

STELLENBOSCH UNIVERSITY

Medicine and Health Sciences
Geneeskunde en Gesondheidswetenskappe
Ezonyango nezeeNzululwazi kwezeMpilo

Student Support Information Booklet



UNDERGRADUATE STUDENT COMMITMENT FACULTY OF MEDICINE AND HEALTH SCIENCES STELLENBOSCH UNIVERSITY

As I enter my period of training at Stellenbosch University's Faculty of Medicine and Health Sciences, I commit to the process of growing into a health care professional who respects life; cares for myself; and relates to others with dignity, integrity and compassion.

I shall value who I am and can become, as much as I value others for who they are and can become.

I shall question and resist any ideas and practices which divide, and strive at all times to promote inclusivity, fairness and justice.

In the fast-changing world of health sciences, I shall remain a curious and creative learner; respecting diverse ideologies, ideas, contexts and solutions which matter most to patients and communities.

I shall work with learners from other health professions as equal partners in striving for excellence in health care.

I commit to becoming an agent of change; working with others to positively influence our learning environment, as well as the healthcare experiences and outcomes of those we serve.

Finally, I accept my responsibility to help build a sustainable future for us all while using resources with care, creativity and diligence.

I make this commitment freely and sincerely.

Imbophelelo yaBafundi abangekaPhumeleli isiDanga sokuQala Ifakhalthi yezeeNzululwazi yezeMpilo IYunivesithi yaseStellenbosch

Njengoko ndingena kwindima yoqeqesho kwiFakhalthi yezoNyango neeNzululwazi kwezeMpilo kwiYunivesithi yaseStellenbosch, ndiyazibophelela kwinkqubo yokundikhulisa ndibe ligosa lezempilo elihlonela ubomi; elizikhathaleleyo nelinxulumana nabanye abantu ngesidima, ngokugqibeleleyo nangemfesane.

Ndiya kuzixabisa ngento endiyiyo nendiya kuba yiyo, nanjengoko ndixabise nabanye ngendlela abayiyo nezinto abazizo.

Ndiza kubuza ndingayivumi nayiphi na iingcingane nezenzo ezidala iyantlukwano, ndizame ngalo lonke ixesha ukukhuthaza umanyano, ukucingelana nobulungisa.

Kwihlabathi elitshintsha ngokukhawuleza kwiinzululwazi ngezempilo, ndiya kuhlala ndingumfundi onxanelwe ulwazi nonobugcisa; ohlonela izimvo ezahlukeneyo, iingcinga, imixholo nezisombululo ezibalulekileyo kwizigulana naseluntwini. Ndiza kusebenza nabafundi abenza eminye imisebenzi yezempilo njengooxaxa bethu abalingana nathi sizamele ukubalasele kunakekelo ngezempilo.

Ndiyazibophelela ekubeni ngummeli wotshintsho; ndisebenza nabanye sibenefuthe elihle kwindlela esifunda ngayo, kunye namava esinawo kwezonaakekelo ngezempilo neziphumo ezihle kwabo sibanika iinkonzo.

Okokugqibela, ndiyalwamkela uxanduva lwam lokunceda ekwakheni ikamva lethu sonke elizinzileyo – ndisebenzisa izixhobo ngenkathalo, ubuchule nenkuthalo.

Ndisenza esi sibophelelo ngokukhululekileyo nangokunyanisekileyo.

ONDERNEMING DEUR VOORGRAADSE STUDENTE FAKULTEIT GENEESKUNDE EN GESONDHEIDSWETENSKAPPE UNIVERSITEIT STELLENBOSCH

By die aanvang van my opleidingstydperk aan die Fakulteit Geneeskunde en Gesondheidswetenskappe van die Universiteit Stellenbosch verbind ek my tot 'n ontwikkelingsproses as professionele gesondheidsorgwerker wat die lewe respekteer; vir myself omgee; en ander met waardigheid, integriteit en deernis behandel.

Ek ag myself na waarde vir wie ek is en kan word, net soos wat ek ander na waarde ag vir wie hulle is en kan word.

Ek onderneem om enige idees en praktyke wat kan verdeel te bevraagteken en teen te staan, en ek sal voortdurend daarna streef om inklusiwiteit, regverdigheid en geregtigheid te bevorder.

In die vinnig veranderende wêreld van die gesondheidswetenskappe sal ek 'n weetgierige en kreatiewe leerder bly; en die uiteenlopende wêreldbeskouings, idees, kontekste en oplossings wat werklik vir pasiënte en gemeenskappe saak maak, eerbiedig.

Ek onderneem om as gelyke vennoot met leerders uit ander gesondheidsprofessies saam te werk deur voortreflikheid in gesondheidsorg na te streef. Ek verbind my daartoe om 'n agent vir verandering te word; en met ander saam te werk ten einde ons leeromgewing en die gesondheidsorg-belewenisse en -uitkomstes van diegene wat ons dien, positief te beïnvloed.

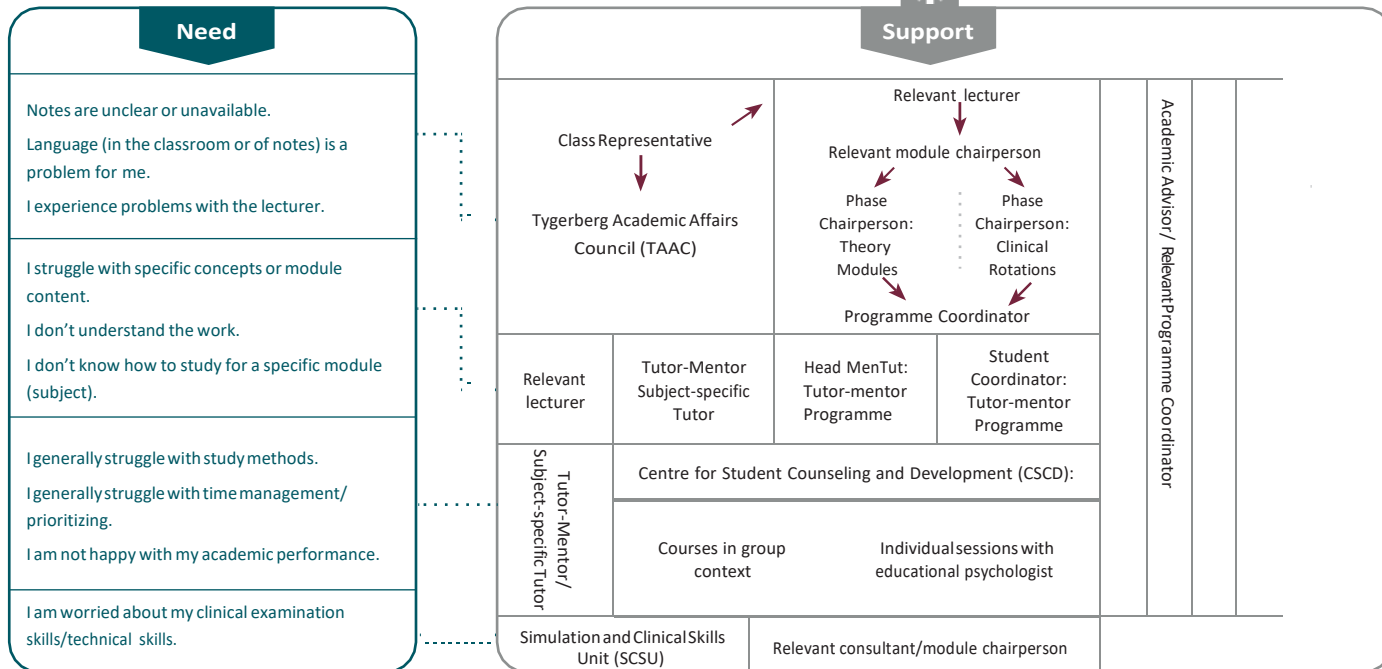
Laastens aanvaar ek my verantwoordelikheid om aan 'n volhoubare toekoms vir ons almal te help bou – deur hulpbronne omsigtig, kreatief en toegewyd aan te wend.

Ek gaan hierdie verbintenis vryelik en openhartig aan.

MAP: Student Support at the Tygerberg Campus



ACADEMIC NEEDS



- A description of every function listed above, as well as the relevant contact details, are attached in alphabetical order.
- Any enquiries regarding student support at the Tygerberg Campus can be directed to e-mail tyg_studentsupport@sun.ac.za



PSYCHOLOGICAL/EMOTIONAL/SOCIAL NEEDS

It is after-hours and I am experiencing an emotional crisis.

I feel anxious, depressed, stressed, chronically tired and/or listless.

I don't recognise myself/act out of character.

I cry more than usual.

I can't sleep.

I can't concentrate.

I feel lonely/isolated.

I struggle to make friends.

My eating habits have changed.

I want to talk to someone about something that upset me in the clinical environment (hospital/clinic).

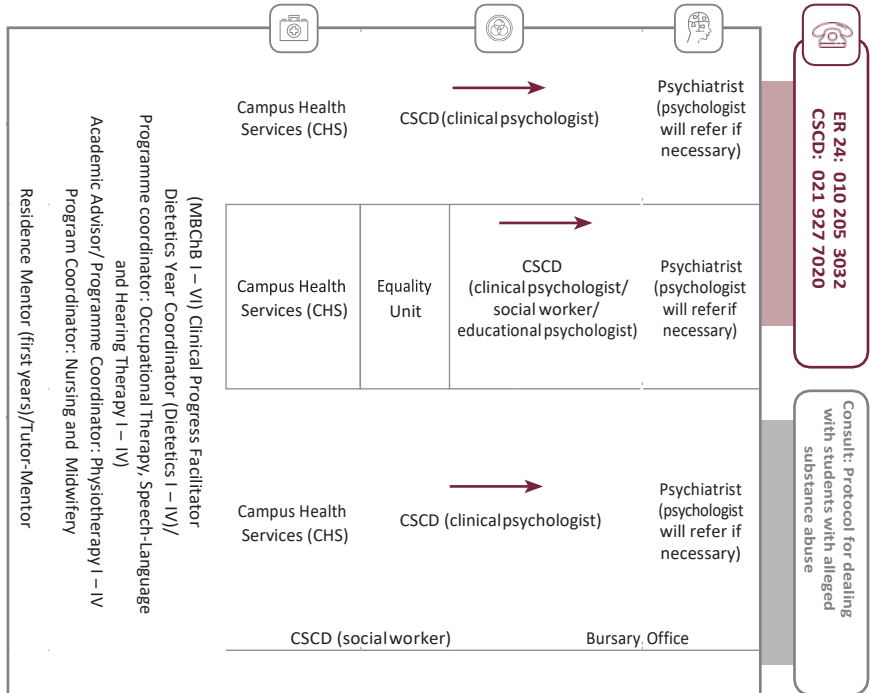
I've experienced trauma (e.g. a hijacking or attack)

I have problems at home.

I am being abused physically/psychologically/sexually.

I am dependent on alcohol or other substances.

I don't have money for food, toiletries or other necessities.





HEALTH NEEDS

I am ill.

I am ill and will be missing obligatory classes/practicals/clinical rotations.

I am ill and will be missing tests/exams.

I need immunisations.

I need contraception/condoms.

I need contraception urgently (morning after pill).

I am pregnant.

I have suffered a needle stick injury/HIV exposure event

I (or someone else) have been exposed to poisonous material/ingested poison.

CHS (nursing sister/doctor)

CHS (doctor)

Office of the Deputy Registrar (Tygerberg Campus)

CHS (doctor)

Assessment office

CHS (nursing sister)

Campus Health Services (CHS) (nursing sister)

Injury should be reported directly to Campus Health Services (CHS) during office hours. Students should complete the incident report form and have bloods drawn from the source patient at the hospital during office hours. After hours students should report to C1D/Trauma/F1 and report to CHS the following morning with the incident report form. **CHS After hours: 076 431 0305**

Poison Information Centre: 0861 555 777



Ambulance: 10177
Campus Health Services: 021 938 9590
Tygerberg Hospital: 021 938 4911



ADMINISTRATIVE NEEDS

**Campus Health Services:
021 938 9590**

I don't have money and need financial support.

I need accommodation.

I want to register for my programme (academic course) or for a specific module (subject).

I want to discontinue my studies.

I want to take modules in advance.

I don't understand the promotion stipulations – what happens if I fail a module?

Bursary Officer

Residence Placement Officer

Faculty Administrator/Officer

Academic Advisor



Faculty Administrator

Programme Coordinator

Faculty Administrator

Office of the Deputy Registrar
(Tygerberg Campus)

Programme Coordinator

Faculty Administrator

Office of the Deputy Registrar
(Tygerberg Campus)

- NB: If you are concerned about anybody with reference to the needs/problems listed above, please contact the appropriate person/division, as indicated.
- A description of every function listed above, as well as the relevant contact details, are attached in alphabetical order.
- Any enquiries regarding student support at the Tygerberg Campus can be directed to: tyg_studentsupport@sun.ac.za

I want my examination script to be remarked.

How are clinical groups allocated?

I don't understand my timetable.

I don't understand the test or examination timetable.

I will be missing one or more days of class/clinical rotations and need to apply for leave of absence.

I will be missing a test/exam and need to apply for leave of absence.

I struggle to complete tests/exams in the designated time. / I need extra writing time.

I have been excluded from studies and need to apply for readmission.

How does graduation/Pledge Ceremony work?

How does the process for internship and community placements work?

How do I register with the HPCSA and SANC?

Assessment Office

Programme Coordinator

Programme Coordinator

Assessment Office

Office of the Deputy Registrar (Tygerberg Campus)

Assessment Office

CSCD



Assessment office

Concerns about Failing: Contact academic programme representative

Readmissions Application: Contact Deputy Registrar's Office

CSCD

Student Affairs Office
(Tygerberg Campus)

Office of the Deputy Registrar
(Tygerberg Campus)

Office of the Deputy Registrar (Tygerberg Campus)

Assistant Head: Student Administration

Assistant Head: Student Administration

Consult: Stipulations for the re-evaluation of examination scripts

Consult: Stipulations regarding leave of absence



SECURITY NEEDS

I or my possessions are in danger on campus.

I or somebody I know is in a life-threatening situation.

I am concerned about a suspicious person/situation.

Campus Security

ER24 Crisis line: 010 205 3032

Campus Security

Campus Security

Campus Security
emergency number:
021 938 9507

Alphabetical list of people/services available to students at the Tygerberg Campus

Person/Service	Description	Physical Address	Email	Telephone
Centre for Student Administration (Tygerberg)				
Office of the Deputy Registrar				
<i>Deputy Registrar & Head: Centre for Student Administration Ms Farah Fredericks</i>	<p>Head of the Centre for Student Administration, Tygerberg Campus (CSA-TC). Generally responsible for the strategic and operational management of the functions and staff within CSA-TC.</p> <p>Functions include Assessments, Residence Placement and Admissions, Selection and Recruitment, Instructional Offerings, the Health Professions Council South Africa (HPCSA) and SANC, and Undergraduate Bursaries and Loans</p>	Room 1040, 1 st Floor, Clinical Building	farah@sun.ac.za www.sun.ac.za/tygstudentadmin-	021 938 9379
<i>Coordinator: Office of the Deputy Registrar Ms Wanda de Jager</i>	<p>Management of the tygstudentadmin@sun.ac.za email account for general queries. Medium of Instruction letters (Language letter for overseas work permit).</p> <p>Filing and quality control of Leave of Absence forms. Co-manage the Faculty's pledge ceremonies (in conjunction with Marketing Faculty of Medicine and Health Sciences).</p> <p>Provide support to the Deputy Registrar and Faculty for Readmission Applications.</p>	Room 1038, 1 st Floor, Clinical Building	wandadij@sun.ac.za	021 938 9487
<i>Assistant Head: Centre for Student Administration: Ms Estie Geldenhuys</i>	<p>Co-ordinates HPCSA and SANC registrations of under- and postgraduate students. Facilitates internship placements.</p> <p>Provides administrative support to the Nelson Mandela Fidel Castro Medical Collaboration Programme students at Tygerberg Campus.</p>	Room 1044, 1 st Floor, Clinical Building	hmg@sun.ac.za	021 938 9284
Undergraduate Bursaries and Loans Office: Tygerberg Campus				
<i>Coordinator: Ms Noluvuyo Capsana</i>	Provision of advice on financial assistance offered by SU and external funders, processing of bursary and loans applications, allocation and administration of bursary and loans funds.	Room 1047, 1 st Floor, Clinical Building	ncapsana@sun.ac.za tygbursaries@sun.ac.za	021 938 9458
<i>Administrative Officer: Ms Rochelle Sylvester</i>		Room 1043, 1 st Floor, Clinical Building	sylvester@sun.ac.za tygbursaries@sun.ac.za	021 938 9129

Person/Service	Description	Physical Address	Email	Telephone
Assessment Office				
Head: Ms Pumeza Soga	Management of all operational aspects concerning Tygerberg Campus written and online examinations. Co-ordination of invigilators for assessments Coordination of test and examination timetables.	Room 1050, 1 st Floor, Clinical Building	psoga@sun.ac.za tygexams@sun.ac.za	021 938 9309
Administrative Officer: Ms Nothemba Nqayi	Management of undergraduate Leave of Absence applications from tests and examinations	Room 1048, 1 st Floor, Clinical Building	nothemban@sun.ac.za tygexams@sun.ac.za	021 938 9142
Instructional Offerings Office				
Faculty Administrator and Head of the Instructional Offerings office: Mrs Megan Jantjies	Secretariat of the Standing Committees for FMHS. Selection and admission of Postgraduate Students, Undergraduate and Postgraduate student registration, overall management of the integrity of academic records, the issuing of student records and qualification certificates (including letters pertaining to Visum and foreign accreditation).	Room 1059, 1 st Floor, Clinical Building	miantjies@sun.ac.za	021 938 9204
Faculty Officer: Ms Vanessa Joseph	Application of Calendar provisions, policy and procedures related to academic programmes and registered students.	Room 1058, 1 st Floor, Clinical Building	vbj@sun.ac.za	021 938 9235
Administrative Officer: Ms Nobukho Njemla			njemla@sun.ac.za	021 938 9199
Faculty Officer: Ms Zenda Jansen	Handling applications for Credit Accumulation and Transfer (CAT) and Recognition of Prior Learning (RPL).	Room 1002, Admin A Building, Stellenbosch Campus	zj@sun.ac.za	021 808 4842
Residence Placement and Admissions				
Residence Placement and Admissions Officer: Ms Annelie Scholtz	Responsible for residence placements at the Tygerberg Campus and processing of undergraduate and postgraduate applications.	Room 1045, 1 st Floor, Clinical Building	amscholtz@sun.ac.za	021 938 93784
Undergraduate Selection and Recruitment Office				
Head: Undergraduate Selection and Recruitment Office: Mr Carlo Links	Management of the Selection and Recruitment Office (Tygerberg Campus) and the selection processes for undergraduate programmes of the Faculty of Medicine and Health Sciences (FMHS). Coordination of activities related to the recruitment of prospective students for the undergraduate programmes of the FMHS (e.g. SU Open Day, campus tours, and drawing up and editing of marketing material). Handling of programme and selection enquiries from prospective students, parents and the public. Secretariat of all undergraduate selection and selection-related meetings.	Room 1045, 1 st Floor, Clinical Building	carlo2@sun.ac.za	021 938 9203

Person/Service	Description	Physical Address	Email	Telephone
<i>Selection and Recruitment Officer:</i> Ms Anthea Roberts	Administration and processing of applications for selection to the undergraduate programmes in the FMHS. Support activities related to the recruitment of prospective students for the undergraduate programmes of the FMHS (e.g. SU Open Day, campus tours). Handling of programme and selection enquiries from prospective students, parents and the public.	Room 1046, 1 st Floor, Clinical Building	anthear@sun.ac.za	021 938 9533
<i>Administrative Officer:</i> Ms Carin Basson	Selection administration of undergraduate applications of the FMHS. Support activities related to the recruitment of prospective students for the undergraduate programmes of the FMHS (e.g. SU Open Day, campus tours). Handling general programme and selection enquiries from prospective students, parents and the public	Room 1046, 1 st Floor, Clinical Building	cb3@sun.ac.za	021 938 9580
Clinical Training Platforms				
<i>Tygerberg Hospital</i>	MainteachingfacilityoftheFacultyofMedicineandHealthSciences	Francie Van Zijl Dr, Tygerberg	-	021 938 4911
<i>SUNLOC</i> <i>Logistics Coordinator</i> Ms Nicole Crow	SUNLOC (Stellenbosch University Logistics: Clinical Training Platform) is a Stellenbosch University, Faculty of Medicine and Health Sciences organisational unit which renders multipronged logistics support to health professions students on the clinical training platform. These services includes accommodation, transport solutions such as shuttles, vehicle fleet or self-drive options and on the road or remote information and communications technology student support for academic purposes.	Room 1046, 1 st Floor, Education Building	ncrow@sun.ac.za	021 938 9108
<i>Simulation and Clinical Skills Unit Head:</i> Dr Elize Archer	State of the art facility provides opportunities for both undergraduate and postgraduate students to acquire clinical skills in simulation.	Teaching block 3 rd floor and 5 th floor	elizea@sun.ac.za	021 21 938 9647
Faculty Support				
<i>Equality Champions</i>	The role of the Equality Champions is to assist in creating 'safe spaces' on campus where students and staff can talk about their concerns, and their experiences of unjust or unfair treatment, whether real or perceived.	Tygerberg Campus	www.sun.ac.za/health > “About” > “Equality Champions”	

Person/Service	Description	Physical Address	Email	Telephone
Health and Wellness				
Campus Health				
<i>Campus Health Services Reception:</i> Ms Laetitia Norval	Medical doctors and clinical nurse practitioners render services to students here.	2 nd floor, Tygerberg Student Centre	lnorval@sun.ac.za	021 938 9590
Campus Health Services Sister Ronita February		2 nd floor, Tygerberg Student Centre	ronitaf@sun.ac.za	021 938 9590
<i>Maties Sport – Tygerberg Campus</i>	A recognised, all-inclusive facility where health, wellness and knowledge objectives are met through education, innovation and people excellence.	1 st Floor, Tygerberg Student Centre	yaseeng@sun.ac.za	021 938 9468
<i>Poison Information Centre</i>	The only Poison Information Centre in the country that provides 24/7 service to health care providers and the general public. Research is seen as an important function of the centre. Toxicology lectures and practical training are given to under and postgraduates.	Room 7086 7 th Floor Clinical Building	carinem@sun.ac.za	0861 555 777
<i>Personal Accident Cover FMHS Students</i> Mr Wium van Kerwel	All undergraduate and postgraduate in the Faculty of Medicine and Health Sciences students have Personal Accident Cover. This cover comes at no additional cost to students and the benefits are available to all registered FMHS students.		wvankerwel@sun.ac.za	021 808 2809
				0861 555 114
Division: Student Affairs				
<i>Manager: Student Affairs, FMHS</i> Ms Khairoonisa Foflonker	Offers strategic direction and co-ordinates student support and Student Affairs functions at the Tygerberg Campus. First port of call if uncertainty exists about where to find the appropriate student support function at Tygerberg campus.	Room 1060, 1 st floor, Clinical Building	khairoonisa@sun.ac.za or tyg_studentsupport@sun.ac.za	021 938 9461
<i>Student Affairs: Administrative Officer</i> Ms Kofi-Anan Mkumla	The Administrative Officer's primary role is to support the Centre for Student Counselling and Development (CSCD) at the Tygerberg Campus.	Room 1062, 1 st floor, Clinical Building	tyg_studentsupport@sun.ac.za	021 938 9933

Person/Service	Description	Physical Address	Email	Telephone
Centre for Students and Communities: Tygerberg Campus				
<i>ResEd Coordinator & Head: TygerMaties Cluster Mr Njabulo Maphumulo</i>	<p>Coordinating and training function with regard to residences within a cluster groups (inclusive of Cluster Conveners, House Committees and Mentors).</p> <p>Responsible for supervision of cluster Residence Heads and act as a Residence Head Coordinator; liaising between Centre for Student Communities/Division for Student Affairs and TygerMaties.</p> <p>Responsible for student development and support for the cluster students through programmes. Manage Cluster administration and facilities in partnership with relevant stakeholders.</p>	<p>1850 Nkosi Johnson House Tygerberg Campus</p> <p>11 Bosman Street Stellenbosch Campus</p>	njabulom@sun.ac.za	021 808 9495
Student Governance				
<i>Student Governance Coordinator: Mr Musa Mpanza</i>	<p>To coordinate all student governance programmes at Tygerberg campus. To provide leadership development training & administrative support to the TSR, TAAC, TSC, TSP election conveners & the TPSC.</p> <p>To provide support to the TSR, TAAC, TSC, TSP election conveners & the TPSC in executing their legislative duties. To align the TSR programming with the SRC programming on Stellenbosch campus to ensure intercampus student governance collaboration.</p>	Room 2005, 1st Floor, Tygerberg Student Centre	musam@sun.ac.za	021 931 1921
<i>TSRC Chairperson 2022/2023: Ms Vanessa Dede Annan</i> <i>TSRC Vice Chairperson 2022/2023: Ms Caitlin Sithole</i>	The Tygerberg Student Representative Council is the highest form of representation and governance for the student body. The members of this team tackle every aspect of student life unique to this healthcare mecca and makes it their mission to ensure the well-being of students through portfolio-based management.	Room 2005, 1st Floor, Tygerberg Student Centre	tsrchair@sun.ac.za tsrvice@sun.ac.za	021 931 1921
<i>TSC: Chairperson 2022/2023: Kayla Lourens</i>	The Tygerberg Societies Council (TSC) is an ex-Officio student body represented in the Tygerberg Student Representative Council (TSR), and the TSC is representing all registered and new societies at the Faculty of Medicine and Health Sciences (FMHS). The council consists of the representatives (mainly the society chairperson) of the various societies as well as an elected chairperson and an executive committee. The TSC provides a platform in which the representatives of the various societies protect and further the interests of all students by advising the TSC Executive Committee and the TSR. The TSC provide numerous opportunities for students to engage with the different aspects of their personal development such as leadership experience, teamwork, or to further their own interests, like research or musical talents.	Room 2005, 1st Floor, Tygerberg Student Centre	tscchair@sun.ac.za	021 931 1921

Person/Service	Description	Physical Address	Email	Telephone
<i>Tygerberg Academic Affairs Council:</i> <i>Chairperson: 2022/2023</i> Ms Kay Vanwollegheem	The Tygerberg Academic Affairs Council ("Tygerberg Akademiese Belangeraad") is an ex-Officio student body represented in the TSR. TABR facilitates mutually respectful communication channel between students (via class representatives) and the faculty regarding academic matters. Discussions between students via class representatives and the Faculty of Medicine and Health Sciences (FMHS) regarding academic matters. The TABR provides an open and mutual.	Room 2005, 1 st Floor, Tygerberg Student Centre	tabrchair@sun.ac.za	021 931 1921
<i>Prims</i> <i>Chairperson 2022/2023:</i> Amirah Gabru	The Tygerberg Prim Committee is an ex-Officio student body represented in the TSR. This body plays a vital in promoting a vibrant student within Student Communities in Tygerberg.	Room 2005, 1 st Floor, Tygerberg Student Centre	22630902@sun.ac.za	021 931 1921
<i>TPSC: Chairperson 2022/2023:</i> To be confirmed <i>TPSC Vice Chairperson 2022/2023:</i> To be confirmed	The Tygerberg Postgraduate Student Council (TPSC) is an ex- Officio student body represented in the TSR. TPSC works within the TSR to help represent the entire postgraduate student body. The constitutional mandate of the TPSC is to actively promote the rights of postgraduate students and work towards creating an enabling campus environment in which postgraduate student success and academic excellence are encouraged and pursued.	Room 2005, 1 st Floor, Tygerberg Student Centre		021 931 1921 021 931 1921
Centre for Student Counselling and Development (CSCD)				
<i>Clinical Psychologists</i> Ms An-Maree Nel Ms Carmen Balie	Individual therapy, confidential and free of charge, concerning psychological, emotional and relational problems as well as personal development.	Centre for Counselling & Development (CSCD) , Room 0073, on the right-hand side entrance of the Education building (closest to the P10 parking lot)	To make an appointment: supportus@sun.ac.za anmaree@sun.ac.za cbalie@sun.ac.za	CSCD during office hours: 021 927 7020. After hours call ER24: 010 205 3032
<i>Educational Psychologist</i> Dr Erna Gerrits	Individual interventions and workshops regarding academic problems, study-methods and time management. At Stellenbosch campus: Career assessments and –development, CV writing and interviewing skills. Support for students with disabilities and special needs.		ernagerrits@sun.ac.za or to make an appointment: studysuccess@sun.ac.za	021 927 7020
<i>Social Worker</i> Ms Sinazo Nyembezi	Assisting students to function the best they can in their environment, working for change to improve social conditions including food security support.		To make an appointment: supportus@sun.ac.za Sinazon@sun.ac.za	021 927 7020

Person/Service	Description	Physical Address	Email	Telephone
Maties ER 24 Hour Crisis Service	A 24-hour crisis service is available to students in collaboration with CSCD & CHS to support students throughout the year if they are in: Emotional / Psychological/ Medical Crisis 24 hours a day			010 205 3032
Equality Unit				
<i>Equality Unit</i>	<p>The Equality Unit takes its inspiration from the South African Bill of Rights, where no person should be unfairly discriminated.</p> <p>The core function of the Unit is to assist students and staff who have been victimised, sexually harassed, unfairly discriminated, and who have been victims of gender-based violence through formal (and informal) complaint procedures. The EqU focuses on HIV, the LGBTQIA+ community, gender identity and sexualities.</p> <p>The Equality Unit has two dedicated Unfair Discrimination and Harassment Case Officers, a Case Investigations Support Officer, and a dedicated Gender Non-Violence Coordinator, who provides support services including coordination, monitoring, shared responsibility management, student movement support, training and providing an institutional response to GBV.</p> <p>Our main roles are to:</p> <ul style="list-style-type: none"> • Provide training and development to staff and students in all environments on gender non-violence, GBV, sexualities, HIV/Aids and STIs; • Oversee the implementation of the SU policies on unfair discrimination and discrimination, and HIV/Aids policies; • Manage and investigate incidents of unfair discrimination and harassment of staff and students; • Provide HIV/Aids and STI testing and counselling; • Provide support services on HIV/Aids, STIs, sexualities and LGBTQIA+ • 	<p>Physical address: 39 Victoria Street, Stellenbosch</p> <p>*Available for online appointments.</p>	<p>To report unfair discrimination and harassment, email unfair@sun.ac.za</p> <p>For HIV-related services, email hiv@sun.ac.za.</p> <p><u>Website:</u> https://www.sun.ac.za/english/learning-teaching/equality-unit</p>	021 808 3136
Programme Coordinators and Academic Support:				
<i>Academic Advisor</i> Ms Lamese Chetty	Responsible for the holistic development and support of students (MBChB and Allied Health Sciences). Offer support to students careers of becoming qualified health professionals. Track at-risk students who are referred by the relevant departments and provide appropriate supportive mechanisms available on campus. Collaborate with the Mentor and Tutor programmes with relevant faculty members.	Room 1074, 1 st Floor, Clinical Building	lamese@sun.ac.za	

Person/Service	Description	Physical Address	Email	Telephone
<i>B of Nursing and Midwifery:</i> Programme Coordinator Dr Janet Bell	Responsible for overarching academic management of the Nursing programme and all academic matters related to the students within the program	2 nd Floor, Education Building	jbelle@sun.ac.za	021 938 9298
<i>BSc in Dietetics:</i> Programme Coordinator Dr Evette van Niekerk	Responsible for overarching academic management of the Dietetics programme and all academic matters related to the students within the programme.	Room 3089, 3 rd floor, Clinical Building	evettev@sun.ac.za	021 938 9474
<i>Dietetics Year Coordinator:</i> Dietetics I: Dr Nelene Koen	Track Dietetics students' academic performance. Invite Dietetics students who are perceived to be underperforming to a meeting. Identify causes of underperformance. Attempt to remediate or advise on remediation processes. If psychosocial causes are identified, then either counsel or refer appropriately. Advise any Dietetics student (not only academic underperformers) academically or psychosocially. Dietetics students are either invited, self-referred, referred by peers or lecturers/staff. Management of all aspects concerning undergraduate tests. Administration of marks for Dietetics I - IV Test timetables	Room 3091, 3 rd floor, Clinical Building	nelene@sun.ac.za	021 938 9256
Dietetics II: Ms Zarina Ebrahim		Room 3088, 3 rd Floor, Clinical Building	zarina@sun.ac.za	021 938 9137
Dietetics III: Dr Lynette Daniels		Room 3106, 3 rd floor, Clinical Building	ldaniels@sun.ac.za	021 938 9176
Dietetics IV: Ms Yolande Smit		Room 3094, 3 rd Floor, Clinical Building	yolandes@sun.ac.za	021 938 9264
<i>BSc in Physiotherapy Programme</i> Coordinator: Ms Leoné Williams	Responsible for overarching academic management of the Physiotherapy programme and all academic matters related to the students within the programme.	Room 4101, 4 th floor, Educational Building	leonie@sun.ac.za	021 938 9304
<i>1st year Coordinator:</i> Dr Marianne Unger/ Mr Dominic Fisher	Responsible for the coordination of academic support opportunities to 1 st year students	Room 4084, 4 th Floor, Education Building	munger@sun.ac.za dominic@sun.ac.za	021 938 9302
<i>Student Support:</i> Ms Marlette Burger	Responsible for the coordination of academic & social support opportunities to 1 st – 4 th year students.	4 th floor Education Building	mbu@sun.ac.za	021 938 9303
<i>B Occupational Therapy Programme</i> - Coordinator: Prof Nicola Plastow	Responsible for overarching academic management of the Occupational Therapy programme and all academic matters related to the undergraduate students within the programme.	Room 2024, 2 nd floor, Education Building	nap@sun.ac.za	021 938 9307

Person/Service	Description	Physical Address	Email	Telephone
<i>1st year coordinator</i> Dr Sylrita Swartz-Filies	Responsible for the coordination of academic & social support opportunities to 1 st year students.	Room 2024, 2 nd floor, Education Building	sylrita@sun.ac.za	
<i>2nd year coordinator:</i> Mr Jerome Fredericks	Responsible for the coordination of academic & social support opportunities to 2 nd year students	Room 2024, 2 nd floor, Education Building	jpf@sun.ac.za	021 938 9294
<i>3rd year coordinator:</i> Mrs Arifa Sheikh-Ismail	Responsible for the coordination of academic & social support opportunities to 3 rd year students	Room 2024, 2 nd floor, Education Building	arifa@sun.ac.za	021 938 9192
<i>4th year coordinator:</i> Mrs Susan deKlerk	Responsible for the coordination of academic & social support opportunities to 4 th year students.	Room 2024, 2 nd floor, Education Building	sdk@sun.ac.za	021 938 9017
<i>B of Speech-Language and Hearing Therapy:</i> <i>Programme coordinator</i> Ms Faeza Barden	Responsible for overarching academic management of the Speech-Language and Hearing Therapy programme and all academic matters related to the students within the programme.	Room 4065B, 4 th floor Education Building	faeza@sun.ac.za	021 938 9099
<i>1st year coordinator</i> Ms Helena Oosthuizen	Responsible for the coordination of academic & social support opportunities to 1 st year students.	Room 4066B, 4 th floor, Education Building	oosthe@sun.ac.za	021 938 9494
<i>2nd year coordinator</i> Dr Berna Gerber	Responsible for the coordination of academic & social support opportunities to 2nd year students.	Room 4065A, 4 th floor, Education Building	berna@sun.ac.za	021 938 9494
<i>3rd year coordinator</i> Mrs Monique Visser	Responsible for the coordination of academic & social support opportunities to 3 rd year students.	Room 4066A 4th floor Education Building	mputter@sun.ac.za	021 938 9494
<i>4th year coordinator</i> Prof Daleen Klop	Responsible for the coordination of academic & social support opportunities to 4 th year students.	Room 4068 4th floor Education Building	dk@sun.ac.za	021 938 9494

Person/Service	Description	Physical Address	Email	Telephone
<i>Programme Coordinator MBChB:</i> Dr Derick van Vuuren	Responsible for overarching academic management of the MBChB programme and all academic matters related to the students within the programme.	Room 0009, MBChB Unit, Basement level, Clinical Building	mbchb@sun.ac.za	021 938 9595
Administrative Officer: Ms Jennydu Plooy	Secretariat of the MBChB Programme Committee. Some of the functions related to these responsibilities are delegated to the Phase Chairpersons.		jennyduplooy@sun.ac.za	021 938 9937
MBChB Module Chairpersons	Responsible for coordinating specific modules in the MBChB Programme		See list in MBChB booklets	
<i>MBChB Theory Modules:</i> Prof Hans Strijdom Dr Erna Marais	Responsible for overarching academic management of theory modules of the MBChB programme. Facilitates/handles issues pertaining to theory modules	Prof Hans Strijdom: Room 3040, Level 3, BMRI North Building	jgstr@sun.ac.za	021 938 9387
		Dr Erna Marais: Room 3041, Level 3, BMRI Building	et4@sun.ac.za	021 938 9595
<i>MBChB Clinical Rotations:</i> Dr Haynes van der Merwe	Responsible for overarching management of clinical rotations of the MBChB programme. Facilitates/handles issues pertaining to clinical rotations.	Room 2063, 2nd Floor, Clinical Building	haynes@sun.ac.za	021 938 9087/ 083 655 9762
The Undergraduate Research Office: Tygerberg Campus				
<i>Undergraduate Research Office:</i> Dr Debbie Marais	The Undergraduate Research Office provides support to undergraduate students in all programmes who are doing research, as either a compulsory (Dietetics, Occupational Therapy, Physiotherapy, Speech-Language and Hearing Therapy), Nursing and Midwifery, or elective (MBChB) component of their degrees.	Room 5009B, 5th floor, Education Building	debbiem@sun.ac.za http://www.sun.ac.za/health-undergradresearch	021 938 9181

Person/Service	Description	Physical Address	Email	Telephone
Security and Facilities Management				
<i>Campus Security</i> Head: Mr Frans Jacobs	Security Patrols and escorting of students on campus at night. Provision of a 24/7 Operations Centre for security and facilities incidents. Support and guidance to faculty and residences with internal occupational safety and security matters. Security services contract management Student WhatsApp contact number: send message with student name for escort's/ assistance	Passage between Tygerberg hospital and the Faculty of Medicine and Health Sciences, Ground floor Control room K-floor,	jacobsf@sun.ac.za	021 938 9507 0839381841
<i>Facilities Management</i> Ms Charmaine Klein	Manages facilities on campus		cpk@sun.ac.za	021 938 9500/9433
Post-Graduate Bursaries and Funding				
<i>The Postgraduate Funding and Support</i>	The Postgraduate Funding and Support (PGFS) section of the Postgraduate Office advertises ad hoc funding opportunities on the University's website as these become available. Advertisements are circulated to faculties and are also posted on the University's website as well as on noticeboards on campus. Beyond these, the section advertises and administers two main types of funding for postgraduate students: Bursaries and scholarships that cover the cost of registration/tuition and in some cases; accommodation and books; Travel grants for contributing to the costs for attending and presenting your findings at conferences. Postgraduate students with Funding support offering	Postgraduate Office RW Wilcocks Building, 3rd Floor, Room 3015 www.sun.ac.za/pgo/funding	Mr Jongisizwe Ndlebe postgradfunding@sun.ac.za Food security matters should be sent to Ms Sinazo Nyembezi sinazon@sun.ac.za or Mrs Tammy Abrahams tammya@sun.ac.za	021 808 4208
Tygerberg International Office				
<i>Head: Tygerberg International Office</i> Dr. Nyambura Mwagiru	http://www.sun.ac.za/english/faculty/healthsciences/international-office/Pages/default.aspx	Room 0035, K floor, Clinical Building	nyambura@sun.ac.za	021 938 9086
<i>General & Partnership Enquiries:</i> Dr Chanel Windvogel			chaneller@sun.ac.za	021 938 9451

Person/Service	Description	Physical Address	Email	Telephone
<i>Finance Office and International Outward Mobility</i> Ms Maurisha Solomons			mdamon@sun.ac.za	021 938 9876
<i>International Postgraduate Admissions: Full Degree</i> Ms Shanlynn Timm			stimm@sun.ac.za	021 938 9105
<i>International Postgraduate Electives</i> Ms Zaibo Krieger	Responsible for short-term supernumerary administration. Register foreign doctors with HPCSA, DOH and FMHS.	Room 0035, K-Floor Clinical Building	kriegerz@sun.ac.za	021 938 9049
International Undergraduate Admissions – Electives				
<i>International Undergraduate Coordinator: Electives</i> Ms Nicky Blows			nblows@sun.ac.za	021 938 9549
<i>Partnerships and Customised Programme Development</i> Ms Tanya Abrahams			tabrahams@sun.ac.za	021 938 9958
<i>International Initiatives Management</i> Dr Dilshad Tung			dtung@sun.ac.za	
<i>Global Engagement Analyst</i> Dr Aaron Yarmoshuk			ayarmoshuk@sun.ac.za	
<i>Marketing, Branding and Communications</i> Ms Hajirah Dawray Cassiem			hcassiem@sun.ac.za	
Ukwanda Centre for Rural Health/Sentrum vir Landelike Gesondheid/Ukwanda iZiko lezeMpilo yamaPhandle				
<i>Director: Ukwanda RCS</i> Prof Ian Couper	Supervise and coordinate academic staff of RCS	Tygerberg	icouper@sun.ac.za	021 583 7654
<i>Administrative Officer</i> Ms Lindsay-Michelle Meyer	Administrative support to RCS, and administrates human resource aspects of RCS. Provides information for students re finances.	Tygerberg	lindsaym@sun.ac.za	021 938 9873

Person/Service	Description	Physical Address	Email	Telephone
<i>Student and Staff Support Worcester</i> Mrs Gerda Viljoen	Student and staff support coordinator at RCS Worcester and LIM sites (Ceres, Robertson, Swellendam, Hermanus) in collaboration with CHS Tygerberg.	Worcester	gviljoen@sun.ac.za	023 346 7850
<i>Student Support Upington</i> Ms Lisa-Mari van der Watt	Student Support for SU students placed at Upington.	Upington	lisamarivdwatt@gmail.com	
Business Management Faculty Of Medicine And Health Sciences: Worcester Campus				
<i>Campus Coordinator</i> Mrs Luyanda Ntlombe	Coordination of the various operational activities and relevant role players at Worcester Campus, thereby ensuring the effective and efficient operation of the campus	Worcester	luyandan@sun.ac.za	023 346 7806
<i>Receptionist</i> Mrs Taugheeda Gordon	Receptionist and switchboard operator at RCS Worcester.	Worcester	tbergh@sun.ac.za	023 346 7820
<i>Transport</i> Mr Naasier Kariem	Student Transport (Shuttle Service)	Worcester	naasier@sun.ac.za	023 346 7814
<i>SUNLOC</i> Mr Reagan van Wyk	Logistics Officer (Support Service) – Transport & Accommodation Management (Worcester, Robertson, Ceres, Hermanus, Bredasdorp, Caledon, Swellendam & Riversdale)	Worcester	rvanwyk@sun.ac.za	023 346 7814
<i>Information Technology Coordinator</i> Mr Chad Fairburn	Manage WORGa at RCS Worcester	Worcester	chad@sun.ac.za	023 346 7807



Medicine and Health Sciences
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