 hrs

## Extended Examination Hours

|                 |                 |
|-----------------|-----------------|
| Monday - Friday | : 07h30 - 00h00 |
| Saturday        | : 09h00 - 17h00 |
| Sunday          | : 09h00 - 17h00 |

### Contact details

|                   |                  |
|-------------------|------------------|
| Director's Office | : (012) 521 4151 |
| Circulation Desk  | : (012) 521 5706 |
| Information Desk  | : (012) 521 3084 |
| Photocopying      | : (012) 521 4497 |
| Library IT        | : (012) 521 3753 |
| Security          | : (012) 521 5701 |

**Library website:** <http://www.smu.ac.za/library/>

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

# RESEARCH AND INNOVATION DIRECTORATE

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

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

**The Directorate provides the following services to SMU Postgraduate Students:**

## **Research Capacity Development**

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

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

## **Biostatistics**

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

## **Editing**

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



### Research Protocol Review

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

### Funding Opportunities

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

### Research Collaboration

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

### Patent and Intellectual Property Registration

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

### Postgraduate Enrolment Support

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

### Postgraduate Facility: Library

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

### Physical Address

Clinical Pathology Building  
5th Floor (South)

### Contact Details

#### Prof Mapaseka Seheri

Director-Research, Postgraduate Studies and Innovation

E-mail: [mapaseka.seheri@smu.ac.za](mailto: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](mailto:mohlatlego.sebola@smu.ac.za)

Tel: 012 521 4611/3045 | Office No: S520

#### Ms. Elsie Mfete

Research Outputs

E-mail: [elsie.mfete@smu.ac.za](mailto:elsie.mfete@smu.ac.za)

Tel: 012 521 3698 | Office No: S519

#### Ms. Lorato Phiri

Research Ethics

E-mail: [lorato.phiri@smu.ac.za](mailto:lorato.phiri@smu.ac.za)

Tel: 012 521 5617 | Office No: S524

#### Ms. Jadah Matentji

Postgraduate Funding

E-mail: [jadah.matentji@smu.ac.za](mailto:jadah.matentji@smu.ac.za)

Tel: 012 521 3956 | Office No: S519

#### Ms. Fulufhelo Malamatscho

Research Capacity Development

E-mail: [fulufhelo.malamatscho@smu.ac.za](mailto:fulufhelo.malamatscho@smu.ac.za)

Tel: 012 521 5171 | Office No: S524

#### Ms Winnie Motsatsi

Coordinator-Research Grants and Strategic Partnerships

E-mail: [winnie.motsatsi@smu.ac.za](mailto:winnie.motsatsi@smu.ac.za)

Tel: 012 521 3233 | Office No: S519

# TEACHING, LEARNING AND COMMUNITY ENGAGEMENT



## 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.

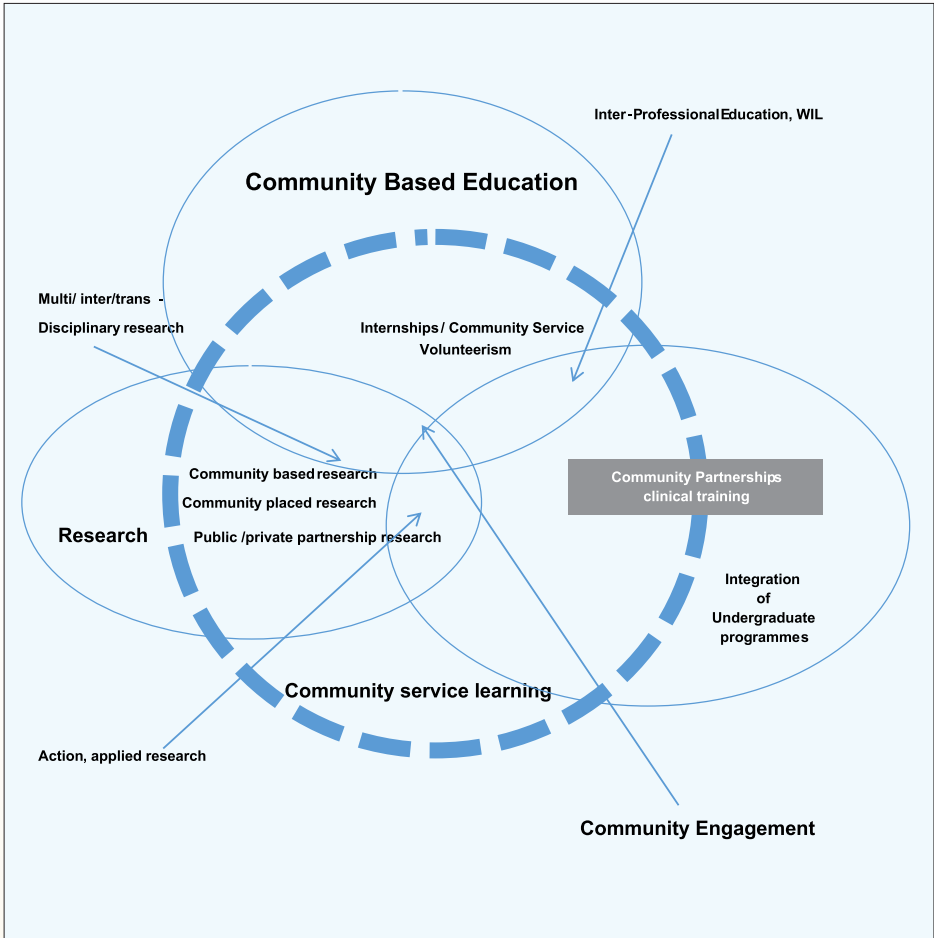
- SMU is committed to providing programmes that are relevant to the needs of its surrounding communities and the country. It is the only health sciences university in South Africa, and well positioned to demonstrate its relevance to the transformational Health Needs of South Africans and the world over. 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"> <li>- A sound knowledge base in the health and natural sciences</li> <li>- Scholarly and professional attributes of graduates</li> <li>- Competencies appropriate to the health and natural sciences.</li> <li>- Academic, professional knowledge and skills, attitudes and values towards employability that will enable participation in society, community and workplace and result in transformative leadership.</li> </ul> | <p>The graduate attribute framework for SMU is divided into three parts:</p> <ul style="list-style-type: none"> <li>- Health Care Specific Competencies;</li> <li>- Scientist and Technologist Specific Competencies;</li> <li>- Generic Competencies</li> </ul> | <ul style="list-style-type: none"> <li>- Competence Based Education to achieve and measure graduate attributes and focus on accountability</li> <li>- Promotion of Learner Centeredness</li> <li>- Innovative approaches such as</li> <li>- Problem Based Learning</li> <li>- Case Based Teaching</li> <li>- Community Based Education</li> </ul> | <ul style="list-style-type: none"> <li>- The philosophy and key strategies</li> <li>- Creating an environment characterized by the principle of learner-centeredness, inclusiveness and critical citizenship</li> <li>- 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</li> </ul> | <p>The mix of teaching and learning strategies used in the blended learning approach include:</p> <ul style="list-style-type: none"> <li>- Face to face Lectures</li> <li>- Online Teaching and Learning (Mainly during COVID-19)</li> <li>- Flipped classroom</li> <li>- Small group teaching tutorials and practical work</li> <li>- Independent learning</li> <li>- Peer-Assisted Learning (PAL)</li> <li>- Learning from feedback</li> <li>- Distance learning</li> </ul> | <ul style="list-style-type: none"> <li>- 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.</li> <li>- The hybrid approach to assessments are diagnostic, formative, continuous, summative and self-assessment.</li> <li>- Continuous assessment provides students with explicit and constructive feedback regarding their progress.</li> <li>- Quality assurance is achieved through invigilation of face to face assessment.</li> <li>- Online assessment are implemented through a Respond us proctoring tool.</li> </ul> |

## 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 <b>academically grounded scholarship</b> .  | 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  | <p>Typical academic activity related to the discipline/profession or the field of expertise</p> <p>Integration of Teaching and Learning to undergraduate Programs Community Engagement- Professional Education (WILL)</p>   | Research, which is intervention, based, applied in nature typified by inclusive participation of the community.   | <p>Community is regarded as a <b>partner</b> where activities are undertaken by all participants.</p> <p><b>Active dialogue is created</b> amongst the students, academics and community members. Communities and students including academics to <b>co-create or construct the type of services</b> that benefit teaching, learning, research as well as the community.</p> | <p>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.</p> <p>Students are placed in identified communities for Teaching, Learning and Assessment.</p> <p>Community Engagement is integrated in their curriculum.</p> <p>Students partake with communities for implementation Joint needs based projects.</p> |



|                                |  |  |   |  |
|--------------------------------|--|--|---|--|
| <b>Funding</b>                 | DHET subsidy funded Clinical Training Grant  | External funding / Research grants and Fund raising ventures                     | Internal and External funding   | Internal and External funding  |
| <b>Management</b>              | <p>Deans and HODs, in their areas of competence, to ensure that an enabling environment is created for promoting community engagement</p> <p>Academic support in Service-Learning by the centre for University Teaching and learning (CUTL). Studies in consultation with JET/CHESP Service-Learning Capacity Development Programme.</p> | Research activities to comply with the research policy.                          | Community Engagement activities are guided by its policy  | <p>Formation of a community engagement committee to oversee and support CE ventures</p> <p>Inter-Professional Education strategy will ensure collaboration in Planning, supporting and Education in the Community</p> <p>Students and academic of different disciplines will plan visits and implement activities jointly.</p> <p>An annual community engagement showcase projects implemented jointly with the communities.</p> |
| <b>Examples of engagements</b> | 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  |
| <b>Recognition</b>             | 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  |



## 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](http://www.zabursaries.co.za) and at the Financial Aid Office.

### National Student Financial Aid Scheme (NSFAS)

All applications for NSFAS funding have to be made online on the NSFAS website, [www.nsfas.org.za](http://www.nsfas.org.za)

*Please take note of the annual NSFAS closing date.*

The following Computer Labs on Campus are available where you can complete your applications and update your details:

- BMS 301, BMS Study Hall, NSB CBE, NSB E-Learning Centre and Residence 2B
- Scanning facilities (to upload your supporting documents) are also available at the Library and the Financial Aid Office, One-Stop Student Centre, Basement Clinical Pathology Building.

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

### Fundi

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

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



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

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

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

- **012-5215964; 0860 555 555 44.**
- [www.fundi.co.za](http://www.fundi.co.za) **or download our FundiSA app.**

#### **Additional information**

- The Financial Aid Office (FAO) strives to render excellent, efficient, professional and a friendly service to students.
- Financial aid offers students an opportunity to access tertiary education, however not all students qualify for assistance and financial aid is granted based on certain financial and academic criteria. Students are urged to visit the FAO for more information and assistance.

#### **Physical address:**

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

#### **Student Consultation Hours:**

Monday – Friday: 09h00 - 16h00

#### **Contact details:**

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

#### **Mr Phetole Moshoma**

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

#### **Mr Father Moloto**

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

#### **Mrs Patricia Motsepe**

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

#### **Mrs Nonia Kgubudi**

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

# STUDENT DEBTORS

## A. Cashier Office

### Service Rendered

- Collections of tuition fees from student and issuing of receipts

### Additional Information

All students are requested to produce their Students Cards at Cashier Office.

### Physical Address

Clinical Pathology Building, 5th Floor - N501.

### Student Consultation Hours

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

### Contact Details

#### Mr Phala Sepeng

Treasurer

Email: phala.sepeng@smu.ac.za

Tel: 012 521 3024

#### Ms Relebogile Ntlatleng

Cashier

Email: relebogile.ntlatleng@smu.ac.za

Tel: 012 521 4957

#### Ms Barbara Dooka

Administrative Clerk

Email: barbara.dooka@smu.ac.za

Tel: 012 521 4154

## B. Student Debtors Office

### Services rendered

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

### Additional Information

All students are requested to produce their Students Cards at student Debtors' Office.

### Physical Address

Clinical Pathology Building, Basement, One Stop Centre.

### Contact Details

#### Ms Tebogo Shole

Assistant Director: Student Fees

Email: tebogo.shole@smu.ac.za

Tel: 012 521 4614

#### Ms Emily Msiza

Assistant Accountant

Email: emily.msiza@smu.ac.za

Tel: 012 521 4735

#### Mr Mothibedi Motsepe

Principal Accountant

Email: mothibedi.motsepe@smu.ac.za

Tel: 012 521 4500

#### Mr Frans Teffo

Principal Accountant

Email: frans.teffo@smu.ac.za

Tel: 012 521 4713



# Student Affairs: Advocacy and Diversity



## Services Rendered

- Provide information about SMU and about studying in South Africa to prospective and current international students.
- Advise 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.
- Advise on and facilitate social interactions amongst the international students.
- To support students with disabilities.
- To advocate for minority groups in various areas such as:
  - Religion formation
  - Sexual orientation
  - Culture diversity

## Student-related Activities/Committees

### A. Student Related Activities

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

### B. Committees

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

## Additional Information

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

## Physical Address

Old Information Centre behind Residence 1C

## Student Consultation Hours

08h00 – 16h00

## Contact Details

Ms Eunice Modiba

Email: [eunice.modiba@smu.ac.za](mailto:eunice.modiba@smu.ac.za) | Tel.: 012 521 5834 / 071 711 2921

# CAMPUS HEALTH AND WELLNESS CENTRE

## Services Rendered

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

## Student-Related Activities/Committees

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

## Additional information

- All services are free of charge.
- Social Media:
  - 📍 Crayon Society Medunsa
  - 📍 Crayon\_Society
  - 📍 crayon-society\_Sefako Makgatho University

## Staff Members (Clinic Based)

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

## Paramedics

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

## Location

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

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

## After Hours, Weekends and Emergency:

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



# DENTAL CLINIC

## PATIENT ADMIN DEPARTMENT

### Level of Care: Specialised Hospital

(Dental Hospital)

### Services Rendered

#### 1. Clinical Service Offered:

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

#### 2. Specialized Dentistry Services

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

#### 3. Community Outreach Programmes

- Winterveldt
- Salvokop
- Phelophepa

### Hours of Service

Monday to Friday : 07h00 - 16h00

Saturday : 07h00 - 13h00

### Additional Information

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

### Physical Address: Dental Building

### Contact Details

Ms Tshepiso Appolus

Tel: 012 521 5787 / 5761

Ms Lerato Sebolai

Tel: 012 521 5761



# CENTRE FOR STUDENT COUNSELLING AND DEVELOPMENT

## Services Rendered:

- Promote optimal adaptation to first-entering students throughout the year.
- Provide Guidance and Counselling to Students on:
  - relationships
  - career counselling
  - stress management
  - anger management
  - grief counselling
  - goal setting
- Render Psycho-Educational Services to Students on:
  - Study Skills
  - Exam preparation
- Attend to urgent referrals from Student Support Referral Office.
- Provide support to students who consult voluntarily.

## Other Life Skills:

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

## Physical Address

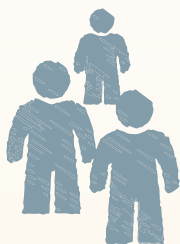
Clinical Pathology Building, Basement,  
Room no. 022, next to Dr George Mukhari  
Academic Hospital | Small Gate 9

## Student Consultation Hours

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

## Contact Details

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



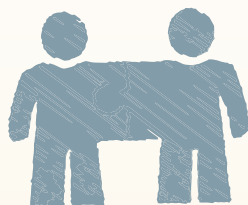
PEOPLE



HELP



PROFESSIONAL



SUPPORT



# CLINICAL PSYCHOLOGY UNIT

## Services Rendered:

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

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

## Student Consultation Hours:

Monday- Friday: 08h00 - 16h00

## Contact Details:

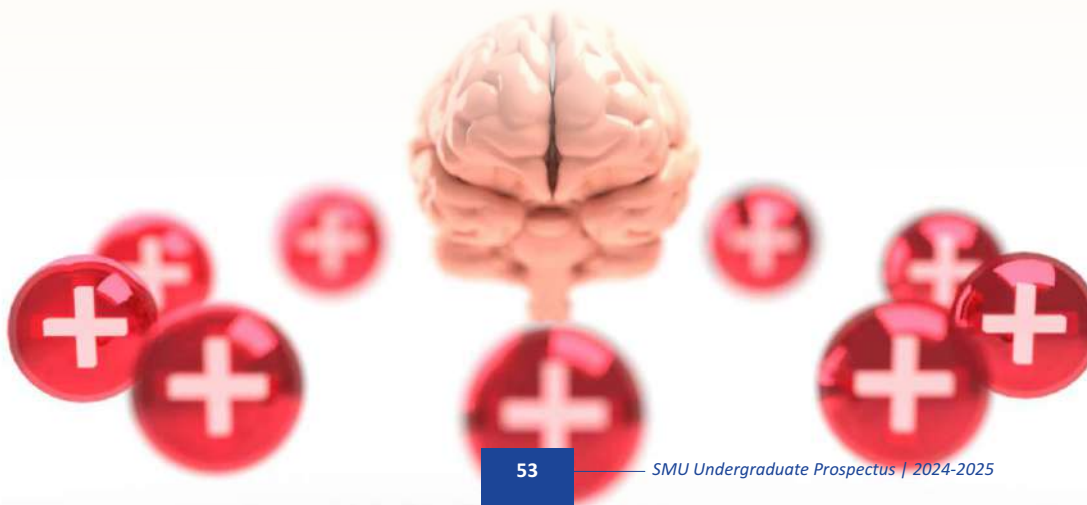
Mrs Molebogeng Moholo

Clinical Psychologist

Email: molebogeng.moholo@smu.ac.za | Tel.: 012 521 3806

## Physical address

Clinical Pathology Lecture Building,  
Office 3L004



# STUDENT LIFE AND GOVERNANCE

Student governance and development contribute towards the holistic development of all students. Our core functions are training and development of student leadership, coordination of student life and events and supporting student governance structures such as the SRC, the Student Housing Committees, Faculty Representatives, the Sports Council and Student Societies.

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

We also provide assistance on which society to join, what society membership fees are payable and other general information which can be obtained from any one of the Student Centres on campus. Our caring and supportive staff will be only too glad to guide students to the correct persons to assist with society/SRC or any other related student matters.

## **Vision**

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

## **Mission**

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

## **Goals and Objectives**

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

## **Core Competencies**

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

### **A. Political Structures:**

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

### **B. Social Clubs**

- Amabutho Akwazulu
- Book Club
- BMF Student Chapter
- Community Audiology
- Computer Science Society
- Debate Society
- Denzhe Student Society
- Disabled Student's Origination
- DL Central Lions
- Empower Her SMU
- Enactus
- GETFIT
- Hippocrates Apprentices
- IFMSA
- LEMONADE
- Let THE Young Man Live
- Mathematics & Statics Society
- Nca Nation
- SAHEQA
- SASDA
- Sci-Tech SF
- South African Sisterhood Society
- SMU Arts Society
- SMU Friends of MSF
- SMU MEDICS On Motion
- SMU Mental Health Advocacy Group
- SMU Promath Alumni
- SMU Rainbow Alliance

- SMU Research Club
- SMU Surgical Society
- SMU Speak-Up
- SMUAPS
- SMUIISO
- UNASA
- Wrap-It Up
- Young Consolidation Vision

### **Religious Structures**

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

### **Physical address**

Natural Science Building  
Ground Floor

### **Student consultation hours**

Monday- Friday: 07h30 - 16h00

### **Contact details**

#### **Mr. Albert Masetla**

Student Development Practitioner  
E-mail: [albert.masetla@smu.ac.za](mailto:albert.masetla@smu.ac.za)  
Tel: 012 521 5836

#### **Ms. Goitsewang Mogase**

Administrator  
E-mail: [goitsewang.mogase@smu.ac.za](mailto: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 fa-mily of young vibrant future radio hosts pop in at studios and speak to the Radio Station Mana-ger. 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](http://www.smufm.co.za).

Facebook: SMU FM 97.1

Twitter: @SMUFM97\_1

Instagram: smufm971

TikTok: @smufm971

## Physical address

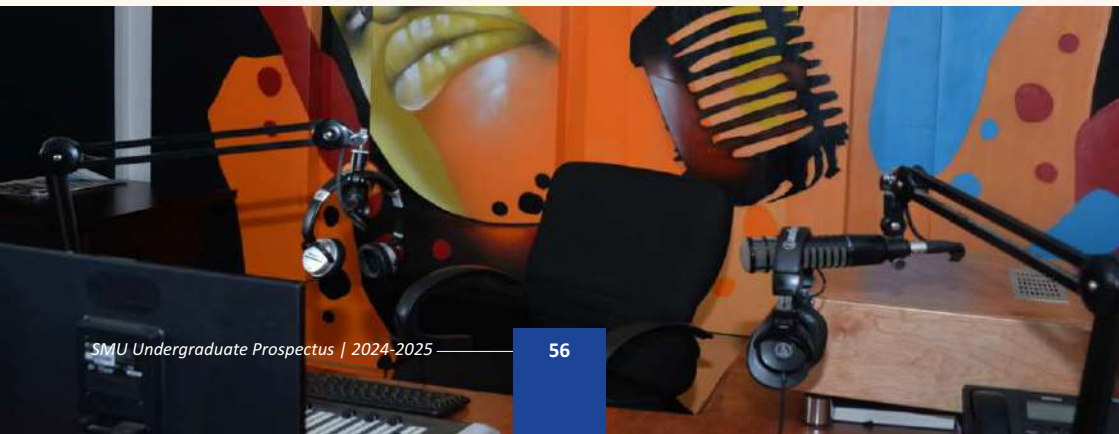
Student Cafeteria Building

## Contact details

Ms Precious Pheelwane

Email: [precious.pheelwane@smu.ac.za](mailto:precious.pheelwane@smu.ac.za)

Tel: 012 521 5812



# SMU COMMUNICATION CHANNELS

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

## Contact Details:

Phaladi Seakgwe

Communication Manager / Editor

Email: [phaladi.seakgwe@smu.ac.za](mailto:phaladi.seakgwe@smu.ac.za)

## CORPORATE STORE

### Services rendered

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

**Physical Address:** SMU Student Cafeteria  
Ga-Rankuwa

**Contact Details** : 012 521 5205

### Mascot

Mascot names: Prof Sefako and Nathi

### Services Rendered

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

### Contact Details:

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

# STUDENT RESIDENCES

## Services rendered

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

## Student-related activities/Committees

### A. Activities

- SMU I belong
- Residence Orientation
- Ubuntu games in collaboration with All Sports Council and General Treasurer of SRC
- Bon fire
- Green Campus in collaboration with garden services
- SMU conversation / Pillow Talk
- Ongoing Orientation

### B. Committees

- House committee

## Additional information

*Residence Policy Available on SMU Intranet*

## Important Residence Rules

- No Alcohol or substance abuse
- No Tampering with Fire Fighting Equipment

- No Illegal squatting in the residences
- No Noise and parties
- No Vandalism
- No Illegal Trading

## General Information

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

## Safety at Residence

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

## Physical address

Clinical Pathology Building, Office S530

## Student consultation hours

Monday – Friday: 08h00 - 15h30

**Contact Details:**

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

# SPORT AND RECREATION

## Services Rendered

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

## Student-related activities/Committees

There are 18 active sporting codes on campus, namely: Aerobics, Athletics, Basketball, Boxing, Bodybuilding, Chess, Cricket, Dance Sports, Football, Karate, Netball, Pool, Rugby, Squash, Swimming, Table Tennis, Tennis and Volleyball. As a new student at the university, you are encouraged to join one or more of our sports and recreational clubs so you to enjoy your stay at the university.

### A. University Sport South Africa (USSA)

Our clubs participate in the University Sport South Africa (USSA) winter tournaments and summer tournaments annually. The winter tournaments sport codes are Dance Sport, Netball, Rugby and Volleyball, which are held on the first week of the winter recess. The summer tournaments sporting codes are Aerobics, Bodybuilding, Boxing, Chess, Cricket, Athletics, Football, Karate, Pool, Soccer, Swimming, Table Tennis, and Tennis. The summer tournaments are held on the first week of the summer holidays.

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

### B. Sporting codes committee

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

### C. Community leagues

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

## Facilities

### General Gym

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

### Indoor Facilities

- General Gym
- Karate Hall
- Squash Court x 6
- Bodybuilding Gymnasium
- Dance Hall
- Table Tennis Hall
- Basketball Court x 2
- Volleyball Court x 2
- Badminton Court x 6

### Outdoor Facilities

- Football Stadium
- Football field x 2
- Rugby Field
- Tennis Court x 4



- Netball Court x 2
- Basketball Court
- Swimming Pool

### **Additional information**

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

- Dance Sport - Rumba in the Jungle (International Competition)  
- ***Lehlohonolo Mbongeni - Solo Winner***
- Dance Sport - World Dance Sport Federation (WDSF) World Under 21 Latin Championship  
- ***Reagile Pine and Thomo Thlabane***
- Karate - Shinkyokushinkai World Championships 2022  
- ***Paballo Kobe***
- Karate Provincial Call-up  
- ***Paballo Kobe***  
- ***Amogelang Bunu***  
- ***Tebogo Nare***  
- ***Innocent Zikhali***
- Matthews Mpete Cup- Winners (Women's Football)
- Inter-Varsity Volleyball Tournament (Winners- women)
- GALFA Development League  
- ***Under 11: position 2***  
- ***Under 13: position 3***  
- ***Under 15: League Champs Cup***  
- ***Under 17: position 6***  
- ***Under 19: position 3***
- GALFA Promotional League- Winners (Football Senior Men)
- 10th Annual Matlosana Cup 2022 Championships- Paballo Kobe (2nd place)
- Blue bulls Rugby Union Women's League- Runner's Up (2021 and 2022)
- Blue bulls Rugby Union- Reserve League Winners (MEN 2021)
- USSA Men's Volleyball National Championships- Plate Winners- 2021
- Karate All African Games, Shinkyokushinkai World Championship 2017 participation;  
- ***2018: Innocent Zikhali, represented RSA***  
- ***2018: Amogelang Bun, represented RSA***
- Bodybuilding International Participation Student 2016,
- Soccer Referees Course 2nd level, 5 students,
- SASAFS (Aerobics) 2016 Austria, Athletics,
- Pool (Blackball Pool games) National Champions,
- Finals of Blue Bulls Rugby Union 2015, Dance Sports National Championships and Badminton Northern Gauteng Champions and U.S.S.A.,
- USSA C Netball Champions, Champions of B division was promoted to Section A in 2018

**Physical address:** Sports Complex

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

## Contact details

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

# STUDENT SUPPORT REFERRAL UNIT

## Services rendered

### The services are two fold:

- Firstly, the student is guided through reflection for problem identification which forms part of the screening process. This is where all students who wish to access services start.
- Secondly, the student is then assisted either in the form of sessions offered (Life Coach) or a referral offered (List below).

### Life Coach Sessions:

- Life coaching deals with helping functional people achieve greater successes by facilitating adjustment in behaviour patterns, adopting discipline and positive thinking. Areas of change includes but is not limited to creating constructive habits, overcoming fears, goals setting, personal development, becoming unstuck, and creating action plans as steps toward change.
- Referral to relevant Service Providers for further assistance with identified challenges

### Available Service Providers:

- Student Counselling and Development Unit
- Clinical Psychologist
- Social Worker
- Centre of University Teaching and Learning (CUTL)
- Financial Aid
- Campus Health

### Additional information:

This service is available to all students who wish to gain access to any of the service providers listed above, due to lowering academic achievements or any pressing personal matter. All matters will be handled with respect, care and confidentiality.

### Physical Address

Clinical Pathology Building  
Ground floor, Lecture hall 3, Room no. 3L003

### Student consultation hours

Monday - Friday: 07h30 - 16h00

### Contact

Mrs C Du Preez  
Email: [corlia.dupreez@smu.ac.za](mailto:corlia.dupreez@smu.ac.za) / [studentsupport@smu.ac.za](mailto:studentsupport@smu.ac.za)  
Tel: 012 521 3805  
WhatsApp only: 072 687 1898

# STUDENT SOCIAL WORK SERVICES (SSWS)

## Services Rendered

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

## Student-related Activities/Committees

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

## Physical Address

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

## Student consultation hours

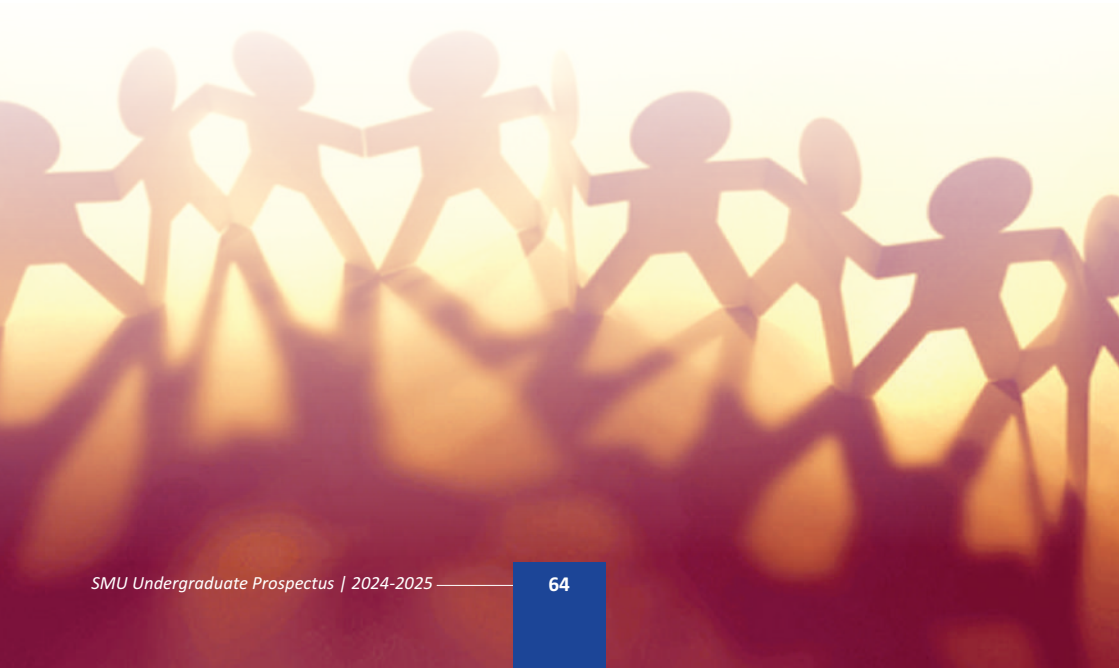
Monday - Friday: 08h30 – 15h30

## Contact details

Mr Mashudu Muthala

Email: mashudu.muthala@smu.ac.za

Tel: 012 521 4579



# CENTRE FOR UNIVERSITY TEACHING AND LEARNING (CUTL)

## Student Academic Support Unit Services

### Services rendered

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

### Academic Support

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

### Academic Development and Support

- Student Leadership Development
- Academic Excellence Awards
- Entrepreneurship

### Contact Details

**Dr Senoelo Nkhase**

Director

Email: [senoelo.nkhase@smu.ac.za](mailto:senoelo.nkhase@smu.ac.za)

Tel: 012 521 4972

**Dr Tebogo Tsebe**

Manager

Email: [tebogo.tsebe@smu.ac.za](mailto:tebogo.tsebe@smu.ac.za)

Tel: 012 521 3696

**Ms Audrey Selebogo**

Secretary

Email: [audrey.selebogo@smu.ac.za](mailto:audrey.selebogo@smu.ac.za)

Tel: 012 521 3986

**Ms Dimakatso Molokomme**

Senior Administrative Officer

Email: [dimakatso.molokomme@smu.ac.za](mailto:dimakatso.molokomme@smu.ac.za)

Tel: 012 521 3913

**Ms Bonolo Kau**

Student Advisor

Email: [bonolo.kau@smu.ac.za](mailto:bonolo.kau@smu.ac.za)

Tel: 012 521 4432

**Ms Dikeledi Thipe**

Student Advisor

Email: [dikeledi.thipe@smu.ac.za](mailto:dikeledi.thipe@smu.ac.za)

Tel: 012 521 4215

**Ms Thabile Mtsweni**

Student Academic Development and Support Officer

Email: [thabile.mtsweni@smu.ac.za](mailto:thabile.mtsweni@smu.ac.za)

Tel: 012 521 2038

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

- **First Year Mentorship or Residence Mentorship**  
E-mail: [student.mentorship@smu.ac.za](mailto:student.mentorship@smu.ac.za)



- **Tutorship and Supplementary Instructions**

E-mail: [student.tutorship@smu.ac.za](mailto:student.tutorship@smu.ac.za)

- **Academic Support Request, Readmitted Students**

E-mail: [academic.support@smu.ac.za](mailto:academic.support@smu.ac.za)

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

### **Teaching Development Unit**

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

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

### **Contact Details**

**Dr Elize Venter**

Manager

Email: [elize.venter@smu.ac.za](mailto:elize.venter@smu.ac.za)

Tel: 012 521 2045

**Dr Helga Hambrock**

Instructional designer

Email: [helga.hambrock@smu.ac.za](mailto:helga.hambrock@smu.ac.za)

Tel: 012 521 5046

**Mr Tony Zana**

Teaching Development Consultant

Email: [tony.zana@smu.ac.za](mailto:tony.zana@smu.ac.za)

Tel: 012 521 4170

# E-Learning Unit



## E-Learning Unit

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

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

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

## Contact Details

Ms Thandokazi Ikedinobi

E-learning Specialist

Email: [thandokazi.ikedinobi@smu.ac.za](mailto:thandokazi.ikedinobi@smu.ac.za)

Tel: 012 521 3896

## Student Support number

Tel: 012 521 3982

## Support Email for Staff

[staff.elearningsupport@swave.smu.ac.za](mailto:staff.elearningsupport@swave.smu.ac.za)

## Support Email for Students

[students.elearningsupport@swave.smu.ac.za](mailto:students.elearningsupport@swave.smu.ac.za)

# MEDICAL ILLUSTRATION AND AUDIO-VISUAL SERVICES (MIAAVS)

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

## Services rendered

- Medical Illustration, Art and Design
- Clinical, Scientific and General Photography
- Scientific Photography- A broad spectrum of scientific photography is available, including microscopic, macro, gel and research photography. In addition, we are equipped for scientific documentation in-house or on-location.
- Medical Television/Media – Training videos, Recordings of various medical conditions, Corporate and Promotional material
- Audio-Visual and Technical Services to lecturing staff and students
- Academic and Administrative Support

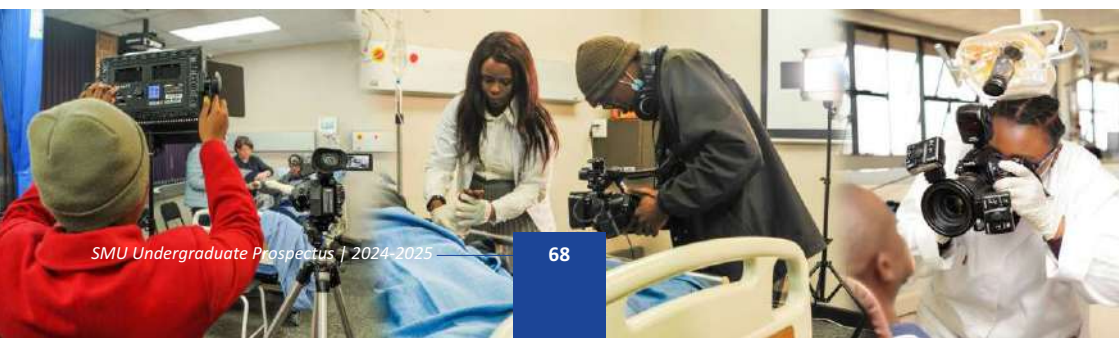
## Student-related activities

- MIAAVS assist students with events regularly by providing Public Address (PA) systems as well as technical assistance whenever possible and as needed. These events are normally arranged through the Student Affairs/Governance and SRC offices.
- All printing and event requests from recognized student structures and church groups must be accompanied by a letter from the Student Governance office and this is usually issued by Mr Albert Masetla.
- The department also assists students with study material by offering a colour printing/copying and lamination service at a nominal fee – printing is only done in A4 and A3 sizes. All black and white (monochrome) printing should be done in the library. Please enquire at the department for the correct price list – payment is per page/per side. All payments must be made at the cashier on the 5th floor in the Clinical Pathology building and NO cash will be handled by the MIAAVS staff.

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

## After-Hours bookings of Venues

- All After-hours bookings of venues are handled by the department and student structures can book venues by submitting written requests to the Manager's office for





approval. Venues are booked on a first come first served basis and availability.

- Long-term booking requests must be submitted to MIAAVS early in the year to prevent disappointment.
- **All SMU official and academic events will get preference** when it comes to allocating venues and equipment. Structures may have to be allocated an alternate venue to accommodate an official university event.
- Please complete the booking form at MIAAVS and read through the rules at the back carefully. If a student group or structure is found to be guilty of not following the rules they may be fined or banned from their venue and any other venue for a set period – this will depend on the severity of the transgression.

### Additional information

- The Audio-Visual and Technical Services maintain AV equipment and systems in lecture theatres/auditoriums, classrooms, seminar rooms, etc. All equipment taken on the loan must be signed for on the prescribed form and returned signed back by a member of MIAAVS. No equipment may be removed from campus without permission and the necessary documentation as well as a campus Control/Asset form and stamp (Forms obtainable from MIAAVS reception). No equipment may be used without the permission of MIAAVS, this includes the use of data projectors and projection screens. Please contact the department should a motorized screen be lifted or brought down for any reason or if the use of a data projector is required by a student group or organization.
- All lecture theatre equipment **MUST** be signed out from the reception and returned immediately after class. All equipment must be returned as quickly as possible to avoid the next class starting late. It is recommended that each class elect two students that will be responsible for the collection and return of equipment to and from MIAAVS.
- Any loss of equipment whether due to negligence, theft or accident must be reported in writing and telephonically immediately.
- MIAAVS supports all teaching, learning and research. MIAAVS offers training workshops on poster making, and MS PowerPoint presentations and also assist clinical skills, and facilitators. MIAAVS supports laboratory-based classes and assists in the production of multimedia teaching materials and courseware. Students are invited to visit the department to familiarise themselves with the procedures, fee structure and rules that may be applicable.

### Office Hours:

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

### Student Consultation Hours

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

### Times for ID Photos and Colour Printing/Copies:

09h00- 15h00

**Physical and Postal Address**

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

**Contact Details****Manager/Medical Photographer**

Ms. Nicolette Jordaan

Tel: 012 521 5642/4541/5634

**Administrative Officer**

Ms. Gertrude Ramabu

Tel: 012 521 4541/5634

**Assistant Administrative Officer**

Ms. Tiny Mokwape

Tel: 012 521 4541/5634

**Medical Photographer**

Ms Edinah Ndlovu

Tel: 012 521 4541/3733

**Medical Photographer**

Mr Jaco Janse van Rensburg

Tel: 012 521 4541/3733

**Medical Illustration/Graphic Design:**

Ms. Marinda Pretorius

Tel: 012 521 5611

**Media and Television Specialist:**

Mr Mfundo Busani

Tel: 012 521 4541/5704

**Audio-Visual Technician:**

Mr. Andrew Leso

Tel: 012 521 4541/5634/5702

**Audio-Visual Technician Assistant:**

Mr. Kenny Sibiyi

Tel: 012 521 4541/5634/5702

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

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

# ACADEMIC LITERACY AND SCIENCE COMMUNICATION

## Services rendered

- Language Proficiency

## Services rendered

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

## Physical Address

BMS, Second Floor, Room no. N216

## Student Consultations Hours

Monday – Friday: 13h00 - 14h00

## Contact details

Email: [edwin.seleka@smu.ac.za](mailto:edwin.seleka@smu.ac.za)

Email: [juliet.ratsoana@smu.ac.za](mailto:juliet.ratsoana@smu.ac.za)

## Staff members

Dr M.E. Seleka : Head of Discipline

Mrs J.R. Ratsoana : Secretary

Dr P. Nair : Senior Lecturer

Dr A. Coetzer : Senior Lecturer

Dr V. Hungwe : Senior Lecturer

Dr B.G. Marutla : Senior Lecturer

Mr G. Nkgadima : Junior Lecturer



# Registrar's Office

## Services Rendered

- Compliance officer of the University.
- Electoral officer of the University.
- Secretary to Council and Senate, the committees of the council and the senate, and the institutional forum
- Provides administrative support to governance structures of the University.
- Compliance with the Higher Education Act and various university academic policies, principles, rules and regulation in the administration of student applications, admissions, registrations, examinations, graduations and student records.

## Physical address

Clinical Pathology Building, 5th Floor,  
Office S517

## Contact details

**Dr JM Mabelebele**

Registrar

Email: jeffrey.mabelebele@smu.ac.za

Tel: 012 521 3358

**Ms. VO Mokgoko**

Secretary

Email: vuyiswa.mokgoko@smu.ac.za

Tel: 012 521 3358

## THE OFFICE OF THE DEPUTY REGISTRAR:

Academic Administration

## Services Rendered

Compliance with the Higher Education Act and various university academic policies, principles, rules and regulation in the administration of student applications, admissions, registrations, examinations, graduations and student records.

## Staff Member

**Mr Sylvester Khohliso**

Deputy Registrar: Academic Administration

Email: sylvester.khohliso@smu.ac.za

Tel: 012 521 4322

# ENROLMENT MANAGEMENT OFFICE

## Services rendered

- Applications
- Admissions
- Registrations
- Student records

## Physical address

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

## Office hours

Monday- Friday: 07h30 - 16h00

## Contact Details

**Ms. ML Hlatshwayo**

Head of Department

Email: mmule.hlatshwayo@smu.ac.za

Tel: 012 521 4979

**Mr. AS Mabuse**

Online Applications

Email: alfred.mabuse@smu.ac.za

Tel: 012 521 4204

**Ms. AT Mkhize**

Undergraduates Matters

Email: angel.mkhize@smu.ac.za

Tel: 012 521 4135

**Mr. TE Matlala**

Undergraduate Matters

Email: Thabiso.matlala@smu.ac.za

Tel: 012 521 5889

# ASSESSMENT AND CERTIFICATION OFFICE



## Services Rendered

- **Assessment**
  - Drawing up of examination timetable
  - Receiving, safe keeping and duplication of question papers
  - Delivery of examination question papers and stationery to and from examination venues
  - Data processing of annual result codes on the system
- **Publication of Results**
  - Publication of students' examination results on ienabler and SMS line
  - Printing of progress reports and academic records
- **Certification**
  - Extracting and verification of graduation lists from the system
  - Compiling graduation programmes
  - Printing and safe keeping of degree/diploma certificates
  - Sending out graduation invitations to eligible candidates
  - Conducting graduation ceremonies
  - Issuing of graduation certificates

## University Working Hours

Monday – Friday: 07h30 - 16h00

## Physical address

Clinical Pathology Building  
Ground Floor Room No. 7

## Contact Details

**Ms Martha Agnes Jiyane**

Email: martha.jiyane@smu.ac.za  
Tel: 012 521 3287

**Ms Elizabeth Khoza**

Email: elizabeth.khoza @smu.ac.za  
Tel: 012 521 4674

**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: 012 521 2029

# ALUMNI RELATIONS OFFICE

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

The Alumni Relations office strives to broaden and strengthen constant communication with graduates via the establishment of the Alumni Database. The office affords Alumni Association Members to network and re-connect with each other through Alumni chapters and events such as the Golf Day, Class Reunions, etc. The office also plays a fundamental role in supporting students from previously disadvantaged backgrounds through donations and sponsorship.

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

## Services Rendered

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

## University working hours

Monday – Friday: 07h30 to 16h00

## Physical address

Marketing and Communication Department  
Clinical Pathology Building 5th Floor, Office S523

## Contact Details

Ms Winnie Marishane  
Email: [alumni@smu.ac.za](mailto:alumni@smu.ac.za)  
winnie.marishane@smu.ac.za  
Tel: 012 521 4563

# INFORMATION COMMUNICATION TECHNOLOGY (ICT)

## Services rendered

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

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

## General purpose computer Labs and operating hours

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

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



## General rules for all computer labs

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

## Additional information

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

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

## 1. Wifi access @ residences of SMU

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

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

## 2. Student email account @ SMU

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

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

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

**Step 1:** Type the URL- [www.google.co.za](http://www.google.co.za)

**Step 2:** Click Sign in

**Step 3:** Type email address: [studentnumber@swave.smu.ac.za](mailto:studentnumber@swave.smu.ac.za)

**Step 4:** Type password

**Step 5:** Click the link Mail

## 3. Student approved software @ SMU

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

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

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

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

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

**Students should use the following minimum requirements when purchasing computers**

**Minimum Hardware and Software specifications for Laptops**

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

**OR**

**Minimum Hardware and Software specifications for Laptops**

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

**Minimum Hardware and Software specifications for Android Mobile and Tablet**

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

**OR**

**Minimum Hardware and Software specifications for Android Mobile and Tablet**

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

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

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

**OR**

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

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

#### **4. Anti-viruses requirements @SMU**

Students should make sure their personal computers always have updated antivirus software running before using university ICT Network Infrastructure. All computers in the labs are configured to run Microsoft Defender antivirus updates daily.

#### **5. Online Learning Management System (blackboard) @ SMU**

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

#### **Below are the steps how students can access to Blackboard:**

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

Step 2: type username- student number

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

#### **Physical address**

ICT Building

(Next to Production Unit)

#### **Contact Details**

Mr. Ignatius Makgoka

ICT Director

E-mail: [ignatius.makgoka@smu.ac.za](mailto:ignatius.makgoka@smu.ac.za)

Tel: 012 521 3376

Ms. Monica Tau

Secretary

Tel: 012 521 3376

#### **Service Desk**

Email: [ictservicedesk@smu.ac.za](mailto: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](mailto:ictstudent_support@swave.smu.ac.za)

Tel: 012 521 5768

# TRANSPORT

The department consist of 31 drivers and 5 administration staff.

## Services rendered

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

## Additional information

- No vehicle may be driven without prior authorization;
- All student transport requests should be submitted to transport department at least 3-5 working days before the trip;
- No student with a license that has an active endorsement will be allowed to drive fleet vehicles;
- No student or staff member may drive official SMU vehicles while being under the influence of alcohol or any drug that could affect his or her judgement;
- No vehicle may be taken home over night without permission; and
- Each driver will be responsible for traffic fines received for the vehicle s/he was driving as the university is not budgeting for the payment of fines; and
- All university vehicle users should have a valid driver's licence older than 2 years.

## Physical address

Transport Building  
Situating next to the Small Gate  
Room no 2

## Student consultation hours

Monday – Friday: 07h30 - 16h00

## Contact details

### Ms Evelina Mahlangu

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

### Ms Gaobuse Mojaki

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

### Ms Jemina Motsie

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

### Mr Edwin Manabalala

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

### Ms Katlego Maseka

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

### Ms Maluleke Rose

Admin Assistant  
Tel: 012 521 4634

# SECURITY SERVICES

## Objectives

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

## Services Rendered

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

## Incident reporting (process flow)

### Control Room Operator

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

## Crime Awareness Campaign

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

## Physical Address

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

### EMERGENCY NUMBERS

|  |   |   |  |   |
|--|---|---|--|---|
| <br>AMBULANCE | <br>SECURITY | <br>FIRE | <br>WATER | <br>ELECTRICITY |
|--|---|---|--|---|



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

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

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

# INTERNATIONALISATION DIRECTORATE

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

## Services Rendered

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

## Student-Related Activities/Committees

Activities take place in conjunction with the Student Affairs Directorate.

## Committees

International Student Organisation (SMUIISO).

## Working Hours/Consultation Hours

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

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

## Contact Details

Dr Carlien Jooste

Director: Internationalisation

Email: carlien.jooste@smu.ac.za

# **SMU Anti-Discrimination Office**

We Can - We Shall - We Will



**Students are requested to report all incidents**

**related to Gender Based Violence**

sexual harrassment | discrimination | manifestation

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



### **Services Rendered**

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

### **Working Hours**

Monday – Friday: 08h00 - 16h30

### **Physical Address**

Clinical Pathology Building, 5th Floor  
Office No S533E

### **Contact Details**

Telephone number: 012 521 3085

Email address: [velencia.maupye@smu.ac.za](mailto:velencia.maupye@smu.ac.za)



# SPEAK OUT!

YOU CAN REMAIN ANONYMOUS

**Report any incidents of:**

fraud | corruption | theft  
Misconduct or unethical behavior

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




Contact number | Fax number

**0800 333 4630**



Email: [smu@behonest.co.za](mailto:smu@behonest.co.za)

Ethics & Fraud Hotline facilitated by  Advance Call





**Switchboard:** (012) 521 4111

**Physical Address:** Molotlegi Street | Ga-Rankuwa | Pretoria

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

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**KNOWLEDGE FOR QUALITY HEALTH SERVICES**