

Department of Mechanical & Mechatronic Engineering

Timetable Meeting

1 February 2019



Chair of Department:
Prof Kristiaan Schreve

***** Please sign the class register *****
New students only

The presentation will be uploaded on the Departmental
website – no need to make notes



Mr Cobus Zietsman

Head Technical Officer

'Safety rules'

Safety Training

Compulsory to all new FT residential students

MEng & PhD

11th of February

12:00

E352/353



Prof Albert Groenwold

Postgraduate Coordinator

Dr Jaap Hoffmann

Alternative Postgraduate Coordinator

Prof Marcel Wild - Linear Algebra

Dr Nick Hale – Numerical Methods

Dr Marèt Cloete – Partial Differential Equations



Dr Martin Venter

Finite Element Structural Analysis

Prof Dawie vd Heever

Biomedical Engineering

Dr Jaap Hoffmann

Industrial Heat Exchangers



Prof Chris Meyer

Computational Fluid Dynamics

Prof Kristiaan Schreve

Robotics

Dr Mike Owen

Advanced Heat Transfer



Dr Matti Lubkoll & Mr Marius Claassen

Solar Thermal Energy Systems

Ms Mimi Westdyk

Airconditioning & Refrigeration

Dr Danie Els & Dr Jacques Muiyser

Advanced Dynamics

Prof Thomas Harms

Adv Fluid Dynamics



Prof Albert Groenwold

Advanced Design

Research Methodology

Prof Thorsten Becker

Advanced Strength of Materials

Dr Willie Smit

Advanced Control Systems



Mrs Welma Liebenberg – Lasraam 2nd Floor

Postgraduate Admin Officer (PAO)

Mon – Fri 07:45 – 14:15 (after this available on email)

Mrs Carla Nel – CRSES Knowledge Centre K404

Assist with MEng S & Pg Dip students

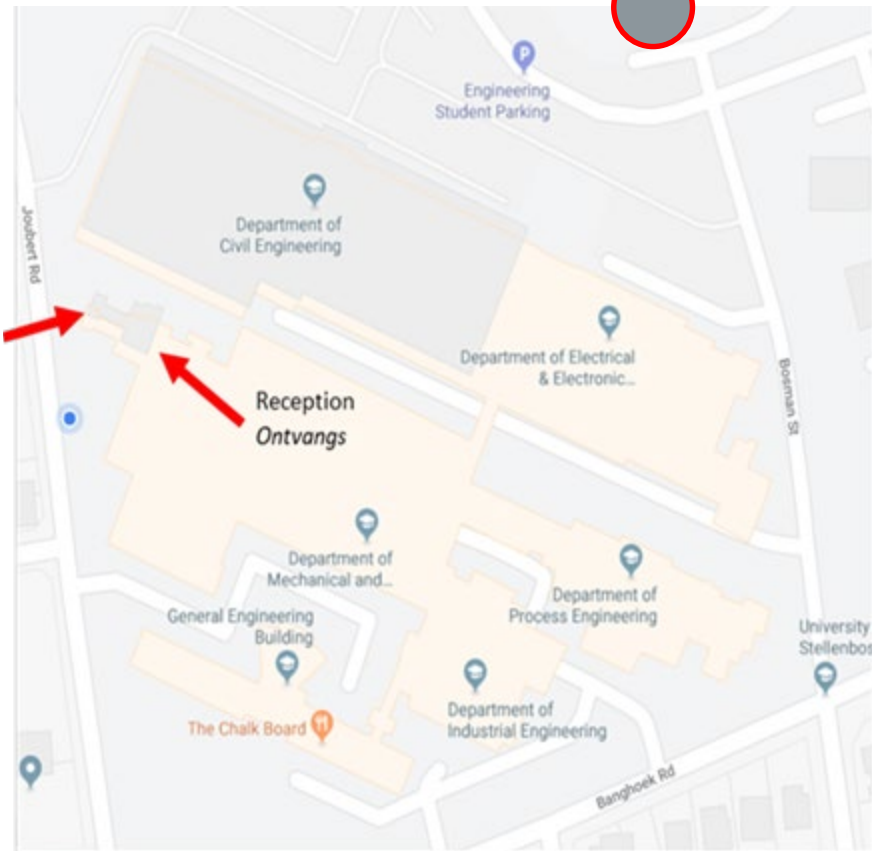
Mon, Tue, Wed & Thu 08:30 – 13:30

Fri – available on email



Paul Sauer

Mechanical &
Mechatronic Main
Entrance



Mrs Christine Gericke – Lasraam 2nd Floor

Assist with general PG enquiries, applications, demis and hand-ins

Mon 07:45 – 12:45

Tue 07:45 – 14:45

Wed 07:45 – 14:45

Thu 07:45 – 13:45

Fri 07:45 – 12:45



- Students are not allowed to take CFD 814/ FEM 814 if already done as part of CFD 414 / FEM 414 UG programme
 - Only for M Eng Research Students
- MEng Research students are not allowed to take block courses running in the 2nd semester unless motivated by your supervisor

**Lecturers are excused once the
timetable is finalised**



Time Table

Numerical Methods	43	Adv Design	42
Partial Differential Eq.	14	Adv Control Systems	26
Linear Algebra	16	Solar Thermal Energy Systems	18
CFD	7	Biomedical Eng	16
FEM	4	Adv Heat Transfer	14
Research Methodology (compulsory to ALL MEng (R & S) & Spec students)	64	Adv Fluid Dynamics	13
		Adv Dynamics	13
		Adv Strength of Materials	13
		Robotics	7
		Air conditioning & Refrigeration	7
		Industrial Heat Exchangers	5



- **Research Methodology (Module)**
 - Offered in two blocks
 - 30 & 31 January (Done)
 - 28 & 29 March
 - Compulsory to all MEng students (research & structured)
- **Plagiarism Avoidance Workshop**
 - Compulsory to all PhD, MEng R, MEng S & Pg Dip (FT & PT) students
 - Compulsory to complete this in your 1st year of PG studies by the 31st of March – online only



Workshops – What to attend

Writing Course vs Research Methodology vs Plagiarism Workshop

What should you attend in 2019?

	Registration year	Writing Course (2/y)	Research Meth. 2 Block modules Jan & March	Plagiarism (PAW) Online only – 31 st of March
Pg Dip	2018 or earlier			*
	2019			*
MEng S	2018 or earlier	*		
	2019		*	
MEng R	2017 or earlier	*		
	2018 or 2019		*	
PhD	2018 or earlier			*
	2019			*

* = compulsory attendance

If a similar course attended previously, present proof to apply for exemption.



- Formal phase where you will become an official student of Stellenbosch University - administered by central administration Admin A
- 1st yr postgraduate students:
 - Fulltime and part-time students must report to
 - Mrs W Wessels (Admin A building, Room A2029) MEng & Pg Dip
 - Ms Nicole Hartzenburg (Admin A building, Room A2030) PhD
 - Present the following documents:
 - Original degree certificate(s) – not allowed registration in 2020 without OR to graduate
 - Proof of payment (registration fee) or bursary letter from company or supervisor



- **International students** must report to the International Office – RW Wilcocks building 3rd floor (Ms Cindi de Doncker) first before you can register – show passport, permit, medical aid insurance, proof of payment / bursary – liable for the full tuition fees on day of registration
- **All students** must present proof of payment/bursary and registration letter to receive and activate their student card at the IT hub – Admin A.
- Closing date for registration: 8th of February 2019 (NOT end of March)



- Deans exam
 - Send results (expected 21nd of Feb) to Welma via email asap
 - Register thereafter with Ms Wessels / Hartzenburg
 - Remember no access to buildings, Library or SUNLearn till reg.
- Full time to part time
 - Once registered as a full time student you will not be allowed to change to part time – only special circumstances will be allowed with permission from the Faculty – motivations to PAO 14th of Jan
- Access to M&M Building
 - Welma will send a list to request access for all postgrad students to the M&M building and all contact doors applicable to M&M students – 11 Feb.
- Problems with access:
 - Merentia Meyer merentia@sun.ac.za (Lasraam 2nd Floor)



- **How to access your US email**
 - Please follow the following link:
 - <http://www.sun.ac.za/webmail>
 - Click on Stellenbosch mail
 - Type in your username = student number
 - Type in your password (you've received both your student number and password after you've submitted your application to the University)
- Password / access enquiries contact IT at 021 808 4367 and request them to reset your password.



- Gillian Cortereal (gillianc@sun.ac.za – Lasraam 2nd floor) assisted by Shiyaam Valentyn
- Instrumentation store, opposite Structures lab
 - Wednesday 30 Jan: 13:00 – 15:00
 - Thursday 31 Jan: 13:00 – 15:00
 - Friday 1 Feb: 13:00 – 15:00
 - Monday 4 Feb: 08:00 – 10:00
 - Tuesday 5 Feb: 08:00 – 10:00
- Renewable Energy block modules:
 - (M&M is only responsible for 5 modules) – Ms Carla Nel takes care of the admin & arrangements \pm 4 weeks before module starts
 - Necessary study material added to your student account (if not available on SUNLearn)

Do not buy a book if you are not 100% sure to take the module.



- Study guide is a ‘work in progress’ – always make sure to use the latest upload on the Departmental website
- Due dates – MEng Research & PhD:
 - Study agreement – 28 February
 - Thesis proposal MEng R – 17 May (forms part of RM module)
 - Progress report – 31 October (due every year until graduation)
 - Thesis Proposal – PhD
 - Full-time students: 31 July
 - Part-time students: 2 September
 - July registrations (previous year): 28 February
- Note that all documents intended for the Postgraduate Coordinator must be submitted through the Postgraduate Administrator / assistant.



- Course dates – RE modules M&M is responsible:
 - RES: 18 – 23 Feb (not available for MEng S or R students)
 - ISE: 8 - 13 Apr
 - TES: 24 – 29 Jun
 - WE: 29 Jul – 3 Aug
 - HOE: 16 – 21 Sept
- Please note:
 - All courses continue as normal on public holidays
 - MEng S and R students are not allowed to attend a block module which clash with semester modules or exam period (RES; SD; REP)
- Registrations for ALL the RE modules for 2019 also close on the 8th of February – Welma Liebenberg (Lasraam, 2nd floor)



- Demis
 - Compulsory to all full time residential students
 - MEng (S) = 2 consecutive sem
 - MEng (R) = 4 consecutive sem
 - PhD = 5 consecutive sem
 - Demi
 - Local students = demi (own Dept 1st – you need your supervisor's approval to demi more than 1 or 2 modules)
 - 1 Demi = 4 hours per week
 - Principal demi = 6 hours per week
 - 'First come first serve' – signed form handed in with Christine (only then you are secure of a position)



- Demis (continue)
 - Quarterly paid R2 146-82 (Apr, June, Sept, Nov)
 - Subject to hours worked
 - Principal demis paid 1.5x = 6 hours per week
 - 2 forms to complete (HR & bank details – submit with time sheet end of term I)
 - International students –
 - copy of study permit / visa / refugee letter & passport
 - submit with time sheet end of term I
- You may do extra work for your supervisor or lecturer besides demi-work – BUT be aware of the implications on your studies and the cost implications of registering for a 3rd year.



- Demis (continue)
 - List of modules available – lecturer signs and back to Christine by
 - !! Monday 4th of February @ 10:00 !!
- Complete time sheets and hand to principal demi at the end of every term
 - NB – enter correct hours (for feedback to staff)
- Principal demi responsible - distribute & collect



- **Eng Week – Semester modules**
 - 14 – 20 March
 - Timetable will follow towards the 2nd half of Feb
- **Exam**
 - 21 May – 10 June
 - Timetable will follow towards the 2nd half of April
- **Exam 2nd Opportunity**
 - As arranged by lecturers with students
 - 18 – 22 June
- **Exam & Test Venue: Room 1006 Paul Sauer Building** (unless otherwise specified on timetable)



- No one is allowed to use the US crest on any document.
- Only available for official use – University Management



Postgraduate & International Office

- Find support for postgraduates at SU
- Get to know other postgraduate students at SU
- Learn how to stay motivated during your postgraduate degree
- Take steps to finish your research degree on schedule

<http://www0.sun.ac.za/international/>

(view all the different workshops available)

Subscribe to the Monthly newsletters – Media >> Newsletters:

TAKE NOTE

POSTGRADUATE TIMES



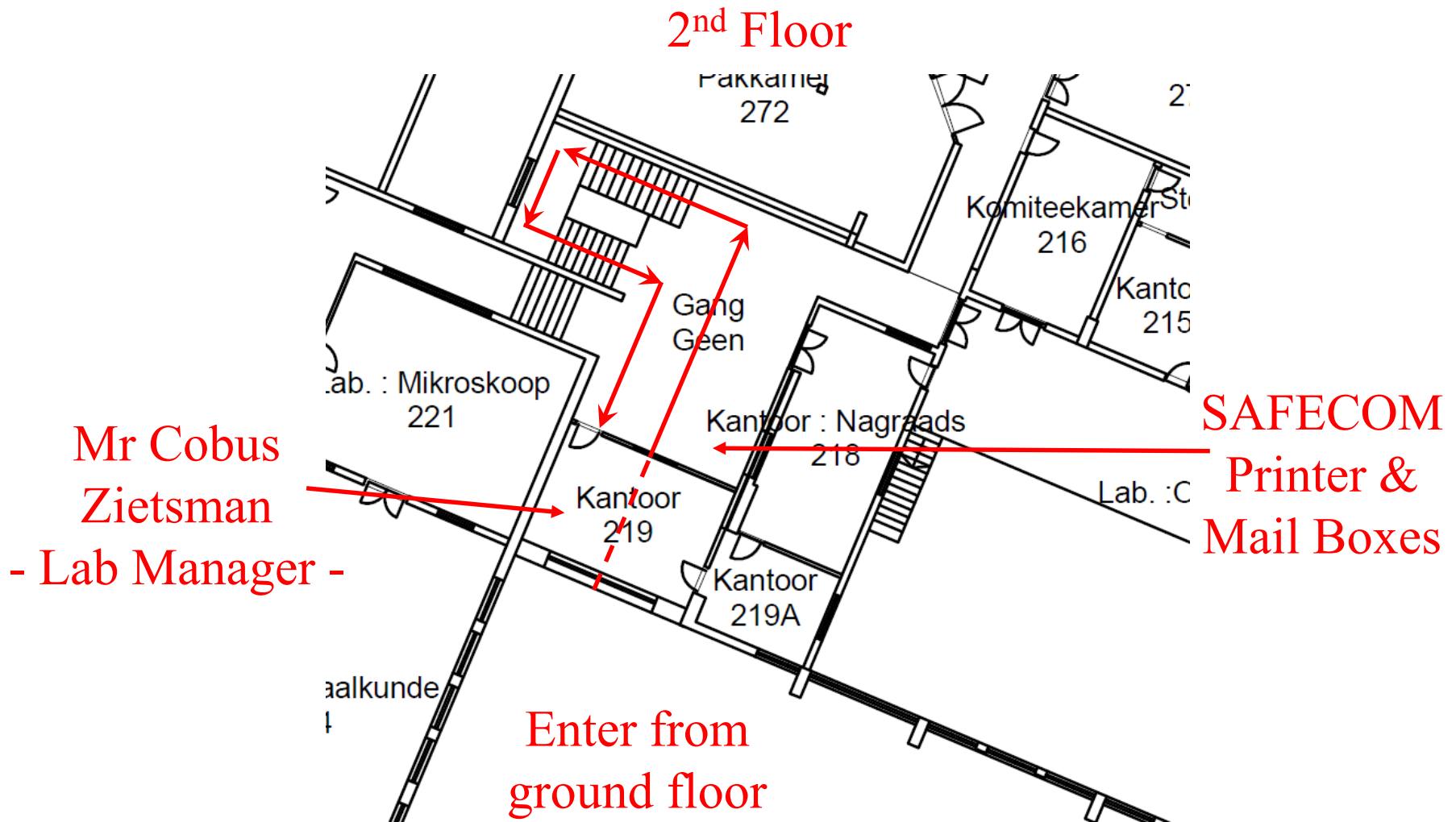
- Class representative for 2019 (full time residential students only) –
 - 1x MEng (S) ;
 - 2x MEng (R) } To be elected during this meeting
- Access to ADSL – send an email to Prof G Venter (gventer@sun.ac.za) with your name, surname, student number & IP address of computer
- Map to Lynedoch for RSE modules available
- NO parking available to Postgrad students
- Please stay on the ‘green’ route. Please contact USBD should you feel unsafe on campus 021 808 2330



- Email / cell nr changes to PAO
- International students – RSA mobile number & physical address in RSA
- SAFECOM printer – 2nd floor workshop foyer



Printer & Lab Manager



- Module changes – not later than 8th of February to PAO
- Finalise registration not later than 8th of February
- Very important that you enrol for ALL the RE modules for 2019 (1st & 2nd sem) not later than 8th of February
- Importance of being registered for the correct modules:
 - All Master & Pg Dip students are registered for their modules on the US system by mid-Feb – access to SUNLearn.
 - Timetables for test & exam
- All semester modules taken by MEng (S) students are moderated – not allowed to take any assignments, tests / projects home. Available at the lecturer only.



- **PLEASE NOTE!**
 - Full time Research students must complete at least 4 of the 5 modules successfully at the end of the 1st semester to be able to continue with their studies.



- Tuesday 23rd of April
 - follow Friday Timetable



Educational Psychologists at the Faculty – Room A217: Study methods, time management etc.

- Ms Inez Saunders
 - Visiting hours by appointment only
- Ms Annette du Plessis
 - Visiting hours by appointment only
- Please contact Mrs Avril Ford to make an appointment –
Room A214A) –
 - Not by e-mail: please visit Ms Ford's office



- Departmental website:
 - www.sun.ac.za/mecheng
 - “postgraduate programmes” – “current postgraduate” – all important information are posted here
- SUNLearn – access after registration
 - Access to the modules ± 13th of February
 - Use Chrome: <http://learn.sun.ac.za/>
 - Change your email address for SUNLearn notifications:
 - Administration
 - My Profile Settings
 - Edit Profile



- Mymaties.com
 - marks
 - student account
- Postgrad notice boards
 - No notice boards available during construction period
- Student Pigeon holes (post boxes) – Next to SAFECOM Printer (Workshop Foyer 2nd floor). Please empty regularly.
- Delivery of parcels: Make arrangements as necessary with reception.



- ALL Pg Dip in Eng & MEng (S) students as well as any MEng (R) students doing RE block modules should stay behind for a meeting with CRSES
- Please refer any questions to the PAO
 - Welma Liebenberg
 - 021 808 4095 / Lasraam 2nd floor /
 - welmal@sun.ac.za
 - 07:45 – 14:15



Thank You • **Dankie** • **Enkosi**

