Postgraduate
Information Guide

Providing Support to Promote Progress
on your Postgraduate Journey

e-Handbook

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

FACULTY OF
HEALTH SCIENCES

A comprehensive information resource containing valuable tips for where and how to find the help and support you may need on your postgraduate journey.

This Handbook will be available online and on mobile devices.
The contents of this e-Handbook plus some additional detail are available on Amathuba.

For comments on this Handbook and suggestions as to how it could be improved and made more useful, please click here and send us your feedback online, or contact the **Student Development and Support Office**:

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Disclaimer: This eHandbook is Version 1 / 2024, and at the time of publishing, all the information is up-to-date. Subsequent versions will be published during the year should updates and edits be received.

FACULTY OF
HEALTH SCIENCES

Igniting agency for a just and inclusive society built on health equity.

Contents

INTRODUCTION

This section opens with welcomes from UCT's Interim Vice-Chancellor and the FHS Dean; an inclusion of the Primary Health Care Declaration of Alma-Ata (the FHS ethos); an overview of the Faculty Charter, Teaching and Learning Charter, Faculty Regulations, and Codes of Conduct; and provides an understanding of the Inclusivity and Transformation commitment of UCT and the FHS.

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One of the reasons UCT has such a strong reputation around the world is because of our focus on social responsiveness and community outreach: using what we know about the world to help improve the world. And UCT is a proudly African institution because of our commitment to sharing African-based knowledge to provide African solutions to the problems we see.

Dr Precious Moloi-Motsepe
UCT Chancellor

UCT Mission

Vision

UCT is an inclusive and engaged research-intensive African university that inspires creativity through outstanding achievements in learning, discovery and citizenship; enhancing the lives of its students and staff; advancing a more equitable and sustainable social order and influencing the global higher education landscape.

Mission Statement

UCT is committed to engaging with the key issues of our natural and social worlds through outstanding teaching, research and scholarship. We seek to advance the status and distinctiveness of scholarship in Africa through building strategic partnerships across the continent, the global south and the rest of the world.

UCT provides a vibrant and supportive intellectual environment that attracts and connects people from all over the world.

We aim to produce graduates and future leaders who are influential locally and globally. Our qualifications are locally applicable and internationally acclaimed, underpinned by values of engaged citizenship and social justice. Our scholarship and research have a positive impact on our society and our environment.

We will actively advance the pace of transformation within our university and beyond, nurturing an inclusive institutional culture which embraces diversity.

Forward

As Health Science students you learn and work in hospitals, community health centres, clinics, schools, NGOs and areas where communities of people reside. You will inevitably be exposed to situations that could affect your health and safety.

The Faculty of Health Sciences is committed to partnering with you to safeguard your health and safety.

Please follow the guidelines contained in this Handbook, and remember to always use your discretion, listen to your intuition / gut feel and do what feels right for you.

Message from the *Interim* Vice-Chancellor

Profile

[Emeritus Professor Batmanathan Dayanande (Daya) Reddy](#) graduated with a BSc degree in Civil Engineering from the UCT in 1973, with first-class honours, and a PhD degree in Engineering from Cambridge University in 1977. He held a post-doctoral position during 1978 at University College London, and joined UCT in 1979 as a Lecturer, jointly in the Departments of Civil Engineering and Applied Mathematics. He was appointed Professor of Applied Mathematics in 1989, and to the South African Research Chair in Computational Mechanics in 2006. He has held various leadership positions in the Centre for Research in Computational and Applied Mechanics (CERECAM) and its predecessors, in particular as Director 1999 to 2021.

At UCT he has served as head of the Department of Applied Mathematics (1989–1994); and as Dean of the Faculty of Science (1999–2005). He was elected by the Senate to serve three terms on the Council, the governing body of the university (1996–1999, 2002–2005, 2005–2008). He also served as an acting Deputy Vice-Chancellor over three periods, for a total of over two years.

Professor Reddy is the author, co-author or editor of over 200 publications, including two research monographs, two texts, and three edited volumes of invited papers. He has taught across the curriculum at undergraduate and postgraduate levels, and supervised to graduation 33 PhD and 38 Masters graduates, as well as 21 post-doctoral researchers. These include students and postdoctoral fellows from 14 African countries.

Professor Reddy received the National Order of Mapungubwe (Bronze), bestowed by the President of South Africa, in 2004, for distinguished international achievements. He has held NRF A ratings (1996 – 2007, 2014 – 2021) and a B1 rating (2008 – 2013).

Events in South Africa and around the world over the last few years have taught us all that life holds many uncertainties. We must be prepared to adjust to change, to lead ourselves and others through every new challenge, and even to turn a challenge around to create an opportunity.

This is why studying at the University of Cape Town (UCT) is so important. As an institution, we have made a commitment to lead in changing the world for the better – or, as we say in our Vision 2030 strategic plan: to unleash human potential to create a fair and just society.

We are so pleased that you are interested in studying at UCT, and I invite you to join us in achieving this goal.

UCT offers you a personally enriching student life, where you can make lasting friendships and begin to establish a network that will serve you for the rest your professional life.

Should you need financial assistance for your studies, please turn to the section that outlines how to seek funding from the National Student Financial Aid Scheme (NSFAS) and / or how to apply for one of a number of UCT scholarships.

There are many good reasons for choosing to study here. Many of our academics are internationally recognised experts in their fields. Their scholarly work and engagement in ground-breaking research guarantee your studies will be informed by the latest advances in knowledge. UCT consistently performs well in various world university ranking systems due to the excellence of our research, teaching and social responsiveness.

Our staff and students are committed to addressing a wide spectrum of issues facing our continent through our research – including those related to health, economics, social justice, poverty alleviation and humanitarian relief. If working on problems affecting your own community excites you, UCT can help you begin to make a meaningful contribution to society.

Our students have access to the best education, along with academic and social support to help students thrive, no matter the circumstances. We follow a blended educational format that uses different learning platforms, including face-to-face sessions as well as online access to academic support and learning resources.

Of course, your health and safety are our first priority. We recognise that many new students will be away from home for the first time, so UCT has support structures that provide a safety net for students who may need guidance in adjusting to campus life. To help build a healthy and balanced student life, we invite you to join one or more of our 40 sports clubs and the 100+ societies that can provide an outlet for your cultural or spiritual interests, enable you to engage with social justice issues, or help hone your entrepreneurial skills.

UCT alumni remain among South Africa's most sought-after graduates, with one of the country's highest graduate employment rates. Our students are often recruited directly into the private sector, thanks to the sterling work undertaken by UCT's Career Service unit, which connects employers with future graduates. Career advice is available to all UCT students and remains a free service for three years after graduation. We also provide opportunities for student entrepreneurs who want to develop their own businesses.

Good luck with making this important decision about your future.

All the best,
Emeritus Professor Daya Reddy
Interim Vice-Chancellor

Umyalezo ovela Kusekela-Tshansela

Iziganeko eMzantsi Afrika nakwihlabathi jikelele kule minyaka imbalwa idlulileyo zisifundise into enye: ubomi buphethe izinto ezininzi ezingaqinisekanga. Sonke kufuneka silungele ukuziqhelanisa notshintsho kwaye sizikhokele thina kunye nabanye kuwo wonke umngeni omtsha - kwaye sijike umngeni ukudala ithuba.

Yiyo le nto ukufunda kwiYunivesithi yaseKapa (UCT) kubaluleke kakhulu. Njengeziko, sizibophelele ekukhokheleni ekutshintsheni ihlabathi libengcono. Injongo yethu enkulu yenguqu, esiyichaza kuMbono wethu wesicwangciso-qhinga soMbono ka-2030, kukuveza isakhono soluntu sokudala uluntu olunobulungisa.

Sinovuyo kakhulu ngokuba unomdla wokufunda e-UCT, kwaye ndiyakumema ukuba uhlangane nathi ekuphumezeni le njongo. Olu papasho luqulathe lonke ulwazi oludingayo ukuze ukhethe inkqubo yokufunda kwelinye lamacandelo ethu amathandathu: ezoRhwebo, ezobuNjineli kunye neNdawo yezaKhiwo, ezoNyango neeNzululwazi kwezeMpilo, ezoLuntu, ezoMthetho kunye neNzululwazi. Ngalinye kuwo abonelela ngesiqiniseko esamkelwa kumazwe ngamazwe kwenye yezona khampasi zintle nezahlukeneyo zehlabathi.

I-UCT ikwabonelela ngobomi bomfundi obutyebisayo, apho unokwenza ubuhlobo obuhlala buhleli kwaye uqalise ukuseka uqhagamshelwano oluza kukunceda kubomi bakho bonke bomsebenzi wakho.

Zininzi izizathu ezifanelekileyo zokukhetha ukufunda apha. I-UCT iqhuba kakuhle ngokungaguqukiyo kwiinkqubo ezahlukeneyo zokubeka iiyunivesithi zehlabathi ngenxa yokugqwesa kophando lwethu, ukufundisa kunye nokusabela kwethu eluntwini. Uninzi lwezifundiswa zethu ziingcali ezivunyiweyo kwihlabathi kwiinkalo zazo, kwaye zizisa obo buchule kwigumbi lokufundela. Umsebenzi wabo wokufunda kunye nokubandakanyeka kwabo kuphando oluya kuqinisekisa ukuba izifundo zakho ziya kuxhaswa kukuhambela phambili kolwazi.

Abasebenzi nabafundi bethu bazimisele ukujongana nemiba ebanzi ejongene nelizwekazi lethu ngophando lwethu - kubandakanywa nezo zinxulumene nempilo, uqoqosho, ubulungisa bezentlalo, ukunciphisa intlupheko kunye noncedo loluntu. Ukuba ukusebenza kwiingxaki ezichaphazela indawo ohlala kuyo kuyakuchulumancisa, i-UCT ingakunceda ukuba uqalise ukwenza igalelo elibonakalayo eluntwini. Abafundi bethu banokufikelela kweyona mfundo igqwesileyo, kunye nenkxaso yezemfundo nezentlalo ukunceda abafundi ukuba baphumelele, nokuba zithini na iimeko. Silandela indlela yemfundo exutyiweyo esebenzisa amaqonga okufunda ahlukeneyo, kubandakanywa izifundo zobuso ngobuso kwakunye nokufumaneka kwe-intanethi kwinkxaso yezifundo nezibonelelo zokufunda.

Ewe, impilo yakho kunye nokhuseleko zezona zinto ziphambili kuthi. Siyaqonda ukuba abafundi abaninzi abatsha baza kube bengekho ekhaya okokuqala, ngoko ke i-UCT inothungelwano lwemibutho yenkxaso ebonelela ngomnatha wokhuseleko kubafundi abasenokufuna uncedo nokhokelo ekuziqhelaniseni nobomi basekhampasini. Ukunceda ukwakha ubomi bomfundi obunempilo nobulungeleleneyo, i-UCT ikunika ithuba lokuyinxalenye yenye okanye ngaphezulu kwimibutho yethu yezemidlalo engama-40 kunye ne-100+ yemibutho enokuthi inike ithuba lokuvula umdla wakho wenkcubeko okanye womoya, ikwenza ukwazi ukubandakanyeka kwimiba yobulungisa ekuhlaleni, okanye uncede uphucule izakhono zakho zoshishino.

Abafundi abaphumeleleyo base-UCT baphakathi kwabafundi abaphumeleleyo eMzantsi Afrika kwaye bonwabela elinye lawona mazinga aphezulu eliqeshwayo elizweni. Abafundi bethu bahlala bebizwa ngokuthe ngqo kwicandelo labucala, ngenxa yomsebenzi ogqwesileyo owenziwe licandelo lenkonzo yomsebenzi ye-UCT, edibanisa abaqeshi kunye nabathweswazidanga bangomso. Ingcebiso ngamakhondo omsebenzi kunye nokubonisana okubonelelwa leli candelo kuyafumaneka kubo bonke abafundi base-UCT kwaye ihlala iyinkonzo yasimahla iminyaka emithathu emva kokuthweswa isidanga.

Iminqweno emihle ekwenzeni isigqibo sakho

Konke okuhle,
UNjingalwazi oPhezulu Daya Reddy
Usekela-Tshansela weThutyana

Boodskap van die Visi-Kansilier

Gebeure in Suid-Afrika en regoor die wêreld oor die afgelope paar jaar het ons een ding geleer: die lewe hou baie onsekerhede in. Ons almal moet bereid wees om aan te pas by verandering om onsself en ander te lei deur elke nuwe uitdaging – en om self 'n uitdaging om te keer deur 'n geleentheid te skep.

Dit is hoekom dit so belangrik is om aan die Universiteit van Kaapstad (UK) te studeer. As 'n instansie het ons 'n verbintenis gemaak om die voortou te neem om die wêreld ten goede te verander. Ons massiewe transformerende doel wat ons in ons visie 2030 se strategiese plan definieer, is om menslike potensiaal te ontketen om 'n gelyke en regverdige samelewing te bewerkstellig.Ons is baie opgewonde dat jy belangstel om aan die UK te studeer en ek nooi jou uit om by ons aan te sluit om die doel te bereik.

Daar is baie goeie redes om van te kies om hier te studeer. UK presteer deurgaans goed in verskeie wêrelduniversiteitsrangordestelsels vanweë die uitnemendheid van ons navorsing, onderrig en sosiale responsiwiteit. Baie van ons akademici is internasionaal erkende kundiges in hul velde, en hulle bring daardie kundigheid na die klaskamer. Hul vakkundige werk en betrokkenheid by baanbrekende navorsing waarborg dat jou studies ingelig sal word deur die jongste vooruitgang in kennis.

Ons personeel en studente is daartoe verbind om 'n wye spektrum van kwessies wat ons vasteland in die gesig staar deur ons navorsing aan te spreek - insluitend dié wat verband hou met gesondheid, ekonomie, sosiale geregtigheid, armoedeverligting en humanitêre verligting. As werk aan probleme wat jou eie gemeenskap raak jou opgewonde maak, kan UK jou help om 'n betekenisvolle bydrae tot die samelewing te maak.

Ons studente het toegang tot die beste opvoeding, tesame met akademiese en sosiale ondersteuning om studente te help floreer, ongeag die omstandighede. Ons volg 'n gemengde opvoedkundige formaat wat verskillende leerplatforms gebruik, insluitend aangesig-totaangesig sessies sowel as aanlyn toegang tot akademiese ondersteuning en leerhulpbronne.

Natuurlik is jou gesondheid en veiligheid ons eerste prioriteit. Ons erken dat baie nuwe studente vir die eerste keer weg van die huis sal wees, dus het die UK 'n netwerk van ondersteuningstrukture wat 'n veiligheidsnet bied vir studente wat dalk hulp en leiding nodig het om by die kampuslewe aan te pas. Om te help bou aan 'n gesonde en gebalanseerde studentelewe, bied UK aan jou 'n geleentheid om by een of meer van ons 40 sportklubs en die 100+ verenigings aan te sluit wat as 'n uitlaatklep vir jou kulturele of geestelike belangstellings kan dien, wat jou in staat stel om betrokke te raak by sosiale geregtigheidskwessies, of te help om jou entrepreneursvaardighede te slyp.

UK-alumni bly onder Suid-Afrika se mees gesogte gegradueerdes, met een van die land se hoogste gegradueerde indiensnemingsyfers. Ons studente word dikwels direk na die privaatsektor gewerf, danksy die uitstekende werk wat deur die UK se Loopbaandiensenheid gedoen word, wat werkgewers met toekomstige gegradueerdes verbind. Loopbaanadvies wat deur hierdie eenheid aangebied word, is beskikbaar vir alle UK-studente en bly 'n gratis diens vir drie jaar na graduering. Ons bied ook geleenthede vir studente-entrepreneurs wat hul eie besighede wil ontwikkel.

Sterkte met die neem van hierdie belangrike besluit oor jou toekoms.

Alles van die beste,
Emeritus Professor Daya Reddy
Interim **Vice-Chancellor**

Profile

[Associate Professor Lionel Green-Thompson](#) held multiple roles at the University of the Witwatersrand (Wits), including being the assistant dean for Teaching, Learning and Postgraduate Affairs in the Faculty of Health Sciences. He was also the clinical coordinator for the MBBCh degree in the Centre for Health Science Education from 2004, during which time he engaged in numerous student development initiatives, including the supervision of MMed (Anaesthesia) students.

He graduated from Wits with an MBBCh in 1988. He is a Fellow of the College of Anaesthetists of the Colleges of Medicine of South Africa. He obtained his MMed (Anaesthesia) at Wits in 2011 and completed a two-year Wits Carnegie Clinical PhD Fellowship.

He was national chairperson for the South African Association of Health Educationalists for the 2010 to 2013 triennium and chaired the national conference held at Wits in 2010 titled "Making Education Matter".

He is an occasional reviewer for academic journals such as the South African Journal of Surgery, South African Journal of Psychiatry, South African Journal of Anaesthesia and Analgesia, African Journal of Health Professions Education and, internationally, Medical Teacher and BMC Medical Education. He is a member of the Research Committee of the Association for Medical Education in Europe for the term 2018 to 2022.

He is currently the chair of the network for Medical Education in Resource Constrained Situations. In 2019 he was nominated to the board of directors of the network Towards Unity for Health.

The FHS adopts the **Primary Health Care Approach**, adhering to the principles of the *Alma-Ata (Pg.8)* as its leading ethos. The FHS strives to collaborate with other groups engaged in HSE research, teaching and service, and to provide an academic hub for inter-disciplinary and inter-professional offerings.

Welcome from the Dean

Welcome! Molweni nonke en 'n hartlike welkom to the Faculty of Health Sciences.

We offer a variety of educational, training and academic career options within the context of health care and research - from clinical and public health to health and rehabilitation sciences. We are a Faculty of choice for those seeking world-class training - owing to our strong reputation for having trained some of the best health practitioners and scientists globally, and for our Clinical achievements and cutting-edge research.

The Faculty has 13 academic departments, over twenty multi-disciplinary research groupings, and more than 4000 students. Our programmes are embedded in four main themes, namely Postgraduate and postgraduate teaching, clinical services and research.

We play a vital role in responding to South African problems in the context of African and global health challenges through supporting training and research. We prepare our students with the appropriate skills for health service, while our clinical exchange programmes, education and extensive research collaborations span Africa and the world.

Our commitment to demographic transformation continues to enrich the Faculty. I am also pleased at our enthusiastic participation in many non-academic spheres like sport, politics and arts, all activities which tremendously enhance campus life.

It takes hard work and dedication to become a competent caring health practitioner and scientist, but the rewards are tremendous. If you are passionate about positively impacting the health and life of others, then UCT's Faculty of Health Sciences is the place for you.

Enkosi kakhulu to our community of staff and students that keeps our campus running.

Kaise kai gangans to the parents of our students, alumni and donors for your ongoing financial and moral support of our Faculty.

Baie dankie to our partners across the Western Cape Government both in health and other departments; the National Health Laboratory Service; and the many NGOs that we work with to educate and serve.

It is my prayer that 2024 is a year of engaging with, learning from and uplifting one another.

Kaise ke gangans,
Associate Professor Lionel Green-Thompson
Dean: Faculty of Health Sciences

> **Health equity is vital for an inclusive and just society.** Competent and compassionate health practitioners and scientists are important agents for the achievement of this goal. Join our Faculty of Health Sciences for an education based on reflective relationships amongst students, staff and communities. All of these relationships help us to understand and address the social determinants of health and well-being amidst the complexities of the 21st century.
>
> **Associate Professor Lionel Green-Thompson**
> Dean: Faculty of Health Sciences
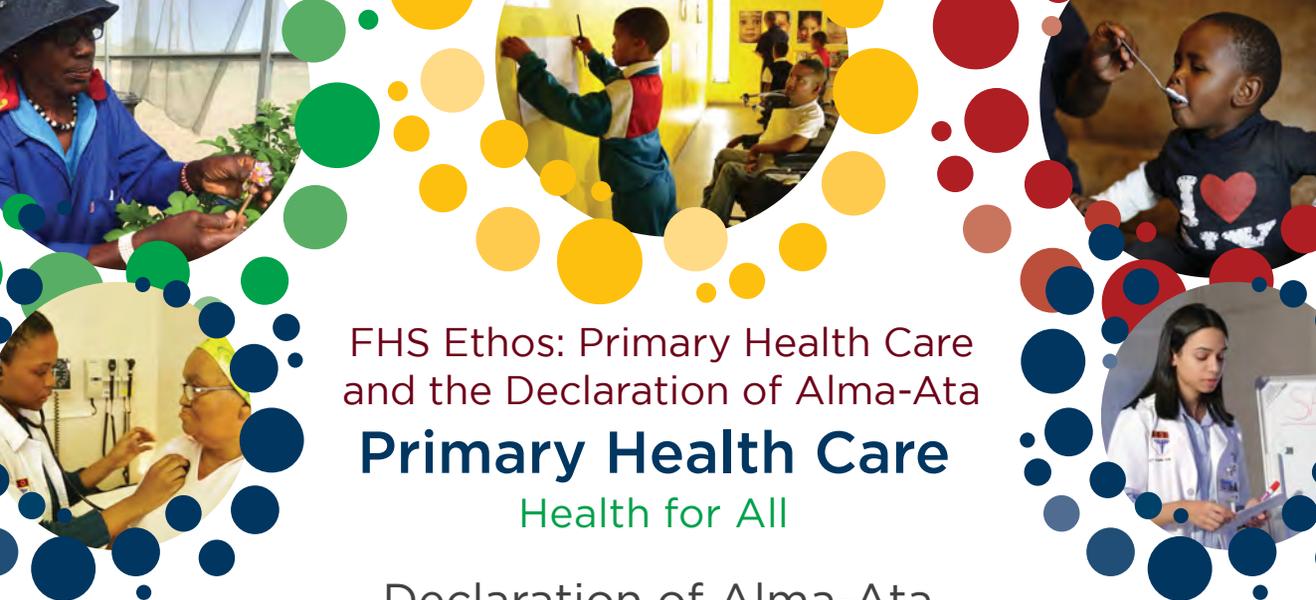
FHS Ethos: Primary Health Care and the Declaration of Alma-Ata
Primary Health Care
Health for All

Declaration of Alma-Ata

International Conference on Primary Health Care, Alma-Ata, USSR, 12 September 1978

The International Conference on Primary Health Care, meeting in Alma-Ata this twelfth day of September in the year 1978, expressing the need for urgent action by all governments, all health and development workers, and the world community to protect and promote the health of all the people of the world, hereby makes the following declaration:

I The Conference strongly reaffirms that health, which is a state of complete physical, mental and social wellbeing, and not merely the absence of disease or infirmity, is a fundamental human right and that the attainment of the highest possible level of health is a most important world-wide social goal whose realization requires the action of many other social and economic sectors in addition to the health sector.

II The existing gross inequality in the health status of the people particularly between developed and developing countries as well as within countries is politically, socially and economically unacceptable and is, therefore, of common concern to all countries.

III Economic and social development, based on a New International Economic Order, is of basic importance to the fullest attainment of health for all and to the reduction of the gap between the health status of the developing and developed countries. The promotion and protection of the health of the people is essential to sustained economic and social development and contributes to a better quality of life and to world peace.

IV The people have the right and duty to participate individually and collectively in the planning and implementation of their health care.

V Governments have a responsibility for the health of their people which can be fulfilled only by the provision of adequate health and social measures. A main social target of governments, international organizations and the whole world community in the coming decades should be the attainment by all peoples of the world by the year 2000 of a level of health that will permit them to lead a socially and economically productive life. Primary Health Care is the key to attaining this target as part of development in the spirit of social justice.

VI Primary Health Care is essential health care based on practical, scientifically sound and socially acceptable methods and technology made universally accessible to individuals and families in the community through their full participation and at a cost that the community and country can afford to maintain at every stage of their development in the spirit of selfreliance and self-determination.

It forms an integral part both of the country's health system, of which it is the central function and main focus, and of the overall social and economic development of the community. It is the first level of contact of individuals, the family and community with the national health system bringing health care as close as possible to where people live and work, and constitutes the first element of a continuing health care process.

VII Primary Health Care:

1. Reflects and evolves from the economic conditions and sociocultural and political characteristics of the country and its communities and is based on the application of the relevant results of social, biomedical and health services research and public health experience.

2. Addresses the main health problems in the community, providing promotive, preventive, curative and rehabilitative services accordingly.

3. Includes at least: education concerning prevailing health problems and the methods of preventing and controlling them; promotion of food supply and proper nutrition; an adequate supply of safe water and basic sanitation; maternal and child health care, including family planning; immunization against the major infectious diseases; prevention and control of locally endemic diseases; appropriate treatment of common diseases and injuries; and provision of essential drugs.

4. Involves, in addition to the health sector, all related sectors and aspects of national and community development, in particular agriculture, animal husbandry, food, industry, education, housing, public works, communications and other sectors; and demands the coordinated efforts of all those sectors.

5. Requires and promotes maximum community and individual self-reliance and participation in the planning, organization, operation and control of Primary Health Care, making fullest use of local, national and other available resources; and to this end develops through appropriate education the ability of communities to participate.

6. Should be sustained by integrated, functional and mutually supportive referral systems, leading to the progressive improvement of comprehensive health care for all, and giving priority to those most in need.

7. Relies, at local and referral levels, on health workers, including physicians, nurses, midwives, auxiliaries and community workers as applicable, as well as traditional practitioners as needed, suitably trained socially and technically to work as a health team and to respond to the expressed health needs of the community.

VIII All governments should formulate national policies, strategies and plans of action to launch and sustain Primary Health Care as part of a comprehensive national health system and in coordination with other sectors. To this end, it will be necessary to exercise political will, to mobilize the country's resources and to use available external resources rationally.

IX All countries should cooperate in a spirit of partnership and service to ensure Primary Health Care for all people since the attainment of health by people in any one country directly concerns and benefits every other country. In this context the joint WHO/UNICEF report on Primary Health Care constitutes a solid basis for the further development and operation of Primary Health Care throughout the world.

X An acceptable level of health for all the people of the world by the year 2000 can be attained through a fuller and better use of the world's resources, a considerable part of which is now spent on armaments and military conflicts. A genuine policy of independence, peace, détente and disarmament could and should release additional resources that could well be devoted to peaceful aims and in particular to the acceleration of social and economic development of which Primary Health Care, as an essential part, should be allotted its share.

The International Conference on Primary Health Care calls for urgent and effective national and international action to develop and implement Primary Health Care throughout the world and particularly in developing countries in a spirit of technical cooperation and in keeping with a New International Economic Order. It urges governments, WHO and UNICEF, and other international organizations, as well as multilateral and bilateral agencies, nongovernmental organizations, funding agencies, all health workers and the whole world community to support national and international commitment to Primary Health Care and to channel increased technical and financial support to it, particularly in developing countries. The Conference calls on all the aforementioned to collaborate in introducing, developing and maintaining Primary Health Care in accordance with the spirit and content of this Declaration.

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FACULTY OF
HEALTH SCIENCES

Towards an inclusive UCT

A Framework for Implementing Transformation

The [Strategic Plan of the University of Cape Town](#) is born of an understanding that transformation must be a key factor driving the University as it delivers its core activities of teaching and learning, research and social responsiveness. Transformation is at the heart of the University's vision.

The events of 2015 and 2016 emphasised that many students and staff experience UCT as an alienating, hyper-masculine space constructed on and powered by "whiteness". This awareness underpinned the development of a Strategic Plan that overtly and deliberately seeks to bring about change in the University's institutional culture, using an approach centred, not on changing what we have or who we are, but on the kind of institution UCT would like to be.

The Strategic Plan is constructed around five goals: **Goal 1** addresses institutional culture change and elements of it are integrated and embedded in the other four goals, which focus on our identity as an African university (**Goal 2**), on research (**Goal 3**), on teaching and learning (**Goal 4**) and on social responsiveness (**Goal 5**).

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Faculty Charter

The Faculty of Health Sciences (FHS) adopted a **Faculty Charter** in May 2002 as part of a process of recognising past discrimination, and instituting a reconciliation process.

The Charter serves as a guide to much of the transformation work undertaken in the FHS, and is intended to indicate the inclusiveness of the academic and social environment we hope to foster, where all individuals are able to realise their potential at the FHS.

Preamble

Post-apartheid South Africa is emerging from decades of systematic discrimination that affected every aspect of society, including the health sector, resulting in profound inequities in the health status in the population. Central to the reconstruction of South African society is the need to develop a culture of human rights based on respect for human dignity and non-discrimination.

Although there were significant attempts by staff, students and the institution to resist apartheid injustices, UCT was not immune to the racist, sexist, and other discriminatory practices and values that typified society under apartheid. As UCT grapples with transformation, we remain with the legacy of these discriminatory practices.

To overcome this legacy of apartheid and other forms of discrimination, UCT Health Sciences Faculty is producing this Charter as a basis for transformation of the institutional culture of the faculty to ensure that students and staff have access to an environment where they are able to realise their full potential and become active participants in the academic life of the Faculty.

Principles

• **Non-discrimination.** The Faculty will not tolerate any form of negative discrimination and will uphold the university's policy on non-discrimination.

• **Supportive Culture.** The Faculty will foster a supportive culture, where diversity and difference is respected, in order to encourage students and staff to reach their full potential in their activities of learning, working, teaching, research and service in the faculty.

• **Capacity Building.** The Faculty will strive to develop the skills of its employees and help to build the skills base of South Africans, in particular formerly disadvantaged South Africans, through various strategies at its disposal.

• **Employment Equity.** The Faculty will strive to attract and retain talented black professionals by recognising their abilities, affirming their skills and ensuring an environment that is welcoming and supportive.

• **Facilitation of Learning.** The Faculty will strive to uphold and encourage the highest standards of teaching, and strive to create an atmosphere conducive to learning for all students.

• **Research.** The Faculty will strive to uphold the highest ethical standards of research and ensure that research seeks to benefit the South African community.

• **Service.** The Faculty will strive to ensure that students and staff uphold the highest standards of service to the community, including commitments to ethical principles and human rights.

• **Consultation.** The Faculty will strive to consult with staff and students on major policy changes that affect them that may be undertaken by the faculty and seek to entrench transparency in its workings.

• **Monitoring and Evaluation.** The Faculty will endeavour to annually review its performance in the light of this Charter.

• **Community Participation.** The Faculty will strive to ensure participation of the community in decisions in the spirit of the Primary Health Care Approach adopted by the Faculty as its lead theme.

Teaching and Learning Charter

UCT can seem like quite an imposing institution, but there are rules in place to ensure that you get the best possible education and support. It's important for you to know the kind of teaching and support you should be receiving.

UCT's **Teaching and Learning Charter** is an official commitment between students, academic staff and the university. It recognises that your success depends on what you do, what your lecturers do, and the support the university makes available. This means that you should expect good teachers and a supportive environment. This is what you can expect from the university and academic staff:

Academic staff should...

- Treat students and fellow staff with respect and dignity - without discrimination or favouritism.
- Teach to the best of their ability, striving to achieve clarity and to create an environment where questions and enquiry are encouraged.
- Provide all reasonable assistance to students to enable them to do as well as they can, and be available in clearly advertised ways to respond to student queries (e.g. by face-to-face consultations, email or online means within a reasonable period or at reasonable times).

With respect to courses taught...

- Provide clear, written course outlines, stating what is expected of students, DP requirements, if any, and how performance in the course will be assessed.
- Adhere to agreed and published timetables for the courses.
- Provide lists of required and recommended readings, in advance, and ensure that such materials are available to students on paper or online. The University Libraries, in line with their collection development policy, will endeavour to make relevant material available to students.
- Design and implement a system of assessment for each course, which is consistent with the course design, content and objectives.

- Return work submitted for assessment within a reasonable period of time, with appropriate and constructive comments and other forms of evaluation, and ahead of formal examinations, so that students learn from this.
- Ensure consistent marking and effective moderation of marking.
- Organise an evaluation for each course and use the feedback to improve the course.

The University strives to...

- Provide a safe and effective learning environment.
- Provide support and developmental opportunities for teaching.
- Provide all reasonable facilities and structures to support student success.

The University undertakes to...

- Provide secure and reliable processes in respect of assessment and certification procedures. When you know exactly what's expected of you, you have a clear idea of what to do to succeed. The Charter is about partnership: for it to work everyone must play their part.

Students undertake to...

- Treat staff and fellow students with dignity and respect, especially in lectures, tutorials, laboratories and libraries.
- Prepare for and attend all classes, tutorials, practical's and other activities scheduled for the courses in which they are registered.
- Complete all submissions and any other course requirements to the best of their ability, handing in work on time.
- Take responsibility for their own learning, while also interacting constructively with their fellow students, lecturers and tutors.
- Address personal issues that might reduce the chances of success in good time so that these do not limit learning opportunities.
- Not cheat, and not submit work of others as their own.
- Complete course and lecturer evaluations for each course they are registered for.

Faculty Regulations and Codes of Conduct

UCT Values

UCT is a community of scholars, students and staff. A community implies the shared acceptance by its members of common values. The concept of values implies not only rights but also obligations, for the community itself and for its individual members.

This **Statement of Values** provides a framework that informs and governs what is considered by the UCT community to be appropriate and acceptable behaviour. The Statement is also a foundation for a range of UCT policies and guides the management of particular aspects of University life.

As a value-based community, we aspire to an encompassing ethos which:

- Promotes academic excellence and the attainment of the institutional goal of becoming a world-class African University.
- Preserves what is valuable in the history of the institution and of this country, and responds to the challenges posed by past injustices and unfair discrimination.
- Achieves social transformation, empowerment and participative governance.
- Affirms and protects the fundamental human rights enshrined in the Constitution.
- Encourages the institution and all its members to accept responsibility for the welfare of the community and for behaving in accordance with these community values.

We commit ourselves to the following values:

- Truth, fairness, consistency and integrity in both academic and other work, and in all personal and institutional relationships.
- Compassion, generosity and concern for the needs and aspirations of others, and in particular for the challenges faced by the less privileged in our society.
- Respect and tolerance for cultural, religious, political, and other differences and acknowledge of the value of diversity in society.
- Respect for the individual privacy, dignity and the right to personal choice.
- Intellectual honesty, vigour in debate, openness to alternative ideas and respect for other views, beliefs and opinions.
- Commitment to high standards, personal fulfilment and the pursuit of excellence.
- The protection and responsible use of the University's assets and resources.

Actions

In the context of our recent history, we recognise the importance of affirming this ethos and promoting these shared values. Accordingly, we undertake collectively and individually:

- To promote and protect academic freedom.
- To oppose and take steps to prevent racial, gender or other forms of unfair discrimination, harassment, violence or abuse.
- To actively promote social justice and equity.
- To nurture a culture of learning which are supportive of students, scholars and teachers.
- To refrain from speech or conduct that demeans or humiliates others.
- To encourage our members to enjoy life, to laugh, to love, to appreciate and take full advantage of the wealth of opportunities available to use in academic endeavour, in making friends, and in social, cultural and sporting activity.
- To advance the principle of open governance and to be fully accountable for our actions, decisions, and the stewardship of the University's resources and mission.
- To nurture and empower our members.

General Rules for Postgraduate Students

Please familiarize yourself with these rules. You will find them in UCT General Rules and Policy Handbook and the FHS Postgraduate Handbook.

General Rules for Master's Degree Students

Information relevant to Master's students can be found on Page 27 in the UCT General Rules and Policy Handbook.

Guidelines for Master's and Doctoral Students

These guidelines are contained in the FHS Postgraduate Handbook.

UCT General Rules and Policies

These are General Rules which each student must know. You will find them in UCT General Rules and Policy Handbook.

Transformation at UCT

The transformation process at the University of Cape Town (UCT) involves all its staff and students in an endeavour to make the institution inclusive and reflective of South Africa's demographic profile and to make it a place where everyone can work together with pride and a sense of belonging, to uphold our position as Africa's top university.

The journey towards transformation begins by identifying the change and the culture we want at UCT and proceeds by committing each member of the UCT community to pursuing our desired culture and change – every day.

UCT's focus on institutional culture change addresses:

- Student access, support and success.
- Staff access, support and success.
- Place and space – with a focus on artworks, symbols, names of buildings, our identity and UCT's work, in both academic and social spheres.
- How we respond as an institution to discrimination, harassment, and violence.
- Engaging with the community and developing community partnerships.
- Curriculum support, including the development of inclusive classrooms.

UCT's Employment Equity (EE) plan highlights barriers to entry, growth and development for staff and incorporates corrective measures, such as, the review of employment policies, practices and procedures, the working environment and the institutional culture. This entailed exhaustive, institution-wide consultation and provided informative feedback on affirmative action measures that should enable the university to determine realistic EE targets and produce progressive actions.

The university has also established the Office for Inclusivity and Change (OIC) to provide institutional responses to transformation, sexual and gender-based violence, disability and cultural change.

⤓ Downloads Protocol and Policy Documents

- UCT Values: A Statement of Values for the University of Cape Town and its Members
- UCT Guidance for the Implementation of Employment Equity, 2022-2026
- UCT Office for Inclusivity and Change: Disability Policy
- UCT Inclusivity Policy for Sexual Orientation
- UCT Office for Inclusivity and Change: Student Mental Health Policy
- UCT Social Responsiveness Policy Framework

FHS Transformation Framework

The Faculty is actively committed to transformation. We believe that the University's and specifically our Faculty's student and staff complement must more closely reflect the demographics of the population of our country. Our curriculum and research must address our collective heritage, environment and developmental needs. Our institutional culture must celebrate our rich history, diversity and talent in an affirming and inclusive manner, so as to accord the dignity and respect to black staff and students as we continue to build towards a non-racial democracy.

What does Transformation in FHS mean?

Transformation is one of three Key Strategic Streams underpinning the FHS Strategic Plan 'Vision 2030':

Transformation should encompass all our activities:

- *Transformation of our faculty to reflect non-racialism and non-sexism.*
- *Combat discrimination in all spheres, including patriarchy to promote social cohesion as well as foster an enabling environment.*
- *Transform what we do in terms of teaching, research and service to align with the needs of our country.*
- *Transform what we do in terms of the University's Afropolitan vision."*

FHS Strategic Plan 'Vision 2030'

There are many definitions of and approaches to Transformation. Discussions in recent months draw attention to the contestation of terminology, and have led to suggestions that rather than non-racialism and non-sexism, anti-racism and heteronormativity be considered instead. In addition, ableism and patriarchy have been flagged as part of often covert discriminatory practices that must be challenged in order to promote social cohesion as well as foster an enabling environment.

It is in this context that we are currently re-evaluating the definition of Transformation through a faculty-wide process of conversations, the Faculty has in the past chosen to address issues of employment equity and institutional culture. We believe that changing the staff profile is impossible without changing the way in which staff and students of diverse backgrounds interact. Also, it is important to us that we create welcoming and supportive environments that enable all members of the Faculty to realise their potential. Similarly, equity targets and the transformation of our staff profile are critical in helping to change our institutional culture.

Why the need for Transformation in FHS?

As South Africa emerged from decades of systematic racial discrimination, institutions in the health sector, particularly in higher education, grappled with how transformation should best be effected, and what role human rights awareness should play in such transformation.

Testimonies to the Truth and Reconciliation Commission (TRC) Special Hearings on the Health Sector in June 1997 revealed that staff and students had experienced discrimination because of the institutional culture.

The Faculty Reconciliation Process (1998 to 2005) aimed at facilitating the adoption of programmes to address the institutional culture of the Faculty. A set of research projects were commissioned to understand what happened at UCT during apartheid. The TRC hoped to identify current obstacles for black staff and students, and women that continue to create barriers to their full participation in the Faculty.

The research findings provided the basis for the Adoption of a Faculty Charter that encapsulate principles for developing a culture of human rights based on respect for human dignity and non-discrimination.

The Charter was formally adopted at a Special Faculty Assembly in May 2002. In addition, the Faculty developed and launched a Declaration to replace the traditional oath taken by health sciences' students at the completion of their studies. The new declaration, developed by a multidisciplinary Faculty committee including both staff and students, reflects values the Faculty views as core to its graduates, including principles of non-discrimination, and respect for human dignity and rights, ethics and the lessons derived from the painful self-examination of black students' experiences at UCT at all levels of the teaching programme.

Our institutional culture must celebrate our rich history, diversity and talent in an affirming and inclusive manner, so as to accord the dignity and respect to black staff and students as we continue to build towards a non-racial democracy.

To overcome this legacy, the Faculty established the following committees to focus on Transformation:

Transformation and Equity Committee (TEC)

The portfolio operates on the basis of the following overall strategic goals:

* To facilitate a process of Transformation and Equity in the Faculty of Health Sciences.
* To place Transformation and Equity on the agenda of all Faculty Structures to ensure its uptake in all Faculty planning.

Specific areas in which the Portfolio activities are organised, include:

* Promotion of the application of EE policies and practices.
* Facilitating the transformation of the Institutional culture.
* Promotion of a process of Institutional Reconciliation.
* Communication with stakeholders (internal / external).

Dean's Transformation Advisory Committee (DTAC)

The DTAC was established in 2015 following the #RhodesMustFall campaign to advise the Dean on fast-tracking transformation in the Faculty. The terms of reference for the committee are to:

* Review the FHS Vision for 2030 Strategic Document in relation to transformation imperatives.
* Advise the Dean on all matters relating to transformation.
* Monitor implementation of strategies to advance transformation in the Faculty.
* Promote conversations on transformation and intersectionalities among and across all constituencies within the Faculty.
* Advise on the review of ad hominem processes.
* Review and advise on the work of other transformation structures.

The Faculty sees the role of these committees and their various programmes for institutional transformation, as critical. Although also a response to legal and policy imperatives, **the Faculty's Transformation Programme is firmly driven by a commitment to self-reflection that is both educationally sound and morally appropriate.**

PG HUB

This section introduces the FHS Postgraduate HUB and provides information from finding your way on and off campus, to maps, registration, accommodation, sports and societies, communication channels, academic support, libraries, and museums, FHS postgraduate student codes of conduct, to a guide for international postgraduate students, and financial matters such as fees, funding, insurance, bursaries and scholarships, as well as information regarding Supervisors and International Affiliates.

Why UCT for your Postgraduate studies?

UCT is the highest ranked university in Africa and a foremost global institution. We are an inclusive and research-intensive African university that takes pride in leading global knowledge exchange.

Postgraduate researchers at UCT drive this agenda by engaging in meaningful research. They access African and international networks that strengthen their connections and the impact of their work.

UCT postgraduates join our diverse community dedicated to transformation and excellence. Our executives, staff and student body represent South Africa, Africa and the world.

Supporting our postgraduate students on their career journey is a priority at UCT. We provide a range of academic and career guidance, as well as health and wellness services to ensure a healthy and successful academic future.

Research that Matters

UCT offers postgraduates opportunities to address the most urgent issues of our time. With diverse research strengths and interdisciplinary research institutes, we connect you to the projects and people that make an impact.

African and International Networks

Postgraduates at UCT access a vibrant network of African and international partnerships. This enables collaboration that drives local knowledge and bridges the gap between the global north and global south.

Holistic Support

UCT supports its postgraduates in achieving overall health and wellness with fitness, healthcare and counselling services. Postgraduates can also access professional and academic resources, as well as personalised guidance at the Postgrad Centre and Funding Office.

Future Leaders

Over one-third of South Africa's top researchers, who are world leaders in their fields, are based at UCT. UCT postgraduates are future leaders who drive innovation, discovery and commercial collaboration with a global impact.

At UCT, we cultivate Africa's leading researchers and thought-leaders.

Postgraduates! You are a critical part of the academic community, contributing to the global body of knowledge through your research. And you are the future innovators, researchers, and lecturers. We are committed to walking with you, from start to finish, on your journey to your higher degree, in whichever field of study you choose to pursue.

Emeritus Professor Daya Reddy
UCT Interim Vice-Chancellor

VISIT OUR POSTGRAD HUB

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

The UCT Postgrad Hub will provide postgraduates at UCT with all the information that they need to enhance their research experience – from start to finish.

YOU WILL FIND
Information about bursaries and scholarships to fund your studies.

A wide range of support services to enable your career success.

How to gain international experience and exposure while you're at UCT

All the postgraduate courses available to you.

✉ pgstudies@uct.ac.za
📞 +27 (0)21 650 3171
🐦 @UCTpostgrads
✈ www.postgradhub.uct.ac.za

Postgraduate support

The Postgraduate Centre and Funding Office provides a communal space where postgraduates can meet. At the Blue Desk (a one-stop information service) they can enquire about all aspects of funding and administration.

ⓔ pgfunding@uct.ac.za
ⓣ +27 (0)21 650 3622

The Office for Postgraduate Studies addresses the academic and professional needs of postgraduates. Here, they can enquire about any aspect of postgraduate affairs and discover a range of opportunities and activities designed to support them.

ⓔ pgstudies@uct.ac.za

The Faculty Postgraduate Student Associations are run by students and foster a vibrant and diverse postgraduate culture.

The International Academic Programmes Office (IAPO) provides specialist services for international postgraduates and helps with immigration issues and advising on study visa issues. IAPO also offers information on international postgraduate mobility programmes.

ⓔ iapo@uct.ac.za
ⓣ +27 (0)21 650 2822

The Careers Office ensures that UCT's graduates are equipped with the skills they need to fulfil their career ambitions by providing advice, information and resources, and facilitating engagements between students and employers.

ⓔ careers.service@uct.ac.za
ⓣ +27 (0)21 650 2497

The Student Wellness Service is staffed by medical practitioners and nurses who are dedicated to helping students remain healthy. Services include a 24-hour toll-free helpline, clinical consultations and psychological support.

Health service ⓣ +27 (0)21 650 1020
Counselling service ⓣ +27 (0)21 650 1017

Four facts about postgraduate funding

1 All full time honours, master's and doctoral students are eligible to apply for funding to supplement their studies.

2 UCT does not offer full-cost fellowships, but it does have a range of scholarships and bursaries that offer supplementary funding.

3 Most UCT postgraduate scholarships and bursaries allow students to undertake limited part time work.

4 Applications for funding must be submitted before the advertised closing dates, so apply as soon as possible. (Don't wait until you have been accepted for your course.)

UCT has a wide network of international partnerships across Africa and the rest of the world, including joint doctoral and master's programmes.

05 Postgraduate studies at UCT
@UCTpostgrads

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www.health.uct.ac.za

Postgraduate Health Science Student Council (PGHSSC)

Dedicated to serving as the representative body for postgraduate students by networking, and connecting students to the Health Sciences Faculty.

The Postgraduate Health Sciences Student Council (PGHSSC) represents postgraduate students at the faculty level in the form of councils, and at the university level as an executive committee. These structures participate actively in various faculty and university decision-making bodies.

PGHSSC Mission

The mission, as active members of the PGHSSC, is to ensure all postgraduates we represent have the most fulfilling time possible for the duration of their studies at UCT. This means creating an environment in which collective concerns can be addressed, enabling us to have a say in the decisions made regarding our academic development, as well as creating a strong postgraduate community.

Activities

- The Annual Postgraduate Welcome Function.
- Academic Networking Opportunities.
- Social Functions: MAC Pub Quiz.
- Interdepartmental Soccer Tournaments.
- Karaoke Evenings.
- Wine Tasting Evenings.
- *Academic Workshops:* Writing, referencing and funding workshops.
- *Representation on Faculty and University committees* such as: Faculty Board Animal Ethics Committee, Human Research Ethics Committee, and the Teaching and Learning Committee.
- Addressing student issues by accessing the appropriate channels.

Facilities Available for Postgraduate Students

- *Medical Alumni Club (MAC):* Bar, braai and seminar facilities for postgraduate students, postdoctoral fellows and staff. This venue is available for private functions. Opening Times: Friday, 4pm-8pm.
- *Postgraduate Computer Centre:* sponsored by MSD, this centre has 24 computers for use by postgraduate students at all times - swipe card access is provided for all postgraduate students registered within the faculty.
- *Postgraduate Suite:* Adjoined to the MAC, used for seminars and functions.
- *Wolfson Pavilion:* Postgraduate and staff cafeteria.
- *Squash Courts:* ideal for a quick game to de-stress during the day
- *Swimming Pool:* just down the road at UCT Middle Campus
- *Satellite Postgrad Centre at GSH:* for students based at the hospital
- *UCT Jammie Shuttles:* for UCT students to the various residences and UCT campuses
- *Postgraduate Funding Office:* catch a Jammie Shuttle to upper campus, (the PGFO is located on level 3 of the Otto Beit Building), where many helpful officers are available to assist you with the acquisition of funding.

PGHSSC Council

- **Chairperson** *Takunda Ngwenya* (Student # NGWTAK002)
  ✉ **Email:** ngwtak002@myuct.ac.za 📱 **Cell:** 067 257 2206
- **Vice Chairperson and International Students Officer** *Yvan Zolo* (Student # ZLSAND001)
  ✉ **Email:** zlsand001@myuct.ac.za
- **Secretary General and Human Research Ethics Representative** *Mathopa Kgatla* (Student # KGTPAU001)
  ✉ **Email:** kgtpau001@myuct.ac.za 📱 **Cell:** 060 919 2504
- **Treasurer** *Carly Burmeister* (Student # BMRCAR011)
  ✉ **Email:** Brmcar011@myuct.ac.za 📱 **Cell:** +263 77 327 3869
- **Head of Academic** *Hannibal Musarurwa* (Student # MSRHAN001)
  ✉ **Email:** msrhan001@myuct.ac.za 📱 **Cell:** 064 654 8739
- **Head of MAC and Social Marketing Officer** *Katie Bradley* (Student # BRDKAT010)
  ✉ **Email:** Brdkat010@myuct.ac.za 📱 **Cell:** 063 537 6644
- **Animal Research Ethics Representative** *Claire Bellis* (Student # BLLCLA010)
  ✉ **Email:** Bllcla010@myuct.ac.za 📱 **Cell:** 083 774 5964
- **Honorary Member** *Moses Isiagi* (Student # ISGMOS001)
  ✉ **Email:** Moses.isiagi@uct.ac.za 📱 **Cell:** 072 408 6239

🏠 **Our office is located opposite the Operations Department in Barnard Fuller**

Postgraduate Study Programmes

This eHandbook is an attempt to explain some of the administrative and academic issues related to the postgraduate experience. Your time and energy should be spent enjoying the excitement of your research, rather than wrestling with bureaucracy, and you are encouraged to take the time to read through these pages so that you are more aware of the processes that will affect your life as a postgraduate student.

Postgraduate education at UCT commonly results in one of two outputs: a Doctor of Philosophy degree (PhD) or a Master's degree (MSc / MPhil). Master's degrees in the Science Faculty may be obtained in one of two ways; (i) by a research dissertation; (ii) by coursework and a minor research dissertation / research project.

Note that this eHandbook is intended to serve as a guide to postgraduate students. While it draws on other published University documents and Handbooks, it does not replace them. The rules for the various higher degrees are set out in the Handbook of General Rules and Policies (Handbook 3 in the UCT series) and the Faculty of Health Sciences Postgraduate Handbook.

What we offer

The Health Sciences Faculty offers the following postgraduate degrees and Diplomas:

Postgraduate Diplomas

- Addictions Care
- Clinical Developmental Paediatrics
- Clinical Hepatology
- Clinical Paediatric Cardiology
- Clinical Paediatric Critical Care
- Clinical Paediatric Diabetes
- Clinical Electrophysiology and Epilepsy
- Clinical Paediatric Emergency Care
- Clinical Paediatric Gastroenterology
- Clinical Paediatric Haematology and Oncology
- Clinical Paediatric Nephrology
- Clinical Paediatric Physiotherapy
- Clinical Paediatric Pulmonology
- Clinical Paediatric Rheumatology
- Community and General Paediatrics
- Community Eye Health
- Disability Studies
- Family Medicine

- Health Economics
- Health Management
- Health Professional Education
- Healthcare Technology and Management
- Interdisciplinary Pain Management
- Maternal and Child Health
- Neonatology
- Nursing, with specialisations in the following:
    - Advanced Midwifery and Neonatal Care
    - Child Nursing
    - Critical Care Nursing (Child)
    - Nephrology Nursing
    - Nursing Education (in abeyance)
- Occupational Health
- Paediatric Radiology
- Palliative Medicine
- Pesticide Risk Management
- Psychotherapy
- TB-HIV Management

Bachelor of Science Medicine (Honours) (BSc) (Med)

- Applied Anatomy
- Bioinformatics
- Biokinetics
- Biological Anthropology
- Clinical Pharmacology
- Dietetics
- Exercise Science
- Forensic Genetics
- Human Genetics
- Infectious Diseases and Immunology
- Medical Biochemistry
- Medical Cell Biology
- Medical Physics
- Physiology
- Radiobiology
- Structural Biology

Master of Medicine (Speciality) (MMed)

- Anaesthesia
- Cardiothoracic Surgery
- Clinical Pharmacology
- Dermatology
- Diagnostic Radiology
- Emergency Medicine
- Family Medicine
- Medical Genetics
- Medicine
- Neurology

- Neurosurgery
- Nuclear Medicine
- Obstetrics and Gynaecology
- Occupational Medicine
- Ophthalmology
- Orthopaedic Surgery
- Otorhinolaryngology
- Paediatric Surgery
- Paediatrics
- Pathology (Anatomical)
- Pathology (Clinical)
- Pathology (Forensic)
- Pathology (Haematological)
- Pathology (Microbiological)
- Pathology (Virological)
- Plastic and Reconstructive Surgery
- Psychiatry
- Public Health Medicine
- Radiation Oncology
- Surgery
- Urology

Master of Medical Science

- Genetic Counselling

Master of Philosophy by Coursework and Dissertation

- Biokinetics
- Biomedical Forensic Science
- Clincial Paediatric Surgery
- Clinical Pharmacology
- Clinical Research Administration
- Emergency Medicine, with specialisations in the following:
  - Clinical Emergency Care
  - African Emergency Care
  - Patient Safety and Clinical Decision-making (Specialisation A)
  - Patient Safety and Clinical Decision-making (Specialisation B)
- Health Innovation
- Intellectual Disability
- Liaison Mental Health
- Maternal and Child Health
- Occupational Health
- Paediatric Forensic Pathology
- Paediatric Pathology
- Palliative Medicine
- Sport and Exercise Medicine, with specialisations in the following:
  - Honours and Postgraduate Diploma:
    - Biokinetics
    - Exercise Science
    - Sports Management

- Master of Philosophy (MPhil)
  - Biokinetics
  - Sport and Exercise Medicine
- Master of Science (MSc)
  - Exercise Science
  - Physiology
  - Physiology (Sleep Science)
  - Exercise and Sports Physiotherapy
- Doctor of Philosophy (PhD)
  - Exercise Science
  - Physiology
  - Physiology (Sleep Science)
- Addictions Mental Health
- Advanced Hepatology and Transplantation
- Allergology
- Cardiology
- Child and Adolescent Psychiatry
- Clinical Haematology
- Critical Care
- Developmental Paediatrics
- Endocrinology
- Forensic Mental Health
- Geriatric Medicine
- Gynaecological Oncology
- Infectious Disease and HIV Medicine
- Maternal and Foetal Medicine
- Medical Gastroenterology
- Neonatology
- Nephrology
- Neuropsychiatry
- Paediatric Cardiology
- Paediatric Critical Care
- Paediatric Endocrinology
- Paediatric Gastroenterology
- Paediatric Infectious Diseases
- Paediatric Nephrology
- Paediatric Neurology
- Paediatric Oncology
- Paediatric Pulmonology
- Paediatric Rheumatology
- Pulmonology
- Reproductive Medicine
- Rheumatology
- Surgical Gastroenterology
- Trauma Surgery
- Vascular Surgery

Other Master Degrees

- Master of Public Health (MPH) by coursework and dissertation, with streams in the following:
  - Community Eye Health
  - Epidemiology
  - Environmental Health
  - General
  - Health Economics

- Health Systems
- Social and Behavioural Sciences
- MSc in Audiology and MSc in Speech-Language Pathology
- MSc in Biomedical Engineering
- MSc Exercise and Sports Physiotherapy
- MSc in Nursing (by dissertation, and by coursework and dissertation)
- MSc in Occupational Therapy (by dissertation, and by coursework and dissertation)
- MSc in Physiotherapy
- Master of Nursing in Child Nursing
- Master of Paediatric Neurosurgery MSC by dissertation

Doctoral Degrees

- Doctor of Medicine (MD)
- Doctor of Philosophy (PhD)
- Doctor of Science in Medicine (DSc(Med))

Occasional Studies

- Occasional Health Sciences Postgraduate
- Postgraduate Affiliate
- South African Affiliate
- International Affiliate
- Southern African Development Community (SADC) Affiliate

Download the **FHS Postgraduate Handbook** for a comprehensive list of all Postgraduate Programmes offered by the faculty.

Notes: This is to confirm that by virtue of inclusion on the Institution's DHET approved Programme and Qualification Mix (PQM), all qualifications included in this eHandbook are accredited by the Council on Higher Education's permanent sub-committee - the Higher Education Quality Committee. Where a SAQA ID has not been provided, the qualification is awaiting the SAQA ID.

The higher education sector has undergone an extensive alignment to the Higher Education Qualification Sub-Framework and thus all institutions are awaiting the finalisation of the process and completion of the awarding of SAQA ID's. Affected qualifications are marked.

For a list of all UCT's accredited qualifications, please consult Handbook 2 or the HEQSF Programme and Qualification Mix (PQM) on the Institutional Planning Department's website, as approved by the Department of Higher Education and Training.

Departments

- Anaesthesia and Perioperative Medicine
- Health and Rehabilitation Sciences
- Health Sciences Education
- Human Biology
- Integrative Biomedical Sciences Medicine
- Medicine
- Obstetrics and Gynaecology
- Paediatrics and Child Health
- Pathology
- Psychiatry and Mental Health
- Public Health and Family Medicine
- Radiation Medicine
- Surgery

Units

- Bioethics Centre
- Continuing Education Unit
- Primary Health Care Directorate

Where to find rules and syllabus information about degrees, diplomas and UCT policies affecting students

- All students are advised to study:
  - The General Rules for postgraduate students in this eHandbook;
  - The General UCT Rules applicable to all students at the University and published in Handbook 3 of the series titled *General Rules and Policies*.
- Postgraduate students are advised to study the rules and curriculum outlines of the programmes for which they are registered under "Rules and curriculum outlines for postgraduate programmes".
- **Note:** PhD degrees are considered University-based (rather than faculty-based) degrees; hence the rules relating to PhD degrees are contained in Handbook 3 *General Rules and Policies*.
- Details about academic staff in the faculty are contained in the second half of this Handbook, under the heading "Departments and Research Structures".

What's the Difference Between Postgraduate Diplomas, and Honours, Masters and Doctoral Degrees?

The most basic difference between a Master's degree and a PhD (Doctor of Philosophy) is that the PhD is the higher degree: it requires more effort, time and original research. However, in practice the difference is more subtle than this. By convention a Master's degree is normally awarded following the successful examination of a dissertation, which means a discourse or discussion. A PhD is awarded based on a thesis (an assertion or tenet that has to be proved against critical argument). In practice, however, the two terms are commonly used interchangeably.

A Master's degree is frequently a student's first encounter with real research. Its primary function is training in research. It is a clearly circumscribed piece of work the supervisor feels confident can be undertaken within, or close to, the minimum time.

The skills imparted, and which the candidate hones through the process, include posing a research question, undertaking a relevant literature review, engaging rigorously with research methods, drawing valid conclusions and communicating findings in a clear, logical and scholarly way. Importantly, the work does not have to contain original findings - it must simply demonstrate a mastery of the methods of research.

The degree of Doctor of Philosophy, on the other hand, demands that the candidate is able to conduct independent research on their own initiative. Through the thesis the candidate must be able to demonstrate they are at the academic forefront in the topic selected, that the work is original and that it advances knowledge.

A detailed listing of the fields in which higher degrees are offered in the Faculty is set out in the Postgraduate Handbook.

Vital to Know

During the course of the year we receive many queries and we are very happy to deal with these. However, we feel that there are some deadlines, procedures, etc. which we should bring to your attention right in the beginning of the year to help you negotiate the hurdles you might encounter during the year.

Four postgraduate qualifications are available at UCT

Doctorate (PhD and others) A degree requiring research at the most advanced levels, culminating in the acceptance of a doctoral thesis

Master's degree Either a research master's by full dissertation, a research master's by coursework and dissertation, or a professional master's degree

Honours degree A one-year degree consolidating and deepening expertise in a particular discipline

Postgraduate diploma (PG dip) Enables professionals to undertake advanced reflection and development in a particular discipline or profession

Email Address

Students are given a UCT email address as soon as you register. UCT will ALWAYS use your email address to communicate with you.

We do understand that many of you have personal email addresses that you would prefer to use. That is fine, but there is one simple thing which you must do to facilitate this: you MUST use your UCT email address once to set up an auto-forward to the email address of your choice. By doing so you will be sure to receive all communications.

Student Self-Service

It is your responsibility to maintain your biographical, address and telephone details on the Student Self-Service portal. This is available on the UCT website - follow these steps:

Step 1: Click on the *Current students* tab.
Step 2: From the drop-down menu select *Postgraduate Students.*
Step 3: From this menu select *Online Services and Resources.*
Step 4: Select *Student Administration Self-service.*
Step 5: Log in by using your UCT student number (in capital letters) and your UCT network password.

You will now be able to amend / correct your personal details and will also be able to check your fees account, the courses for which you are registered, your marks after an examination, request Proof of Registration letters, etc.

Amathuba

Amathuba is the UCT-equivalent of Facebook. You will get some tutorials on Amathuba based on the courses for which you are registered; you will have access to the Students' Representative Council (SRC), and other pages. Importantly, there is also a website for Health Sciences Postgraduate Students on Amathuba. You automatically become a member of this site as soon as your registration for the year has been captured. It is vital that you visit this site often as the Postgraduate Office will be posting important announcements, scholarship and bursary information, etc. to this site. We also have a spot on this website, called **Resources**, where we keep copies of every conceivable form you might need during your studies.

SMS Communications

From time to time we may need to make contact with you on an individual basis. We have found that SMS communications are the most effective way to communicate with students. However, we can only use this if we have your correct cell-phone number. You can ensure that we do by maintaining your number on the Student Self-service portal and by opting in for SMS communications on the Amathuba site.

Academic Matters

Abridged Memorandum of Understanding (MOU)

When you arrive for registration for the first time you will be given an Abridged MOU. This is a shortened version of the full MOU (see below) which must be submitted within a week of first registration.

The reason for the Abridged MOU is so that we know right from the start of your studies who your supervisors will be, what the initial supervision arrangements are and so that we have an idea of your area of research.

MOU for Master's and Doctoral Students, and Coursework Master's Students Registered for the Dissertation Component of their Programme

The first that time that you register at the Postgraduate Office for a dissertation / thesis you will be given a form called D2(a) – Memorandum of Understanding (MOU).

This is a very important document in your life as a student and it is imperative that you and your supervisor give it due attention. In this document you will be stipulating the terms of your studentship.

Make sure that you cover everything, i.e. timelines, the scope of your research, funding issues, frequency of meetings with your supervisor / co-supervisors, attendance at conferences, and leave during the year.

Notes:

- Students who are doing a master's programme by coursework and dissertation must submit the MOU within six months of first registration for the dissertation component of their programmes.
- A new student has six months from the date of first registration within which to complete the MOU. Once completed and signed by all relevant parties, the MOU must be submitted to the Postgraduate Office for safe-keeping.
- You do not have to obtain the Dean's signature; the Postgrad Admin will do this on your behalf.
- Please ensure that you use the updated version (2024) of this document, as available on Amathuba.

⤓ **Downloads** Memorandum of Understanding (MOU) and Student Systems Support Documents

- UCT FHS Postgraduate Supervision: Guidelines for Students, Faculty Members and Administrators
- Memorandum of Understanding (MOU) and Progress and Planned Activity (PPA) Guide
- Graduate Research Management Manual: Instructions for the Approval of the MOU and PPA forms in the Head of Department WorkCentre on PeopleSoft
- Supervisor Guide: Approval of the MOU and PPA forms on PeopleSoft
- Supervisor Progress Assessment Manual

Annual Progress Report for Master's and Doctoral Students, and Coursework Master's Students Registered for the Dissertation Component of their Programme

From the start of your second year of registration (or in the case of coursework master's students, the second year in which you register for the dissertation component of your programme) you will be required to submit a form D2(b) – Annual Progress and Planned Activities Report (called Progress Report).

You should start compiling this report in conjunction with your supervisor/s by early September every academic year. Once the report has been signed off by your supervisor they will arrange for the head of Department to sign it and the department will arrange to have it delivered to the Postgraduate office by the end of October. You will need this Progress Report in order to be permitted to re-register at the start of the new academic year. If you failed to submit a progress report at the end of the previous academic year we will simply not register you until we have the progress report. The Progress Report is as important as the MOU and it is vital that you complete it as comprehensively as possible.

Note: Please ensure that you use the updated version of this document, as available on Amathuba.

Study Proposal for Master's and Doctoral Students, and Coursework Master's Students Registered for the Dissertation Component of their Programme

If you are intending to do research then you have to submit a study proposal to the Postgraduate Office within six months of first registration. Students who are doing a Master's programme by coursework and dissertation must submit the study proposal within six months of first registration for the **dissertation component** of their programmes.

This process includes the following steps:

1. You will have been assigned a supervisor who is knowledgeable in your field of interest. You and your supervisor will discuss your study proposal together and you will start doing literature reviews about the subject matter, you will develop a study design etc.

2. Once you and your supervisor are satisfied with the Study Proposal, you submit it to your Departmental Research Committee (DRC) for approval.

3. The DRC, which consists of senior academics in your department, will assess your study proposal. If they are happy with the proposal as it stands you will be given permission to apply for ethics approval where ethics approval is needed. Alternatively the DRC may ask you to make some changes to your proposal before you will be permitted to submit it for ethics and / or Faculty Board approval.

4. Once you have received ethics approval (you will receive a formal letter from the concerned ethics committee) you may start collecting data. At the same time, **however**, you must **also** submit your study proposal to the PG Office.

5. To do that, you have to complete form D1 (Approval of Study Proposal) and form D3 (Appointment of a Supervisor). You can obtain these forms from the Resources part of the Health Sciences Postgraduate Students website on Amathuba.

6. Form D1 makes provision for all the signatures which you need for approval of your study proposal. You must submit D1 to the Postgraduate Office together with a copy of your study proposal, a copy of your ethics approval letter and form D3 (Appointment of a Supervisor). **Remember:** You must submit a D3 in respect of your main supervisor as well as every co-supervisor.

7. MMed and MPhil (sub-speciality) students must also attach a completed form D1(a). If this document is not attached your proposal documents will not be accepted by the postgraduate office.

8. The Postgraduate Office will obtain Faculty Board approval of your study proposal by publishing it in a Dean's Circular (a Dean's Circular is like a Faculty Board meeting, but it happens electronically).

9. Once Faculty Board approval has been obtained the Postgraduate Office will inform you in writing.

10. Your proposal title and the particulars of your supervisor/s will be captured on the PeopleSoft system by the staff in the Postgraduate Office.

11. **Remember:** You must submit your study proposal within six months of first registration for the dissertation / thesis. If you are unable to do so you must obtain permission for a late submission from the Manager of the Postgraduate Administration. Then, if an extension is granted, you will have to submit the study proposal before the end of your first academic year.

Upgrade Procedures (from Master's to PhD)

Sometime during the course of your research you and your supervisor may decide that your research may yield novel findings and that the research had grown beyond the scope of a master's project. In a case like this you may apply to upgrade your programme from a master's to a doctoral (PhD) programme. There is also a process for this. This process includes the following steps:

1. You must approach the Chair of the DRC to arrange for a departmental seminar. The Chair of the DRC will invite a review panel to assess your proposal, first by studying your motivation and proposal, and then by attending a seminar which you will present. You may be required to answer questions.
2. Once the review panel has granted permission for such an upgrade you will have to submit the required documentation to the Postgraduate Office for processing via a Dean's Circular.
3. Please complete form D5 (on Amathuba!) – Upgrade Proposal and bring it, together with a motivation for the upgrade, your new study proposal, and ethics approval letters to the Postgraduate Office for processing.
4. Once the upgrade has been processed you must complete registration forms for the PhD.

Intention to Submit

About a month before the date on which you are planning to submit your dissertation / thesis for examination you must inform the relevant officer.

Master's students wishing to submit must complete form D8 (Intention to submit a master's dissertation), available from the Resources page on the PG Students Site on Amathuba. Once completed and approved by your supervisor the form must be submitted by uploading it to PeopleSoft via Student Self-Service. At the same time, you must upload an abstract and Form D15 - Master's IP Assessment Form. A quick reference guide for uploading is available from Dianne Pryce, Crystal August or Jackie Cogill (see their contact details at the end of this booklet).

Doctoral students must please get the Intention to submit form from the DDB website or email Janine Isaacs, DDB Officer:
✉ **Email:** janine.isaacs@uct.ac.za

Doctoral Degrees Board (DDB)

The DDB manages, *inter alia*, the doctoral examination process. Please visit the DDB website where you will find the following documents:

• General Rules for PhD studies.
• Procedures for the DDB.
• Guidelines for the information and use of doctoral students and their supervisors.
• Publications, copyright and your thesis.

General Academic Matters

1. **Change of study title or change of supervisor**

   It is not simply a matter of changing your thesis / dissertation title or your supervisor – such changes must be approved by the Faculty Board. Complete the necessary form (yes, you have guessed it – it is on Amathuba!), have it approved by your supervisor and Head of Department (HOD) and bring it (or email it) to the Postgraduate Office for approval via a Dean's Circular.

2. **Leave of Absence / Cancellation / Discontinuation of Studies**

   Contact the Postgraduate Office if you need to apply for a Leave of Absence (LOA), wish to cancel or discontinue your postgraduate studies, and / or submit the Postgraduate Leave of Absence Application form ACA38 to the Postgraduate Office.

3. **Credit and exemption**

   If you have completed a course at another university which may be credited towards your new programme (e.g. the Master of Public Health) you must apply for this by completing the Student Administrative Forms. The application form must be accompanied by a certified copy of your results from the other university, and by a certified copy of the curriculum for that course. The application must be approved by your programme convener and Head of Department, and the completed form must be returned to the Postgraduate Office for processing.

Funding

Postgraduate Funding

Overview

The University of Cape Town is committed to broadening access to postgraduate education across South African society.

Applying for postgraduate funding can be daunting, especially if you do not have a family background of postgraduate education.

Opportunities for funding are often announced months before the degree application deadline. Begin your funding search well in advance. You may have many questions and there are dedicated staff to help you in the postgraduate funding office (in the Otto Beit Building on Upper Campus). They are available to discuss your options either in person or by email.

Applications and Requirements
When and How to Apply for Postgraduate Funding

Various sources of funding of different values are available for students intending to pursue honours, master's and doctoral degrees at UCT.

The noticeboard and the annual handbook list many internal and external funding opportunities. You are advised to check the noticeboard regularly for updates. You may also request a one-on-one session with PGFO staff.

Funding Application Procedure

In order to obtain funding for your postgraduate studies you should:

1. Contact the head of department and potential supervisors in the department in which you intend to register. They may be able to inform you of departmental and / or project-linked funding not listed on this website. For a research master's or doctoral degree you will need to identify potential research projects with your prospective supervisor in order to apply for funding. Ideally, you should do this at least 7 months before you intend to begin your degree.

Important information and links

- General information about the application procedure.
- Scholarships from Government (NRF and MRC).
- Funding for Scholarships for international and refugee applicants.
- Funding for Postdoctoral Research Fellowships.
- Funding for Conference Travel Awards and funding for students to undertake research at institutions abroad are available to current UCT master's and doctoral students on a competitive basis. You can also find information about external funding for South Africans to pursue postgraduate degrees at other institutions.
- Departmental scholarships - relevant to both students and their supervisors / grant holders.
- Funding for Postgraduate Study and Postdoctoral Research (Handbook 14)

Useful international and local scholarship websites to source alternative funding

Studying in South Africa

- zabursaries.co.za
- bursariesportal.co.za/your-bursary-info
- bursaries-southafrica.co.za/all-bursary-categories/
- opportunitiesforafricans.com
- afterschoolafrica.com
- allbursaries.co.za
- studentroom.co.za
- youthopportunitieshub.com/category/scholarships/

Studying in Abroad

- scholarship-positions.com
- diversityabroad.com
- internationalscholarships.com
- scholars4dev.com/tag/scholarships-forsouth-africans/
- study-uk.britishcouncil.org

2. Apply for funding from the National Research Foundation (NRF). The application deadline for these awards is normally in June / July for master's degrees and in October for honours degrees. You will not be considered for UCT merit awards (applied for via the Postgraduate Funding Application Form) unless you have also applied to the NRF.
3. Apply for any prestigious fellowships for which you may be eligible. Other opportunities will be listed on the noticeboard. These awards are more prestigious and often more generous than government or internal UCT funding. Deadlines can fall as much as 9 months before the start of the degree.
4. Apply for other UCT funding opportunities. The deadlines for most of these awards are before 31 October. However, some UCT-administered awards do differ from this. Consult the noticeboard and the Funding for Postgraduate Study and Postdoctoral Research handbook for more information.

Requirements for Postgraduate Funding

The duration of postgraduate funding awards is strictly 1 year for an honours degree, the first 2 years of a master's degree, and the first 3 years of a doctoral degree.

Annual renewal of awards for master's and doctoral study is subject to:

* Satisfactory progress.
* Continued evidence of need in the case of need-based bursaries.
* Availability of funds.

Students must make every effort to complete their studies within these periods.

Students in the following programmes are not eligible for the awards administered by the Postgraduate Funding Office:

* Fourth or later years of bachelor's degrees.
* Postgraduate diplomas and certificates.
* Second degrees at the same level (eg, a second honours degree).
* Any other university-designated part-time programme.

Some of the programmes mentioned above may be funded through the Student Financial Aid Office.

Postgraduate External Funding

How scholarships and bursaries from external sources affect funding

If you receive **full cost** assistance from sources other than UCT, e.g. a company or charitable organisation, the university will withdraw the assistance it has offered you. If you receive a small or partial scholarship (a grant based purely on merit) or a bursary / grant from sources other than UCT, your funding will be adjusted accordingly.

Note: Failure to inform the university of other sources of funding will result in the withdrawal of the funding given by the university and disqualification of all future funding.

For information regarding funding from companies and organisations outside of UCT, please check the Bursary Noticeboard.

Bursaries and Scholarships

Merit Awards

A merit candidate is a student who has obtained a grade point average of over 60% in their final year of study for their last qualification.

Merit awards are funded from a variety of sources. The primary awards for honours, master's and doctoral students are available through the National Research Foundation (NRF) and Medical Research Council (MRC). See Research scholarships.

University-sourced merit awards can be applied for only by students who have applied to the NRF. For application procedures see UCT merit and need awards.

International and Refugee students are required to please see the International and refugee scholarships page.

The **Postgraduate Funding Office (PGFO)** administers several other merit awards that are sourced from various donations and investment funds. You are encouraged to familiarise yourself with such opportunities. You may also request a one-on-one session with PGFO staff by emailing pgfunding@uct.ac.za.

December Scholarships

UCT awards scholarships each December to graduating students who have performed exceptionally well. Recipients are identified by the university and an application form is not required. Please visit the December scholarships page for more information.

Departmental Scholarships

Scholarships and bursaries funded from a variety of other sources are available. These may be awarded by heads of departments or supervisors to students working on specific projects or programmes. Find out more about these awards from your supervisors, course convenors or heads of academic departments. Please visit the Departmental scholarships pages for more information.

Research Scholarships

The major sources of merit-based awards are the 2 state-funded research councils:

- National Research Foundation (NRF)
- Medical Research Council (MRC)

National Research Foundation (NRF)

The NRF provides various funding opportunities for postgraduate honours, master's and doctoral students intending to study at UCT.

The DSI and NRF are pleased to announce a call for **new applications** for DSI-NRF Postgraduate Student Funding for the academic year 2024. All **continuing students** who are eligible for a second or third year of funding must submit a Progress Report and not a new application.

The **NRF minimum academic requirement** for postgraduate funding is **65%**. The entry age requirement is 28, 30 and 32 years or younger for honours, master's and doctoral studies respectively, in the year of application, regardless of first year of registration. Successful applicants will be funded either at **Full Cost of Study (FCS)** or **Partial Cost of Study (PCS)**.

Medical Research Council (MRC)

For more information regarding the requirements for the MRC's 2 scholarships, please visit the Medical Research Council's website.

Prestigious Fellowships

The Prestigious fellowships awards include:

- The David and Elaine Potter Fellowship.
- The Harry Crossley Foundation Research Fellowship.
- The Harry Crossley Foundation Honours Degree - Intercalated Track in the Health Sciences.
- The 2023 / 2024 Scarbrow Bursary Fund (for study of recognised postgraduate degrees in the United Kingdom, Ireland, the USA, Canada and in any recognised university in Europe.
- DSI-CSIR Inter Bursary Support Programme.

Each of these programmes has different criteria and restrictions. The awards are full-cost and most include travel and research allowances. A condition of these awards is that recipients are required to organise a seminar based on their research.

Please contact the Postgraduate Funding Office for information regarding deadlines and any new fellowships.

UCT merit and Need Awards

UCT allocates a variety of postgraduate funding awards for South Africans and permanent residents through the Postgraduate Online Funding Application. These awards are allocated based on merit, financial need, or both.

We encourage applicants to also apply for government funding through the National Research Foundation (NRF) and the Medical Research Council (MRC). Note that the NRF deadline for master's and doctoral support is significantly earlier than the deadline for UCT merit and needs funding.

Travel Scholarships

As part of its commitment to provide a high-quality postgraduate experience, UCT makes available limited mobility grants to help registered master's and doctoral students to present at conferences or further research at approved universities.

The purpose of UCT's conference travel grants is to provide an opportunity for young researchers who are registered at UCT for doctoral and master's study (Master's students must be registered for a degree that has a research component of 50% or more) to present their research to a relevant audience at a conference.

The Postgraduate (In-Person or Virtual) Conference Travel Grant should not be the primary source of funding for applicants due to the limitation of funds and the inability to fund 100% of eligible costs.

The Conference Travel Grants are available via competitive application, towards the costs of travel, conference registration and subsistence for the number of days of the conference.

Awards are granted for ONE specific conference, should the conference cancelled, or the full amount awarded not be utilised for any reason, then the funds are to be returned.

International and Refugee Scholarships

A limited number of scholarships are available annually to international and refugee students for postgraduate study in any discipline at UCT. As there is only one call for applications each year, it is important that the application procedure is strictly followed. These scholarships are awarded on a competitive basis and preference is given to senior candidates.

All UCT international and refugee students' scholarships are supplementary as a contribution towards Cost of Attendance. Students who apply must have the means to fund their studies.

Fees

Visit the Fees portal on the UCT Student's website for the latest updated information.

Overview

UCT operates on a course-based fee structure inclusive of all "add-ons". Thus, the dictum that "the price you see is the price you pay" applies to all academic offerings across the university.

The all-inclusive course-based fee structures published in **Section 12** of the fees handbook, together with the relevant faculty handbook, will enable students to accurately calculate the cost of their academic studies at UCT. The faculty handbook will show which courses can be taken and the relevant course code. Students can use this code to look up the all-inclusive cost of the course in the fees handbook. The sum of these costs will give the total cost for the set of chosen courses as there are no levies or additional academic charges. Faculty handbooks can be obtained from the relevant faculty office and this information is also available on the handbooks page. Since your fees account is based on your academic load, it is your responsibility to check your enrolment for courses in the current year.

Enquries

Fees Office
- 🏠 **Address:** Kramer Law Building, Middle Campus
- 📞 **Tel:** 021 650 1704
- ✉ **Email:** fnd-feeenq@uct.ac.za

Payments

Cashiers Office
- 🏠 **Address:** Middle Campus, Kramer Law Building
- 📞 **Tel:** 021 650 1704
- 🖨 **Fax:** 021 650 4768

Cash and Cheque Payments
- 🕐 **Hours:** Mon to Fri 09:00 – 15:30

Account Payments

Account Name: University of Cape Town
Bank: Standard bank
Branch: Rondebosch
Account Number: 270689982
Branch Code: 025009

Please Note: Account statements are provided for fees only. Students must fax proof of payment to the fees office (see above).

WE'VE GOT YOU COVERED.

UCT Benefit Scheme for Students (The Scheme)

The University operates **The Scheme,** which aims to supplement students' private medical aid or insurance schemes in the event of UCT-related unintentional injury also provides assistance with funeral, medical and physiotherapy expenses.

Maximum benefits

- **Funeral expenses** R10 000.
- **Medical expenses** R8 000 or R25 000 (where the student is involved in an official field trip for academic purposes) - in both instances the first R100 of any claim is borne by the claimant.
- **Physiotherapy Expenses (at the UCT Sports Injuries Centre):** R700

Enquiries / Claims

Address: Medical Administrator, UCT Student Wellness Service, 28 Rhodes Avenue, Mowbray, 7700

Tel 021 650 1020 / 1019

Insurance

UCT does not provide personal insurance cover. You should consider insurance policies that cover you for the loss of personal items such as phones, laptops and cameras, as well as travel insurance for lost luggage or having to rebook your ticket.

Did you know you pay premiums (part of your fees), for a Personal Injury Insurance Scheme?

This insurance covers students against accidental injuries that occur while (for example) participating in a UCT-related sporting activity. **Please note that this cover only becomes effective once you have exhausted your medical aid cover.**

Procedure to file a claim

1. Contact: Reception at Main Clinic Student Health Service (SHS) or the Insurance Advisor at SHS Satellite Clinic or the Sports Injuries Clinic within 48 hours of the accident.
2. Complete the claim form provided and return it to the above.
3. Pay any medical bills that are incurred. It is the student's responsibility to settle all medical accounts, not UCT.
4. Send copies of these accounts to the Insurance Advisor.
5. On settlement of the claim a cheque will be issued, less the excess.

To claim for Physiotherapy

Contact Reception, SHS Main Clinic. Complete claim form and return, together with R40 excess to reception.

Contact the Insurance Advisor, Student Health Satellite Clinic

🏠 **Address:** 28 Rhodes Avenue, Mowbray
📞 **Tel:** 021 650 3662 / 4355 / 3000

UCT Benefit Scheme for Students (The Scheme)

The University operates The Scheme, which aims to supplement registered students' private medical aid or insurance schemes, in the event of UCT-related unintentional injury. Provision is made for students who have applied and are granted a grace period to settle their outstanding fees.

The Scheme also provides funeral benefits.

Maximum Benefits

- **Funeral Expenses:** R10 000.
- **Medical Expenses:** R8 000 or R25 000 (where the student is involved in an official field trip for academic purposes) - in both instances the first R100 of any claim is borne by the claimant.
- **Physiotherapy Expenses (at the UCT Sports Injuries Centre):** R700.

The Scheme is effective from 48 hrs prior to the start of term and expires 48 hrs after term closes.

The Scheme includes any sporting, cultural or academic activity under the auspices of the University outside this period e.g. the Scheme covers a student who is required to participate in a sports tour (provided the student is a member of a specific club); attend a conference; or undertake academic work during the vacation in connection with their academic course, such as fieldwork or an engineering workshop practice. Winter sports, mountaineering (with the use of ropes), hang-gliding and motor-cycling are included (but exclude racing) provided the student is a member of that UCT club.

Important Notes

- **The Scheme is not a medical aid scheme or an insurance policy**, but is designed as a contingency measure against unanticipated medical expenses arising out of personal injury resulting from UCT-related unintentional injury.
- The Scheme offers an **added benefit for funeral expenses**.
- **Students are expected to have adequate private medical aid or insurance cover.** The Scheme should not be used instead of medical savings, or where a student has elected not to cover day-to-day medical costs.
- The Scheme is not adequate, on its own, in

many cases. Students are encouraged to seek advice at UCT's Sports Injuries Centre or Student Wellness Services in to control costs.

- **Students are liable for all expenses incurred** even though the university administers the process for students to claim for those medical expenses which fall within the rules of The Scheme. Students may face litigation by medical practitioners e.g. hospitals, doctors if they fail to pay for all expenses incurred.
- **Students in residence should provide their own insurance of all personal possessions**. The University does not accept liability for any personal items that may be stolen or damaged.

Exclusions from the Scheme

The following exclusions apply, and events consequent upon:

- Unregistered students.
- War, invasions, and act of foreign enemy.
- Engaging in active military service.
- Suicide.
- Needles exposure to danger (except in an attempt to save life).
- Air travel other than as a passenger.
- Underground mining, tunnelling or related activities.
- Contributed to or caused by a pre-existing physical defect or infirmity.
- As a result of the influence of alcohol, drugs or narcotics upon the student (unless administered by a member of the medical profession).
- Criminal acts.
- While on any maritime rig, platform or similar structure unless on UCT business.
- Infection with HIV or AIDS or ARC or any related condition.
- Pregnancy or childbirth.
- Racing of any kind (other than on foot or under sail), professional sports, parachuting, sky-diving, or mountaineering that requires the use of ropes or guides, and hang-gliding unless the student belongs to a specific club.
- Physiotherapy costs, unless following an accident and prescribed by a qualified medical practitioner.
- **Unintentional injuries:** Treatment costs are covered by UCT only if treatment is received from government hospitals. Should a student choose to use their medical aid or a private hospital for their treatment, they will be liable for the payment of those costs. The Faculty will not reimburse.

Additional Rules

1. Notification of injury and intention to claim must be submitted within seven days of the injury being sustained, i.e. a Scheme Claim Form is to be correctly completed at either the UCT Sports Injuries Centre (UCT Sports Centre) or UCT's Student Wellness Service (Rhodes Avenue, Mowbray). Should this be impossible, the Medical Administrator must be informed by telephone. Receipted invoices must be submitted to the Medical Administrator, Student Wellness Services (contact details below)

2. Claims must be lodged within one month of the injury date, unless the attending doctor certifies that continuing treatment is necessary, and is a result of the original accident.

3. Only sporting activities which fall under the auspices of the university are covered by the Scheme.

4. A student, playing for a non-university club, a provincial or national team is not covered. SATISU representative teams function under the auspices of South African universities and UCT participants are therefore covered by the Scheme.

5. Students are covered during their electives and while on duty with organisations such as SHAWCO.

Enquiries / Claims / Contact

Contact the Medical Administrator, UCT Student Wellness Services for enquiries or claims:

🏠 **Address: 28** Rhodes Avenue, Mowbray, 7700

📞 **Tel:** 021 650 1020 / 1019

> It takes hard work and dedication to become a competent caring health practitioner and scientist, but the rewards are tremendous. If you are passionate about positively impacting the health and life of others, then UCT's Faculty of Health Sciences is the place for you.
>
> **Associate Prof. Lionel Green-Thompson**
> Dean: Faculty of Health Sciences

Postgraduate Centre and Funding Office

The [Postgraduate Centre and Funding Office](), is an important source of information and advice about potential funding sources and the procedures necessary to access these.

Important Note: The Postgraduate Centre and Funding Office *does not process funding issues.*

Contact the Postgraduate Centre and Funding Office with any of the following queries:

- Funding your postgraduate studies.
- Applying for conference and overseas travel grants.
- Information on the NRF and the NRF online application process.
- Delays in payment of your funding.
- Information on the Postgraduate Centre and Seminar Room bookings and for general help and information.

Students are encouraged to apply for financial support to a full range of potential sources early in their final year of undergraduate study, or in the year *before* initiating postgraduate studies.

Contact

Address: Upper Level, Otto Beit Building, University Avenue North

Tel: 021 650 3622

Email: pgfunding@uct.ac.za

Problems

It is very important that you bring any problems (fees, registration, personal, etc.) to our attention as soon as possible. The longer you wait the more difficult it becomes to resolve problems. We assure you that we will do our very best to help solve any hiccups which may occur along the way.

Faculty Regulations

General Rules for Postgraduates

Please familiarise yourself with these rules. You can find them in the 2024 Faculty Handbook which is available from the [UCT website]().

General Rules for Master's Degrees

Pay particular attention to the rules for Master's students in the Faculty Handbook.

UCT General Rules

Master's students must pay particular attention to the rules for Master's students in the Faculty Handbook. These are General Rules which each student must know. You will find them in [UCT General Rules and Policy Handbook]().

Guidelines for Master's and Doctoral Students

These guidelines are contained in the latest Faculty Handbook. The guidelines are very handy and gives comprehensive information the following:

- Registration.
- Change of curriculum.
- Leave of absence.
- Cancellation of studies.
- Supervision.
- The roles and responsibilities of students and of supervisors.
- Appeal process.
- Annual progress.
- Ethics.
- Submission of dissertations / theses.
- Guidelines for the inclusion of publications in a doctoral thesis.
- Issues relating to Intellectual Ownership.

Applying for Admission

Application Procedure

The Faculty will consider an application to register for a Master's or PhD degree from anyone who meets the academic entrance requirements. For a Master's degree this is an Honours degree or equivalent. An Honours degree is a post-Bachelor degree qualification. A four-year Bachelor's degree that is considered equivalent to a South African Honours degree may be accepted provided they have completed a research project. Entrance requirement for registration as a PhD student is a Master's degree or equivalent.

International students may require certification of their degree equivalence by the South African Qualifications Authority (SAQA). Contact the Postgraduate Administrator in the Faculty Office

for the address. The Faculty reserves the right to make a final judgement on the South African equivalence of a foreign degree and uses the NARIC system to determine degree equivalence globally.

Applications for coursework Master's degrees are usually limited and applicants are accepted on a competitive basis. Students interested in applying for admission should first consult the department concerned to determine closing dates for applications, and what documentation is required. Prospective candidates wishing to register for a PhD or a Master's by dissertation should have a discussion with the prospective supervisor prior to applying formally to the University. A formal application will have to be submitted online.

You will generally have to provide the following information:

- A curriculum vitae which includes your personal details, your academic history and any work experience.
- An official transcript of your university results (non-UCT students only).
- The name(s) of UCT staff members who have agreed to serve as your supervisor/s.
- For students that have not already engaged but have been provisionally accepted by a prospective supervisor (subject to Departmental and Faculty approval) then their application should include a brief outline of the area of interest for research towards your Master's or PhD degree. This letter together with the rest of your application will be circulated within the potential host department and supervisors may choose to contact you or not.
- Proof that you meet the minimum English language requirement for admission.

Advice on application procedures can be obtained from the Postgraduate Administrator in the Science Faculty Office.

Do not arrive at UCT until you have been formally notified by the Faculty of Science that you have been accepted for postgraduate study.

English Language Proficiency

International students from non-English speaking backgrounds are required to provide proof of English proficiency and may need to take a test.

Supervision of the Dissertation / Thesis

The principal supervisor must be a full-time permanent member of the academic staff of the Faculty. Co-supervision by persons within or outside the University is possible, but a person employed outside of the University may not act as a principal supervisor. An adjunct staff member may act as principal supervisor on motivation by the Head of Department (HoD) and Faculty, subject to the approval of the Deputy Vice Chancellor for Research. The respective roles of the supervisors (e.g., project inception, funding, skills proffered) should be detailed within the Memorandum of Understanding (MoU).

The choice of supervisor must be approved by the HoD. It is important that the HoD is satisfied that the proposed supervisor has adequate knowledge, time and resources to supervise the proposed research. In the case of Doctoral candidates, the DDB is also responsible for the adequacy of the supervisor. Academic staff who do not have a PhD, will not normally supervise PhD degrees. In rare cases, people who are experts in their fields and have prior supervisory experience, but who do not have a PhD, are approved by the DDB to be the primary supervisor of a PhD thesis.

In the case of a student currently registered at UCT, the process of finding a supervisor which is outlined above will normally take place during the year prior to embarking on further postgraduate study.

Selecting a Research Topic

The selection of a topic for research for a Master's or PhD may occur in two ways. Either the topic of research is identified by the prospective student, or a supervisor might provide several possible projects from which the student can choose; either way, the supervisor and student need to agree on the selected research topic. The suitability of a research topic depends not only on its intrinsic academic merit, but also on funding realities. It is, however, the responsibility of the candidate to make the final selection, and it is wise to choose a topic of strong interest rather than one offering better funding.

Registration

First Registration

Research Master's and PhD students

There is no specific date for first registration of newly entering postgraduate students who are registering for a PhD or Master's degree (by dissertation only) - commencement is by mutual arrangement with the supervisor. However, Master's and PhD students who need to have the year of first registration counted as an academic year for their minimum period of registration (1 year for a Master's, 2 years for a PhD) must have been registered for the degree concerned by 30 April. Registration follows formal acceptance by the Faculty for admission. Registration instructions are available on the Sceince [webpage](). First-time registration at any time in the second semester incurs 50% fees. Click [here]() for detailed information on fees.

Master's registration requires a short proposal (1-3 pages) subject to approval by the HoD and Deputy Dean outlining *inter alia*:

*   The topic to be investigated;
*   Familiarity with the central literature within the broad field of study; and
*   Clarity on the research methods.

PhD registration requires a short written research proposal (at least 3 pages), outlining the scope and intentions of the research. New PhD students will generally be required to develop a full research proposal during the first six months of their registration. Failure to produce a satisfactory proposal within the allotted time frame may lead to termination of registration at the end of the first year of registration. Acceptance of the full PhD proposal may involve the candidate presenting a seminar, based on a written research proposal, to departmental staff, other postgraduate students and others with specialist knowledge in the field of study, which demonstrates, *inter alia*, the following:

*   The candidate is familiar with the main literature in the field.
*   There is enough scope in the topic for a PhD and there is a clear definition of the hypothesis proposed.
*   The candidate has the ability to undertake the work.

*   The potential contribution to knowledge has been identified and there is a clear definition of the key questions to be addressed in the context of the proposed hypothesis.
*   The method of research is sound and achievable and there is a clear knowledge of the experimental procedures to be used, and both the methods and analyses to be pursued in producing the results.

Final responsibility for registration and acceptance of a PhD student lies with the DDB.

Master's by Coursework and Minor Dissertation

Students registering for Master's by coursework and minor dissertation need to do so by the first day of lectures. Normally a specific day is set aside (consult with the department concerned in this regard) to complete registration procedures. Registration must be completed by the deadline or students will be subject to a fee penalty. When registering for the minor dissertation component (as a separate course code), an MoU will need to be completed.

International Students

All international students are required to go through a clearance / pre-registration process with the International Academic Programmes Office (IAPO) **BEFORE** Faculty registration. International students cannot register without clearance from IAPO. For pre-registration, you need to produce your passport with your valid UCT study permit, proof of medical insurance / aid and proof of payment of your fees. The registrations of international students cannot be approved without clearance.

Queries

Any queries should be directed to IAPO:

*   **Tel:** 021 650 2822
*   **Email:** [iapo@uct.ac.za]()

In addition to standard tuition fees, all non-SADC international students are required to pay a non-refundable service administration fee. Students enrolling for Master's degrees by coursework and minor dissertation, are also charged an International Term Fee (ITF).

The Faculty offers Faculty International Student Bursaries (FISB) to deserving international Master's students registering for the degree by coursework and minor dissertation. Further details and application forms are available from the supervisor or the Postgraduate Administrator in the Faculty Office.

Renewal of Registration

Each candidate is responsible for maintaining continuous registration by reregistering each year. Registration instructions, are available on this webpage. See Fees Booklet for deadlines for registration for returning students, **a penalty fee is charged for late registration**.

In November, each student's progress will be considered against the objectives agreed to in the MoU or PandPA. Each supervisor is required to comment on the progress of their students and if the progress meets the work plan outlined in the MoU or PandPA then the student will be coded CONT (academically eligible to continue) and may proceed to register for the following year.

Change of Registration

It is possible to change the status of registration during the process of study. Thus, it is possible for registration for a Master's degree to be changed to a PhD if the supervisor believes that the student has made good progress, has shown suitable potential and that there is scope within the project to lead to a higher qualification. This would normally occur at the start of the second year of Master's registration, and at the latest must occur by the end of the second year of Master's registration.

It is not possible to backdate PhD registration to the first year. It is also not possible to use the work of the Master's degree towards a PhD after the examination process. Similarly, it is possible to change registration from a PhD to a Master's degree, but this must occur before examination. It is not possible for a Master's degree to result from a failed PhD.

The documents to be submitted to the Faculty Office (in order to process a change in registration from Master's to PhD) include a letter of motivation signed by the supervisor(s) and HoD, a PhD research proposal, and a formal application submitted online.

The documents to be submitted to the Faculty Office (in order to process a change in registration from PhD to Master's) include a letter signed by the student requesting the change, together with a motivation from the supervisor(s) and HoD and a formal application submitted online.

Leave of Absence / Cancellation / Discontinuation of Studies

If it is impossible for a candidate to continue with their studies / research in any given year (for example due to serious illness, maternity leave or on compassionate grounds) but they intend continuing in the following year then they must apply for LOA, in writing, to the Faculty Manager: Academic Administration. LOA can be awarded for a full year, the first six months or the second six months of the year.

At PhD level a maximum of one year LoA is allowed by the DDB. The request for LOA must include the Application for LOA form ACA38 and must state the period, the reasons and include supporting documentation (e.g. medical certificate), and have the signed support of the supervisor and HoD.

Cancellation / Discontinuation of Studies

If a candidate will be discontinuing studies then they must formally cancel registration in writing on the prescribed Form ACA8.

Applications for retrospective cancellation of registration are not accepted, in addition, there are specified dates after which no fees will be refunded (see Fees Booklet).

Supervision

Supervisor(s)

All students who register for the dissertation component will be formally allocated a supervisor, who is responsible for giving guidance. Co-supervision by people from within or outside of the University is possible, but the principal supervisor should be a full-time academic member of staff within the department in which the student is registered and must always be a UCT employee. Emeritus Professors may continue as principal supervisors of students who were registered

under them before their retirement. However, both Emeritus Professors and Honorary Research Associates may only act as co-supervisors, (not as principal supervisor) with newly registering Master's and PhD students.

An adjunct staff member may act as principal supervisor on motivation by the Head of Department and Faculty, subject to the approval of the Deputy Vice Chancellor for Research.

The respective roles and contributions to a postgraduate research project can be detailed within the MoU acknowledging where appropriate the person(s) responsible for the inception of the project, funding, skills and duties to fulfil during the project.

The approval of supervisors is the responsibility of the HoD, even though a student may have approached an individual staff member, or vice versa. The HoD must be satisfied that the supervisor has the necessary expertise, knowledge, skills and resources, time and funding to supervise the research. If the HoD is not satisfied that the experience / expertise of the supervisor is sufficient, or that they are overcommitted, they may insist on a co-supervisor being appointed.

Typically a UCT supervisor will be permitted to supervise a maximum of six postgraduate students (Master's and PhD level combined) doing full time research dissertations.

Generally, members of staff should hold a PhD in order to supervise both PhD and Master's students, but this does not necessarily exclude a member of staff without a PhD from supervising a PhD or Master's. Without exception, any member of staff without a PhD seeking to be the primary supervisor of a PhD candidate will require formal approval by the DDB. The application to the DDB should be brought by the HoD, via the Dean, motivating the case. In the case of applicants with a track record of successful co-supervision, this accreditation will not usually be withheld.

MOU Between Postgraduate Students and Supervisor(s)

MOU ACA47 and Progress and Planned Activities (PPA ACA48) form

The Memorandum of Understanding (MoU) is a formal agreement between a postgraduate student and their supervisor regarding their expectations of each other, and the requirements for the research for their degree.

The intention is for students and supervisors to discuss and agree on several important issues at the point of registration. While this document may seem daunting, it is important to complete each section with care. In addition to helping plan the Master's or Doctoral Research programme, the MoU will be referred to in the case of any conflict or dispute arising during the course of study. Common disputes include issues over who funds research, authorship, intellectual property rights, insufficient contact time and feedback from supervisors.

In addition to the actual outline of the research proposal, students and supervisors should agree on **the milestones** that need to be achieved so that students can graduate in the expected time for a Masters (2 years) or Doctoral (3 years) degree. This is important, as postgraduate funding is limited to the expected duration of the degree.

Students and supervisors need to have a discussion on what **funding** the postgraduate student has to support themselves, prior to embarking on the degree. There should also be a clear understanding of what financial resources are available to **cover the cost** of research incurred by the student.

It is also important to agree on a number of important **intellectual property issues**, prior to commencement of the degree, including authorship, use of third party data, plans for management of research data, and compliance with UCT's intellectual policy guidelines.

It is also essential to discuss whether the proposed research requires **ethical approval, permits to collect material, and biosafety approval** prior to commencement of any research.
The Progress and Planned Activities (PPA) form is an extension of the original MoU and captures the progress made by the student in the previous year of registration, as well as the planned activities for

the year ahead, towards the completion of the requirements for the degree. The PPA is completed at the start of the second and subsequent years of registration. This process represents an annual review of progress and should be seen as an extension to the initial MoU. If in the opinion of the supervisor, adequate progress is not being made, the PPA form should clearly lay down criteria (such as submission dates and milestones) against which further progress shall be measured.

In November of each year, each student's progress will be assessed according to the criteria laid down in the MoU or PandPA form. If progress is deemed to be unsatisfactory, a candidate may be refused permission to reregister in the following year.

Roles and Responsibilities of Students and Supervisors(s)

Responsibilities of the student include:

- To acknowledge and accept primary responsibility for their education.
- To demonstrate a good work ethic.
- To strive to meet the expected throughput rate (18 months for a Master's by dissertation, 3 years for a PhD).
- To share ideas and to work collegially.
- To participate in and to contribute to the life of the department, including being available to demonstrate at undergraduate practicals / tutorials.
- To commit to co-publication with the supervisor(s).
- To be familiar with the University rules, particularly regarding plagiarism, and to commit to respecting those rules.

Responsibility of the supervisor(s) include:

- Giving guidance about the nature of research and the standard expected, the planning of the research programme, literature and sources, attendance at taught classes, requisite techniques (including arranging for instruction where necessary), and about the problem of plagiarism.
- Maintaining contact through regular tutorial and seminar meetings, in accordance with the faculty / departmental policy and in light of discussion of arrangements with the student.
- Being accessible to the student at appropriate times when the student may need advice.

- Giving detailed advice on the necessary completion dates of successive stages of the work so that the whole may be submitted within a scheduled time.
- Requesting written work, as appropriate, and returning such work with constructive criticism, in reasonable time.
- Arranging, as appropriate, for the student to talk about their work to staff or graduate seminars, and to have practice in oral presentations.
- Ensuring that the student is made aware of inadequate progress or of standards of work below that generally expected.
- Ensuring that the candidate is (or becomes) familiar with, and observes, one of the internationally recognised guides to scholarly conventions on presentation, documentation of sources and the like. The candidate must:
  _ Adopt and use a standard convention for citation and referencing;
  _ Attribute, cite and reference all significant contributions to, and quotations used in, the thesis;
  _ Be aware of the consequences of any attempt to pass on work of others as his or her own, or other forms of plagiarism, namely an end to any prospect of scholarly career, a failure, and disciplinary measure.

Conflict Resolution

Conflict Resolution Process for a Supervisor-Postgraduate student relationship

This process relates to conflict in the context of the Memorandum of Understanding (MOU) and Progress and Planned Activity (PPA) forms agreed between a student and a supervisor.

Conflict is not necessarily to be avoided; it can result in creative new ideas, and the advance of knowledge. The very nature of the academic enterprise assumes that ideas may be challenged. Conflict should be handled early; it is easier to deal with small issues, as and when they arise. The longer an issue is left unattended, the less likely the possibility of a resolution.

If a conflict arises between a postgraduate student and a supervisor, the parties should, if possible, first try to resolve it amicably. If informal discussion is ineffective in resolving the conflict, then the parties

should put their disagreement in writing, and submit this record to the Head of Department (who may refer the conflict to the appropriate Faculty structure) for resolution. If the supervisor is the Head, the record should be referred directly to the Deputy-Dean charged with Postgraduate Affairs.

If this route and action does not resolve the conflict within a month then the student or supervisor should refer the record to the Deputy-Dean. If the supervisor is the Deputy Dean, the record should be referred to the Dean. If this does not resolve the conflict, (or if the supervisor is the Dean), the student or the supervisor should refer the record to the Deputy Vice-Chancellor for Research and Internationalization.

If at any stage the student or supervisor has any reservations about this conflict resolution process, they may consult the office of the Ombud.

Grievance Procedures

If the conflict between a postgraduate student and their supervisor is not resolved by the above process, the student should refer to Senate Procedures for Student Complaint in the General Rules and Policies Handbook 3.

Supervision and Attendance at the University

During the period of registration, a higher degree candidate will be expected to be available on campus for discussion with their supervisor(s). For persons who are based outside Cape Town there is generally an expectation that the candidate will spend some period on campus interacting with the supervisor(s); the expected time spent on campus varies by department and must be clarified with the supervisor(s) and HoD.

A candidate must be prepared to make themselves available for discussion at the University if required.

Unsatisfactory Progress and Appeals

In November of each year supervisors are required to provide the Faculty Examinations Committee (FEC) with a statement as to the progress (satisfactory or unsatisfactory) of their Master's and PhD students. In this context progress is relative to the stated objectives within the MoU or PPA and takes into consideration factors that may have impeded progress that are not within the control of either the student or supervisor.

In all cases where progress is unsatisfactory, despite mitigating factors, the student will be given a chance to respond to the supervisor's statement. The FEC will deliberate on the report submitted by the supervisor together with the response from the student, as well as the MoU or PPA.

If the appeal is upheld, the student will be allowed to re-register and will be assigned a progress of 'FEC concession to continue' (FECC). A new PPA form will be required to be completed with the supervisor, before registration, in which the objectives for the following year are clearly stipulated. If the student's 'unsatisfactory' progress is upheld by the FEC, the student will be coded 'academically ineligible to continue' (RENN) and may not re-register.

Appeals against this decision can be submitted to the DVC via the Deputy Registrar **Mihloti Mkhatshwa** ✉ mihloti.mkhatshwa@uct.ac.za by research students, or to the Faculty Readmission Appeals Committee (RAC) by students registered for the coursework component of a Master's degree.

The student may decide not to continue with their studies in which case they must complete a 'Cancellation of Registration' form and submit it to the Faculty office for processing.

In select circumstances, the FEC may award a probation period to a student until re-registration commences. The student will be assigned a progress of 'status pending FEC decision' (FECP). The student will be informed of this decision in writing and will be required to immediately meet with their supervisor(s) and prepare a new PPA form within a specified period. Here the student and supervisor must devise a new work schedule for the stated period during which clear objectives must be agreed upon for a reassessment of progress.

At the end of this probation period the supervisor will again be required to provide the FEC with a statement as to the progress (satisfactory or unsatisfactory) of the student. Should the progress during this "pending" period be satisfactory, the student will be assigned the progress of FECC and will be allowed to register for that year.

If progress is again considered to be unsatisfactory and the FEC supports this decision, then the student will be coded RENN and will not be permitted to register. Students have the right to appeal this decision if there are relevant extenuating circumstances that might have impeded progress.

Appeals against this decision can be submitted to the DVC via the Deputy Registrar **Mihloti Mkhatshwa** ✉ mihloti.mkhatshwa@uct.ac.za by research students, or to the Faculty Readmission Appeals Committee (RAC) by students registered for the coursework component of a Master's degree.

Ethics

The issues of ethics and intellectual honesty are vital to university life. The Faculty takes the issue of ethics in research very seriously and to this end has established a Research Ethics Committee which considers the following:

- All ethical matters related to research in the Faculty including, but not exclusively, conflicts of interest, authorship, the relationships between junior and senior research workers, and the role of the scientist in society.
- Any ethical issues brought to the attention of the Committee by researchers in the Faculty.
- To screen and approve, or otherwise, all research proposals in the Faculty that relate to human or animal subjects; this includes proposed research involving students or staff, by UCT researchers or by outside visiting researchers.
- To be aware that research questionnaires involving human subjects have ethical dimensions, and that research involving staff or student perceptions of race, identity or ethnicity also have ethical dimensions.
- To report to the Senate Ethics in Research Committee and, in addition, report all instances of unethical or improper research practice to the Dean for referral to the Chair of the University Research Committee.

At the time of first registration, the supervisor(s) will have to acknowledge a statement in the MoU relating to the need for any ethical clearance required for a student's research.

A particular (and unfortunately growing) ethical issue is that of plagiarism. Plagiarism is passing off someone else's work as your own: it results from inadequately acknowledging sources of data, analyses and ideas, and includes direct copying of passages of text. It is dishonest, and it has no place at a university. If students are in any doubt on issues relating to plagiarism, they must consult their supervisor(s) or the Ethics Committee. Instances of plagiarism will be taken to the University Court and may have very serious consequences, including rustication or even expulsion.

All Master's candidates, at the time of submission, are required to submit a declaration, which should be included in the dissertation, stating: 'I know the meaning of plagiarism and declare that all of the work in the dissertation, save for that which is properly acknowledged, is my own'.

The PhD declaration is discussed in the next section. If in any doubt regarding ethical issues relating to research, seek advice from your supervisor(s) or HoD.

Submission of a Dissertation / Thesis

Timing and Process of Submission

At the conclusion of research, the candidate must submit a dissertation or thesis for examination. This usually occurs after receiving an indication from the supervisor(s) that the product is in a form which is acceptable for submission. However, a candidate is not prevented from submitting without the supervisor's approval. If a candidate intends submitting a Master's dissertation for examination they must inform the HoD in writing, with a copy to the Dean, of such an intention two weeks in advance of the planned submission date. The supervisor(s) will then nominate suitable examiners for approval by the HoD and the Dean. If submitting a PhD thesis, the candidate must inform the Doctoral Degrees Board Officer (Masingene Building) in writing of such intention one month prior to the planned submission.

The dates for submission of dissertations and theses are:

- **Beginning of June** for persons hoping to graduate in December; and
- **1 September** for students hoping to graduate in April.

Students who do not submit by the registration deadline will be required to re-register before submitting. Where a student who submitted prior to the start of term is required to revise and resubmit a dissertation / thesis, they must register and pay the academic fee for that year. If the examination result is not available prior to June graduation, the student will be registered by the Faculty for that academic year but does not have to pay fees.

Note: while the student must pay the full fees when re-registering for a revision of their dissertation / thesis, that they will be reimbursed a portion of their fees provided they complete their revisions timeously (e.g. within a quarter or semester).

Format, Length and Title Page

Format

Students must submit for examination a digital copy in the format specified. Students may be required to submit copies of the dissertation in temporary binding if an examiner requests a hard copy of the dissertation. Where a hard copy is required, formatting is at the candidate's discretion, but using A4 paper is the expected norm. Reasonable width margins (2 - 2.5 cm) are desirable to ensure that binding does not impede reading of the text. However, candidates should consult their supervisor(s) early in the process. The contents must be printed in either double or one and a half spacing using a common font throughout. Printing on both sides of the page is encouraged, but a reasonable weight paper must then be used.

A candidate who contemplates including published papers in their dissertation / thesis must accept that approval to do so is not automatic. Refer to the Guidelines for the inclusion of publications in the PhD thesis, available from the DDB or Faculty Office, for further information. If a candidate contemplates doing this, they must note this in their MoU / PPA with their supervisor each year. In addition, the candidate and supervisor are advised to seek the advice of the Faculty's Higher Degrees Committee about their plan to do so at an early stage. While the faculty committee will not be able to give a binding answer in the case of PhD candidates, it will be able to indicate to the candidate and their supervisor whether:

- It is likely to support the proposal. Where published papers are included, the thesis must nonetheless show acceptable academic style, scholarly content and coherence as a connected account with a satisfactory introduction, statement of thesis and conclusion.
- It is unlikely to support submission according to the plan outlined. A binding decision can only be given by the DDB for PhD candidates. It is accepted that this may not be possible until sometime into the work.

A request to include publications in a thesis / dissertation should generally include the following:

1. Title of thesis.
2. A brief overview of the thesis structure (it must include a general introduction and a discussion chapter that pulls the various chapters in the thesis together).
3. A list of publications that will be included as self-standing chapters, with the authors, title and journal information, together with a comment on the student's contribution to each article.
4. Declaration from each co-author and supervisor(s) that they agree that the article may be included in the thesis, and what their individual contributions were.
5. Declaration from any student co-author that the work won't be used for their higher degree purposes.

Ethical and responsible conduct of research is critical for excellence, as well as public trust, in research. Consequently, education in the responsible and ethical conduct of research is considered essential in the preparation of academic, research staff, research ethics committee members and postgraduate students.

Office of Research Integrity (ORI)
UCT's Responsible conduct of Research (RCR)
Policy Section 4.1

For a Master's degree a candidate must submit for examination a digital copy in the format specified, plus upon request, up to two copies of the dissertation in temporary binding for submission to examiners; to the Postgraduate Officer in the Science Faculty Office. Once the dissertation has been finally accepted, submit to the Faculty Office a digital copy of the final corrected version of the dissertation in the format specified for the Library. For a PhD a candidate must submit for examination a digital copy in the format specified, plus upon request, up to three copies of the thesis in temporary binding for submission to examiners; to the Doctoral Degrees Board Officer. Once the thesis has been finally accepted, submit to the Doctoral Degrees Board Office a digital copy of the final corrected version of the thesis in the format specified for the Library.

Length

In the case of a PhD, the thesis may not exceed 80,000 words. If it is felt that it is essential to exceed this length, special permission must be obtained from the Dean. It is the expectation that a Master's degree by dissertation only should be substantially shorter than this; on the order of 35,000 words (~80-100 pages) would be the expected norm. Minor dissertations completed as part of a Masters by coursework and minor dissertation should be shorter than full dissertations; on the order of 50 pages or 17, 000 – 25,000 words.

Title Page

There must be a title page which includes the dissertation / thesis title, name of candidate, name of the supervisor and co-supervisor(s), name of department, University and the month and year of submission. The following is the recommended wording used after the thesis title and name of the candidate:
Dissertation (or Thesis) presented for the degree of Master of Science (or Doctor of Philosophy) in the Department of ... University of Cape Town Month and Year Supervisor(s)

For a Master's by coursework and minor dissertation the wording should read *'Minor Dissertation presented in partial fulfilment of the requirements for the degree of...'*

Plagiarism Declaration

Following the title page there should be a page containing the following signed statement by the candidate:

'I know the meaning of plagiarism and declare that all of the work in the dissertation (or thesis), save for that which is properly acknowledged, is my own'.

Publication

When presenting a thesis a candidate shall be deemed by so doing to grant free licence to the University to publish it in whole or in part in any format that the University deems fit. No publication may, without the prior permission of Senate, contain a statement that the published material was or is to be submitted in part or in full for the degree.

Declaration of Free Licence

In the case of PhD students, the candidate is required to sign a declaration stating:

'I hereby:
a) grant the University free license to reproduce the above thesis in whole or in part, for the purpose of research;
b) declare that:
i. the above thesis is my own unaided work, both in conception and execution, and that apart from the normal guidance from my supervisor(s), I have received no assistance except as stated below;
ii. neither the substance nor any part of the thesis has been submitted in the past, or is being, or is to be submitted for a degree at this University or at any other University, except as stated below.

I am now presenting the thesis for examination for the Degree of PhD.'

Referencing

Forms of referencing must be standard for the discipline and must adhere to a recognised international convention, agreed with the supervisor(s).

AI: A Guide for Students and Researchers

UCT's Centre for Innovation in Learning and Teaching (CILT) in collaboration with the Artificial Intelligence (AI) Tools in Education Working Group has launched three guides to help staff and students navigate artificial intelligence (AI) and AI-driven tools such as ChatGPT in their teaching and learning, assessments and other work.

These guides will help the UCT community understand the potential positive and negative impacts of generative AI technologies and their repercussions for higher education.

AI for Teaching and Learning

The availability and uptake of generative Artificial Intelligence (AI) tools such as ChatGPT is impacting on the ways in which staff and students in universities teach, learn and assess. There are both risks and opportunities for an educational future shaped by the availability of AI tools, and both staff and students need to be aware of these in the context of the field of study and teaching of their discipline. The technologies themselves are rapidly evolving but there is an emerging consensus that students and staff need to develop ways of ethically using these technologies, be aware of the constraints and limitations but also the potential for innovation and enhancement in teaching and learning.

In response to teaching staff questions and as a way of keeping abreast of developments and issues, we have developed a series of guides for both staff and students.

Student Guide: Using ChatGPT and other AI Tools in Education

The Student Guide: Using ChatGPT and other Artificial Intelligence (AI) Tools in Education provides valuable advice on ethical practices when using this technology in an educational setting. The guide provides useful insights and recommendations on how to approach these tools responsibly. Discover potential applications, examine ethical concerns, and access additional resources.

Researchers' Guide: Ethical use of generative AI for research purposes

The availability and rapid uptake of Artificial Intelligence (AI) tools poses both challenges and opportunities for researchers. The Researchers' Guide: Ethical use of generative AI for research purposes looks at how generative AI is starting to be used, the implications for research integrity, and suggestions on how these tools can be used productively and ethically for the research process.

> We're going to have to grow our understanding through the sharing space – and that's a rich space in the higher education sector. We don't want any more barriers in terms of engagement with tools that make equal participation difficult.
>
> Sukaina Walji, CILT Director
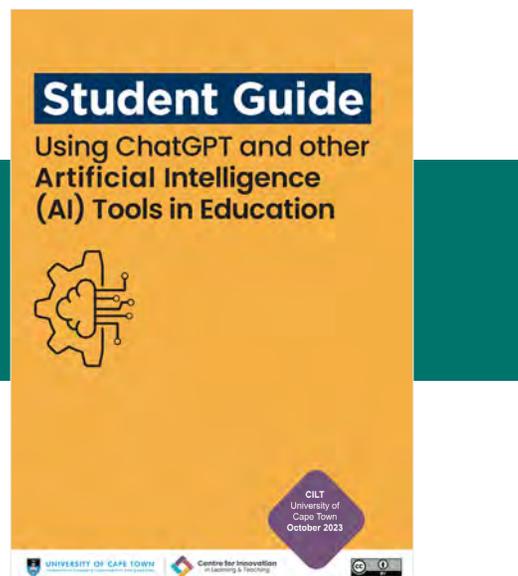
Examination

The system of independent external examination lies at the heart of credible quality assurance. The examination of Master's dissertations involves two examiners (at least one of whom must be at an institution of high academic standing outside of South Africa). The examiners are selected based on their knowledge in the field within which the research is located. Appointments of examiners of Master's dissertations are subject to approval by the Dean.

At the Doctoral level, the thesis is examined by three external experts in the field, at least two of whom are based at an institution of high academic standing outside of South Africa. Appointments of examiners of PhD theses are subject to the approval by the DDB.

In all cases, the identity of the examiners is kept strictly confidential from the student. This confidentiality remains in force until the examiners give permission for their identities to be known after the examination process has run its full course (note that the examiners have the right not to give this permission). Supervisors are not permitted to contact examiners during the examination process. No dissertation or thesis will be examined under conditions of secrecy, though it is possible to apply for temporary confidentiality of a dissertation or thesis under examination where there is good reason for a short delay in making the research public (see secrecy conditions on page 20).

What is Expected of a Master's Dissertation?

In order for the degree to be awarded, a Master's dissertation must indicate that a candidate has successfully completed a programme of training in research in that they:

- Understand the nature, objectives and scientific principles underlying the investigation;

- Adequately acquainted with the relevant literature;
- Have mastered appropriate techniques and analytical methods;
- Assess the significance of findings in a thorough and logically-coherent manner;
- How evidence of critical and independent thought; and
- Report on the study in an acceptable scientific format (in accordance with Faculty rules and norms) that is satisfactory in both presentation and literary style.

A Master's degree is essentially a training course to equip a candidate with skills necessary either for employment in a given field, or for further independent research. Consequently, the dissertation need not involve original research, distinctly advance knowledge of the subject or be potentially publishable in a peer- reviewed scientific journal.

Awarding a Master's with Distinction

Master's degrees are awarded with distinction in exceptional cases only. Usually a unanimous decision from both examiners is required, but a distinction may be awarded by the Master's Degree Committee if one examiner recommends this and the other examiner does not object and their comments are both very positive and criticisms relatively minor.

To recommend that the degree be awarded with distinction, the examiner should be of the opinion that the work is outstanding at the Master's level, bearing in mind the time available to the candidate (usually between twelve months and two years), the methodological complexities involved, and the intellectual difficulty of the particular subject matter. As a guideline, examiners might consider a dissertation to be worthy of a distinction if it fulfils most of the following criteria:

- The standard is in the top 20%, approximately, of the Master's dissertations that they have examined.

Turnitin: Submit and view your written work to build academic integrity

Turnitin is web-based software that matches submitted student work to the texts in its database. The Turnitin database consists of: live and archived internet documents, papers previously submitted to Turnitin from your own and other institutions, and paid for publications to which Turnitin subscribes. When a document is submitted to Turnitin, it will return a Turnitin Originality report, highlighting any pieces of text that exactly match anything in its database, and noting which text in its database the submitted text is similar to.

- The structure and layout of the dissertation is excellent.
- The presentation is excellent. Some minor editorial errors (such as formatting, grammatical or spelling mistakes) may be tolerated and referred to the candidate for correction. Ubiquitous and careless errors in presentation that point to a lack of exactitude should militate against the award of a distinction.

Distinctions are not awarded to PhD theses.

Assessment of Examiners' Reports

In the case of Master's degrees, the examiners' reports are submitted to the HoD who writes a consolidated report, taking all examiners' comments into account. The HoD makes a recommendation to the Dean on the outcome of the examination and whether a distinction should be awarded or not. The Dean will then make the final decision on the outcome.

In the case of the Master's degree by coursework and minor dissertation, a candidate must obtain a distinction in each of the coursework and dissertation components, in order to be awarded the degree with distinction. Likewise, both components must be separately passed to achieve an overall pass.

In the case of Doctoral degrees, the reports are received by a Committee of Assessors, chaired by the Dean, who evaluate the reports and make a recommendation to the Doctoral Degrees Board who makes the final decision.

After a decision is reached, the Faculty Office (Master's) or DDB (PhD) sends a letter to the candidate, the HoD and the supervisor(s) informing them of the outcome.

Where improvements and corrections are required, the student must consult with the supervisor(s) for advice on what needs to be done. It is the responsibility of the supervisor(s) to oversee the corrections which will be subject to approval by the HoD and, in the case of Master's dissertations, the Dean or Dean's nominee. The Chair of the DDB is responsible for approving corrections in the case of PhD candidates. Such corrections should be completed within six months (Master's) or one year (PhD) of notification. *It is important to note that if the outcome of the examination is revise and resubmit for re-examination, the candidate has only one chance of resubmission, i.e. the option to revise and resubmit is not available in the re-examination.*

Once a decision is taken to award the degree, a copy of the dissertation / thesis is lodged with the library's digital repository.

Intellectual Ownership
Secrecy Conditions

The principle that all research results should be freely available governs all research conducted at the University of Cape Town. Therefore, no-one will be allowed to undertake research, if the results of which may not be published. However, on rare occasions there may be a good reason for a short delay in making a thesis or dissertation available to anyone other than the supervisors and examiners. The University of Cape Town will consider giving such a dispensation on application to the Doctoral Degrees Board in the case of the PhD or Faculty in the case of a Master's. Good cause must be shown for the suppression of a thesis. The suppression period, which starts at graduation (confer date), may range from a minimum of six months to a period not exceeding three years.

The Doctoral Degrees Board (DDB) or Faculty will consider each application (either at a meeting or by Chair's Circular) and will decide after consultation with the Research Contracts and Intellectual Property Services Office (RCIPS).

If such permission is given, the thesis will not be added to UCT Library's OpenUCT digital repository. Only at the end of the specified period, the thesis will be added to UCT Library's OpenUCT digital repository.

Application **must be made** *before* the time of uploading the thesis for examination so as to enable the DDB / Faculty (by means of an amended Examiner Declaration Form) to place the examiners under an obligation of confidentiality and to make clear to examiners that, should they wish to discuss the thesis for purposes of examination, the DDB / Faculty must be informed beforehand so that the DDB / Faculty can place such persons under an obligation of confidentiality as well.

Copyright

The University recognises the rights of those who have ownership of copyright. Members of the University are explicitly prohibited from infringing copyright, either in terms of publications or software.

A candidate may, subject to prior approval of their supervisor(s), publish part or the whole of the work done under supervision for the degree before presenting it for the examination. Copyright rests with the author. However, no publication may, without the consent of Senate, contain a statement that the published material was, or is to be, submitted in part or in full requirement for the degree.

Further, when presenting a dissertation or thesis, the candidate is deemed, by doing so, to be granting the University free licence to publish it in whole or in part, in any format that the University deems fit.

Patents

This is a complex issue and is governed by University rules and guidelines. Students wishing to pursue it should consult with their supervisor(s) and the Research Office.

Joint Publication

It is common practice for joint publications between the candidate and the supervisor(s) to be generated through the research process. There are differing conventions across the Faculty about the ordering of authors. This should be clarified and jointly agreed between the student and the supervisor(s) early in the MoU.

Incorporation of Students into Life at the Faculty

Postgraduate students are formally incorporated into the life of the Faculty through the following structures:

Orientation

An orientation event is held annually, at which postgraduate students are addressed on issues such as rights and responsibilities, administrative issues, institutional relationships, financing and so on. It is typically held in February and is open to all postgraduate students in the Faculty.

Dean's Advisory Committees

Postgraduate students are represented, via the PGHSSC, on the two main decision making bodies of the Faculty: the Health Sciences Teaching and Learning Committee and the Faculty of Health Sciences Faculty Board.

Post-Doctoral Fellows

For administrative purposes, to facilitate access to the various services on the campus, post- doctoral fellows are registered on the University's student system. This is done through the Postgraduate Centre in the Otto Beit Building. It is the position of the Faculty, however, that the post-doctoral fellows should be clearly and fully accorded the status of members of staff. They should be incorporated into the social and intellectual life of departments. It is the joint responsibility of Heads of Research Groups and Departments to ensure this occurs.

International Affiliates

International affiliates are usually postgraduate students or researchers who do not take UCT courses but wish to be affiliated to UCT while pursuing their own research towards studies at their own university. These visitors must first make contact with a specific department to obtain an assurance of the necessary resources to accommodate them in the host department. Once this assurance has been gained, admissions and fees are administered by IAPO. Affiliate status generally entitles visitors to a physical space in a department, library use and limited access to academic advice as negotiated with each department. A visitor's visa is sufficient for entry into the country. Please be sure to ascertain exactly what your host department can and is willing to offer you. Note that a host department may not offer you employment.

An affiliate may not take part in any taught classes. This includes auditing classes. You will therefore not be registered for UCT courses. As an affiliate you may, however, be invited to attend departmental staff seminars at the discretion of the host department.

First Timers on Campus

Maps

The maps (includes some links to Google maps) listed below can be used in conjunction with the building, department and office list on the UCT main, Staff and Students websites that lists buildings, departments and offices with their map co-ordinates.

Upper, Middle Campus and Lower Campus / Health Sciences Campus / Groote Schuur Campus / Hiddingh Campus / Breakwater Campus / Residence Maps

UCT SHUTTLE APP
STEP BY STEP GUIDE

UCT Shuttle
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GoMetra

GET IT ON
Google Play

Download on the
App Store

UCT Shuttle
UNIVERSITY OF CAPE TOWN
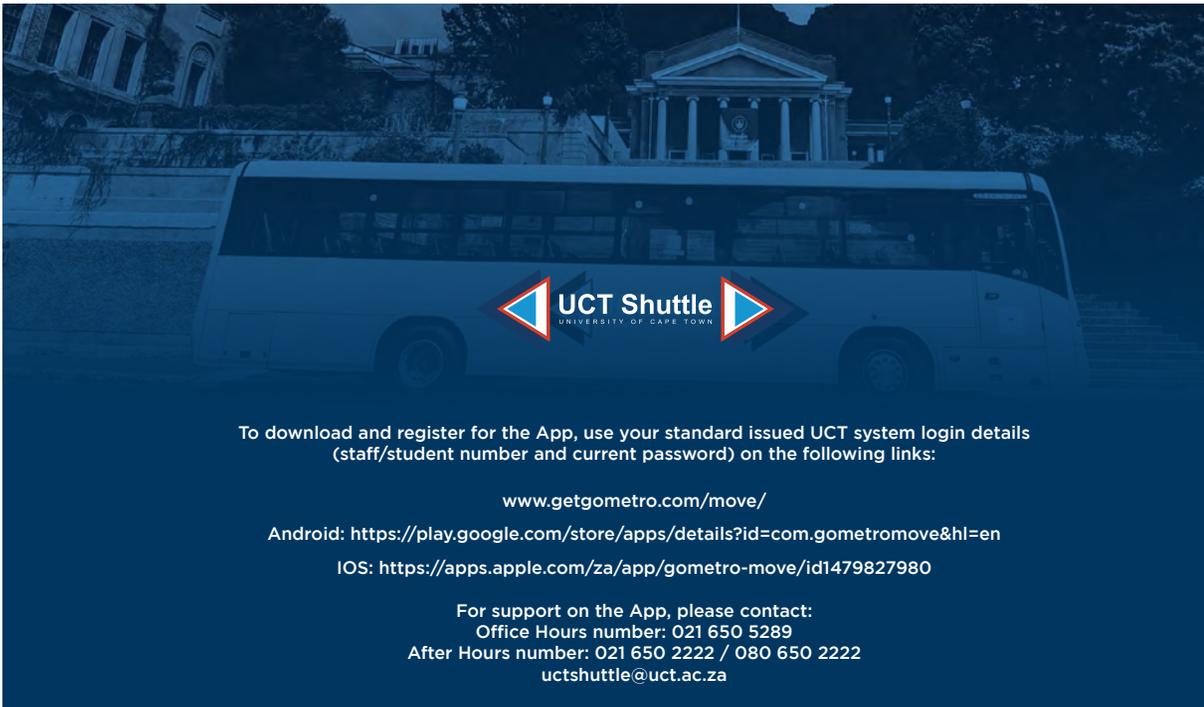
To download and register for the App, use your standard issued UCT system login details
(staff/student number and current password) on the following links:

www.getgometro.com/move/

Android: https://play.google.com/store/apps/details?id=com.gometromove&hl=en

IOS: https://apps.apple.com/za/app/gometro-move/id1479827980

For support on the App, please contact:
Office Hours number: 021 650 5289
After Hours number: 021 650 2222 / 080 650 2222
uctshuttle@uct.ac.za

Transport

UCT Shuttle Campus Bus

Day Service UCT Shuttle

The UCT Shuttle transports students and staff to and from the Health Sciences Campus from shuttle pick-up and drop-off areas on Upper Campus. This service operates from 06h30 to 18h00 every day, with the exception of public holidays and days over Christmas and New Year when the University is formally closed, when no service is required to be provided.

Only students and staff with valid UCT Access cards will be allowed to travel on these UCT Shuttle, all those students and staff who do not have valid cards needs to consult their Faculty or Access Control to acquire cards. During the period of study leave, examinations and university holidays, the service frequency may be attuned to cater for the reduction in passenger demands and to revise the timetables accordingly.

Outside of normal term time no service is required, during the period of academic holidays and study leave, the operator is at liberty to adjust the service frequency to suit passenger demand. However, at all times maximum passenger delays should not exceed one hour.

Night Service UCT Shuttle

The basic route of the night-time service links the Hiddingh Campus, the Library, the Lower Campus Student Learning Centre, the Computer Labs and the various residences. The operator may, subject to the operator drivers observing normal traffic laws, only pick- up and drop-off at authorized UCT Shuttle pick-up and drop off points. No student or staff will be allowed to board without a valid UCT Access Card.

The service is to be provided between 18h30 and 01h00 for the library and computer lab during term time, including the period of study leave. On Friday the service will end at 22h00. The service times are subject to review to take account of seasonal change. A service of at least 30-minute frequency should be provided. A reduced service may be required during short University vacations.

Weekend Shuttle

The basic route of the weekend service links the library, the Lower Campus student Learning Centre, the computer labs and the various residences. The drivers may only accept a valid student registration card issued by the University as payment for passengers boarding along the line of route. Fee-paying passengers are not allowed to use this service under any circumstance, as the primary intention is to provide absolute safety and security for students and staff alone. The service is to be provided between 10h00 and 22h00 for library and computer lab during term time, including the period of study leave. The service times are subject to review to take account of seasonal changes.

A scheduled service of at least an hour frequency should be provided, depending on demand. A reduced service may be required during short university vacations.

UCT SHUTTLE APP
AVAILABLE NOW
Download the app on google play or app store. Search for the 'GoMetro Move' App. Select 'UCT Shuttle' under Transport.

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UCT Shuttle

The UCT Shuttle is a free service and is the simplest way for students and staff to get around on campus. The Jammie runs on weekdays, weekends and holidays, and includes a late-night service.

A unique shuttle service, called the UCT Shuttle, is available free to all UCT students.

A fleet of 26 buses, including a special one for disabled passengers, operates between residences, all UCT campuses and some public bus, train and parking facilities in the local vicinity. **UCT Shuttle buses operate according to a strictly controlled schedule.**

The scheduled service is available on weekdays, weekends and holidays, during both term time and vacations. It also includes a late-night service. **Timetables are posted on UCT Shuttle notice boards.**

The UCT Shuttle is available only to the UCT community, so passengers are assured of safe, friendly, clean and comfortable transport at all times. The buses are environmentally friendly and equipped for sight- and hearing-impaired students.

UCT Shuttle Routes
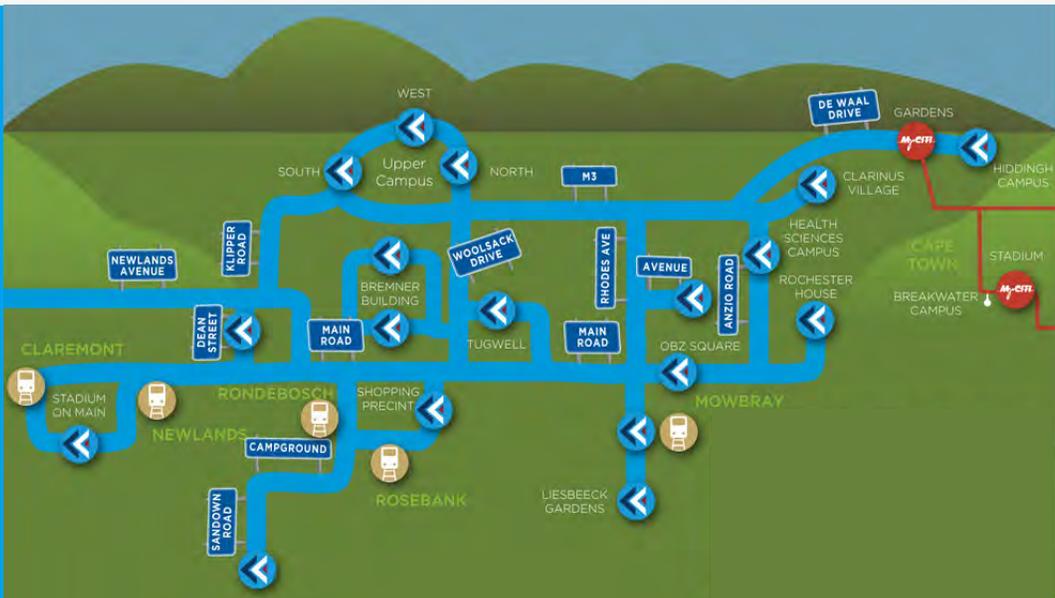
UCT Shuttle Route Maps and Timetables

Visit UCT's Student Services Transport page and download UCT Shuttle route maps and timetables to plan your route.

Transport at UCT starts with the UCT Shuttle, but it doesn't need to end there. There are a range of public and private transport options to help you get around campus and the city.

Hop on, hop off

The **UCT Shuttle** is the easiest way to get from point A to B. It's free for students (if you show your student card) and runs weekdays, weekends and holidays. It even includes a late-night service. *Check out* students.uct.ac.za/students/services/transport-parking/jammie-shuttle/routes-timetables for route maps and timetables.

Golden Arrow buses are easily accessible from the UCT Shuttle stops in Claremont and Mowbray.
Check out gabs.co.za for route maps and timetables.

MyCiti integrates with the UCT Shuttle at the Gardens station in Buitenkant Street. From there you can head into Vredehoek, Oranjezicht and the city centre. The rapid bus service also runs to Salt River, Woodstock, Table View, Century City, the West Coast, Khayelitsha, Mitchells Plain, and the Atlantic Seaboard all the way to Llandudno and Hout Bay.
Check out myciti.org.za for route maps, routes of the feeder services and timetables.

Listen out for the gaartjie

Minibus taxis pick up and drop off passengers along virtually every main route in the city. The Mowbray and Claremont UCT Shuttle stops are a few steps away from minibus taxi hubs, and there are multiple stops near some UCT residences. Make sure you have the exact change ready for your trip. The *gaartjie* is Cape Town slang for the guy who calls out the route, opens the doors and collects the fares. **Remember, don't get into a taxi if it is empty, avoid taking taxis that are not on standard routes, avoid displaying valuables in the taxi.**

Share a cab

Metered taxis (including Uber) are just a phone call or SMS away. You can save money by sharing a ride, and it's the safer option if you've had a drink or two!

Down the line

Cape Town has a good rail service that fans out across the city. The Southern Line stops at Mowbray, Observatory, Rosebank and Rondebosch stations, both within walking distance of UCT's lower, middle and upper campuses. *Check out* metrorail.co.za and Metrorail stations for routes and timetables.

Car pool

First-year students aren't allowed to bring cars onto campus, but you can apply to park at Rhodes Memorial, which is just a short walk away. You can apply for a disc at the traffic administration offices on upper campus.

And do think about carpooling! You can access the P4 carpool parking lot on upper campus if three or more student or staff cards are swiped at the boom within 10 seconds of the first swipe. Just remember one of you must have a parking disc.
Check out ridelink.findalift.co.za for carpool buddies.

Two-wheelers

The good news is that students are allowed to bring a motor bike or scooter onto campus as long as you buy a black parking disc from traffic administration.

Skateboarding is also big in Cape Town. So you can use your board to get to lectures, and then cruise downhill all the way home.

Your own two feet is easiest to get around UCT. If you're on campus after dark, it's best to walk in a group and to stick to the Foot Route – they have emergency points so you can call **Campus Protection Services (CPS):** Tel 021 650 2222 / 3 if you need help.

University Crime Reporting Procedure

On-Campus Crime

- On-campus crime should be reported to CPS (Campus Protection Services) located at Burnage on lower campus, nearest CPS desk/officer or call the toll-free number 080 650 2222.

- At the CPS desk the officer will record all details of the incident on an official UCT crime report.

- All crime reported will be investigated by UCT internal investigations department.

- It is the responsibility of the complainant/victim to report the matter to the South African Police Services (SAPS) for further investigation and insurance purposes.

- Crime refers to **ALL** types of crime related incidents.

Off-Campus Crime

- Off-campus crime that occurs in close proximity to any UCT campus should be reported to the nearest South African Police Services station.

- It is advisable that such crime is also reported to CPS (Campus Protection Services) located at Burnage on lower campus, nearest CPS desk/officer or call the toll-free number 080 650 2222.

- It is the responsibility of the complainant/victim to report the matter to the South African Police Services for investigation and insurance purposes.

- Crime refers to **ALL** types of crime related incidents.

CPS 24-HOUR SUPPORT LINE: 080 650 2222

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#NoToCampusCrime

Parking

UCT's Access Management Plan tackles the issue of campus parking and aims to provide equitable and safe access to the campus while improving quality of life and environmental values.

Parking privileges for staff, students and visitors differ. Parking on campus and in designated park-and-ride sites is restricted to cars displaying a current parking disk or visitors permit (blue slip).

Contact the Traffic Office for your parking disc:

🏠 **Address:** Level 4, Masingene Building, Cross Campus Road, Middle Campus

📞 **Tel:** 021 650 2118

🕐 **Hours:** 08h30 –16:30 (Monday to Friday)

Important: Ensure you have security for your car, consider a steering wheel lock for extra peace of mind, as theft is common.

Bicycles / Motorcycles

Parking for bicycles and motorcycles is available in the following locations:

- Underneath Campus Control Office between IIDMM North Wing (Wernher and Beit North) building and the Mortuary.
- Anatomy Parking Lot (behind Anatomy Building) P4 Parking Lot, GSH

Important: Get a strong lock and chain for your bicycle or motorcycle as theft is common.

Postgraduate Registration

Proof of Registration

Please download all proof of registration letters from the UCT Student Records page and follow the links.

- Staff and Student Portal
- Student Portal
- Links to student administrative systems (PeopleSoft)

Student Identity Cards

Do not lose your student card! Please note that in order for you to be issued with your new student card, you are obliged to hand in your previous year's student card at registration. Should you fail to do this, you are required to pay Access Control R60 to get a replacement card.

You are required to carry your student card with you at all times. This is for security reasons. You will not get any assistance at the Postgraduate office without your card. Also, please be sure to report to the receptionist when you visit any member of the Postgraduate office at all times.

Student Identity / Registration Cards are issued at registration. You need your student card in order to gain access to most venues.

What to do if you lose your card

- Go to the Postgraduate Administration reception at the Faculty Office and obtain a provisional registration card.
- Go to the Cashier's Office, Kramer Building, Middle Campus. Here you pay a R120 replacement fee and obtain a receipt.
- Go to the Basement of the Leslie Social Science Building (Block C3 on this map) with your provisional reg. card and receipt and you will be issued with a new card.

Good to Know

You need your card for access to most UCT buildings and facilities. If your student card is not worn visibly, Campus Security has the right to ask you to leave the campus.

Transcripts

All registered students can download transcripts, proof of registration as well as travel concession forms from the UCT webpage. Alternatively, you can obtain your transcript at the Student Records office. They take approximately 3 days to be issued and 5 copies are charged at R50.00. No single copies are made. Please refer to the General Rules (blue) book.

Enquiry counter for students who wish to obtain formal transcripts:

🏠 **Address:** Level 4, Masingene Building, Cross Campus Road, Middle Campus

📞 **Tel:** 021 650 2118

🕐 **Hours:** 08h30 –16:30 (Monday to Friday)

Accommodation

UCT Student Housing Office / Residence Administration

UCT offers places in a few different residences. There are catering or self-catering options. Apply early as places are limited. Applications for admission to a residence for the next year must be submitted by 31 October. Applications for re-admission to a residence must be in by 31 August.

- 🏠 **Address:** 3 Avenue Road, Avenue House, Student Housing and Residence Life, Mowbray
- 📞 **Enquiries:** 021 650 2429
- 🕐 **Hours:** 08h30 –16:30 (Monday to Friday)

Residence Places

All students who need accommodation, should contact Campus Accommodation and Letting:

- 🏠 **Address:** 3 Avenue Road, Avenue House, Student Housing and Residence Life, Mowbray
- 📞 **Tel:** 021 650 1050
- ✉ **Email:** res@uct.ac.za

Student Housing Offered

UCT provides different types of accommodation for Postgraduate and postgraduate students, on and off campus. Usually, you will start out in a first-tier residence (full catering), move on to a second-tier residence (senior catering or self-catering) and later, stay in third-tier accommodation (semi-autonomous self-catering). Each residence has its own history and traditions, but they all try to provide a great experience. Safety is of great importance to UCT, so all residences have strict access control and most are covered by closed-circuit television cameras. Students with disabilities can be accommodated in different residences. Simply contact the Student Accommodation Office and the Disability Service, and they will address your particular needs.

First-tier Accommodation

First-tier residences provide accommodation for Postgraduate students, who are usually under the age of 21. These residences provide students with up to 3 meals a day in a dining hall. Some first-tier residence buildings have double rooms. These residences have common-room space for television, meetings and social interaction, as well as self-operating laundries. Many have pool and table tennis facilities, and some have access to a swimming pool.

Second-tier Accommodation

Second-tier residences provide accommodation for senior Postgraduate and postgraduate students. Catering residences provide up to 3 meals a day in a dining hall. Most second-tier accommodation is in the form of 2- to 4-bedroom flats. All rooms are single. The residence governance structures allow

www.health.uct.ac.za

for a smooth transition into independent senior student life while allowing you to share communal space with your peers.

These residences provide common-room space for television, meetings and social interaction, as well as self-operating laundries. Many have a piano, pool and table tennis facilities, and some have access to a swimming pool.

Third-tier Accommodation

Third-tier residences provide accommodation for senior postgraduate students. These residences have wardens who oversee academic and social well-being. The wardens ensure that there is a good community life in the houses, flats and purpose-built residences, such as Obz Square. Due to the geographical fragmentation of third-tier accommodation, a Residence Association works to create a quality residence life experience. With basic furniture provided, most units are within walking distance of upper campus or close to UCT Shuttle stops, and all allow easy access to shops and public transport.

Accommodation for students with spouses and dependants

JP Duminy residence provides accommodation for students with spouses and dependants (but this is limited to students' own children). It is situated in Main Road, Mowbray, and houses 42 students in flats within easy walking distance of upper campus, the UCT Shuttle service and local retail outlets.

Off-Campus Student Accommodation Services (OCSAS)

Off-Campus Student Accommodation Service (OCSAS) provides a practical and viable alternative to the residence system by way of comprehensive information on off-campus accommodation.

OCSAS provides students with information to make well-informed choices about where they want to live and who to rent from. Largely it provides students with no UCT residence space an opportunity to review choices that are suited to their need and affordability level.

Advocacy Service

The OCSAS office provides an advocacy service to potential landlords and students in respect of affordability, area / location, ease agreements, Deposits, rental and feasibility.

Contact OCSAS

📞 **Tel:** 021 650 4934

✉️ **Email:** ocsas@uct.ac.za (preferred)

Vacation Accommodation

UCT students are allowed to stay on in residence during the vacation period at an extra cost. The bookings of vacation accommodation and payments fall into categories: academic bookings or personal bookings. Catered accommodation is available during both vacation periods; self-catering is only available during the December and January vacation. **Contact Andiswa Miza at the Student Housing Office** for more information:

📞 **Tel:** 021 650 1050

✉️ **Email:** vacation@uct.ac.za

For more information on vacation accommodation and bookings, visit StayandConnect platform, a division of UCT that promotes and manages spaces and services of the university.

📞 **Tel:** 021 650 1050

✉️ **Email:** stayandconnect@uct.ac.za

Staying in residence is an extension of your university education, and you can benefit from a range of facilities and services including PC labs, network connections, social and sporting activities.

🔗 **Links**

Visit the Department of Student Affairs website for more information on student accommodation:

- Fees Handbook
- Applications
- First tier residences
- Second tier residences
- Third tier residences
- Online housing application

Information about student housing is also available on the UCT Student Housing website.

⬇️ **Downloads**

- Student Housing FAQ
- Student Housing Admission Policy
- General Application Information (Handbook 1)
- Living at UCT A Guide to UCT's First Tier Residences (Handbook 2.1)
- Living at UCT A Guide to UCT's Second Tier Residences (Handbook 2.2)
- Living at UCT A Guide to UCT's Third Tier Residences (Handbook 2.3)
- Room compatibility form

International Postgraduate Students

International Academic Programmes Office (IAPO)

As a world-leading teaching and research university, we believe strong ties with the international academic community strengthens partnerships, fosters collaboration and enriches our community.

By joining Africa's top-ranked university, you'll be part of a community that includes over 5000 international students from over 100 different countries.

You'll be exposed to ground-breaking research by researchers from across the globe.

You'll join a vibrant campus that embraces its diversity.

Whether you're interested in studying, research or partnering with UCT, the International Academic Programmes Office (IAPO) is here to guide you on your journey and support you during your time at UCT.

International Student Hub

The IAPO is the hub for international students at UCT, and can assist and support you with your study permit or temporary residence visa requirements, or any other help you need.

Prospective International Students

Studying in another country is a big step. We're here to guide you in:

- Selecting the right academic programme for your circumstances.
- Understanding the admission requirements for international students.
- Applying for a study visa.
- Calculating your tuition fees and the cost of living in Cape Town.
- Applying for scholarships and donor-funded programmes.
- Finding suitable accommodation close to campus.
- Preparing for life in Cape Town.

Support services for International Students

The International Office sits at the heart of the University. Our international student support team:

- Provides information and advice on immigration regulations, including how to renew your visa and working in South Africa as an international student.
- Hosts an extensive orientation programme with activities to welcome new international students.
- Organises activities open to all students throughout the year.
- Advises on what to do and who to contact in the event of emergencies or difficulties during your time in Cape Town.

International Academic Programmes

Academic programmes for international students include:

- Postgraduate and postgraduate programmes leading to a UCT qualification.
- Faculty-led, customised, standardised and island short-term programmes.
- Service learning programmes.
- Study abroad and student exchange.
- Occasional courses or research for non-degree purposes.

International Orientation

Your time at UCT

Whether it's helping you prepare for your arrival, settling in and making new friends, or discovering the wealth of experiences that UCT has to offer, we're here to support you in settling into campus life, and help you navigate your time at UCT.

Orientation and Registration

Each semester, before teaching begins, the International Office offers an orientation programme to welcome new international students. The programme consists of fun activities and useful information sessions to help acquaint you with UCT and Cape Town. You will learn about UCT student support services, receive academic advice and have an opportunity to begin making new friends.

Course enrolment and registration begin during Orientation. Once you've registered, you'll be issued with your UCT student card giving you access to all student facilities including UCT Libraries, the wifi network (eduroam), Sports Centre and gym facilities. You'll also be able to take the UCT Shuttle free student transportation service.

Pre-registration Clearance

Before you can register for your academic programme of study, or enrol in any courses, you must be cleared by the International Office through a process known as pre-registration.

Pre-registration is a requirement under the South African Immigration Act. It is an immigration and fee clearance process to verify and then capture your passport, visa, medical aid and tuition fee payment information. Once successfully pre-registered, you are cleared to proceed to registration and course enrolment with the relevant faculty administration office.

We will send you details about how to pre-register. Please prepare in advance and ensure you have the following documents:

- Original passport containing your study visa valid for study at UCT and the entry stamp received at the port of entry to South Africa
- Proof of payment of fees or letter of sponsorship (Semester Study Abroad and exchange students should follow the instructions in their offer letter)
- Proof that you have medical aid cover with a South African medical aid scheme for the full year (or for the duration of your programme of study if this is shorter than one year)
- Photocopies of all the above

Students with refugee or asylum seeker status are exempt from the passport, visa, and medical aid submission requirement, but must have a valid refugee and / or asylum seeker permit.

Follow the guide for more details on how to pre-register. Pre-registration takes approximately 3-5 working days provided that you submit all the required documents.

Read our pre-registration FAQs for more information.

> We will work tirelessly to enhance our cutting-edge research, which speaks directly to the challenges of our country, region, continent and the world. We will grow and develop talented academics, other staff and students from South Africa, elsewhere on the continent and internationally.

Dr Precious Moloi-Motsepe
UCT Chancellor

International Student Support Services

International student support online is availble to assist you and covers the following:

1. On arrival at the airport.
2. Power and plugs.
3. Money.
4. Health and safety in Cape Town.
5. Weather in Cape Town and on campus.
6. Getting to know your way around UCT and Cape Town.
7. Students with physical or learning disabilities who may require extra time.
8. UCT Clubs and societies.
9. Internationalisation at home.

Contact IAPO

📍 **Address:** Level 3, Masingene Building, Cross Campus Road, Middle Campus

📞 **General Enquiries Tel:** 021 650 2822

✉ **General Email:** iapo@uct.ac.za

Exchange Opportunities for UCT Students and Staff
✉ **Email:** iapo-exchanges@uct.ac.za

Semester Study Abroad Programme
✉ **Email:** ssa@uct.ac.za

Global Short Academic Programmes
✉ **Email:** gsap@uct.ac.za

Fees and Payments
✉ **Email:** iapo-finance@uct.ac.za

Student Support
✉ **Email:** iapo@uct.ac.za

Acronyms

CHC	Community Health Centre
CPS	Campus Protection Services
CSD	Communication Sciences and Disorders
DISCHO	Discrimination and Harassment Office
DoH	Department of Health
DVC	Deputy Vice-Chancellor
EMI	Extended Matched Items
FAO	Financial Aid Office
FHS	Faculty of Health Sciences
FHSSP	Fundamentals of Health Sciences Semester Programme
GKIHS	Golden Key International Honour Society
GSH	Groote Schuur Hospital
HAICU	HIV / AIDS Co-ordination UCT
HPCSA	Health Professions Council of South Africa
HR	Human Resources
HSSC	Health Sciences Students Council
MOU	Midwife Obstetric Unit
NGO	Non-Government Organisation
NPO	Non-Profit Organisation
OandG	Obstetrics and Gynaecology
OHC	Occupational Health Clinic
OSCE	Objective Standardised Clinical Examination
OSPE	Objective Standardised Practical Examination
OT	Occupational Therapy
PBL	Problem-Based Learning
PEP	Post Exposure Prophylaxis
PGWC	Provincial Government of the Western Cape
RSN	Rural Support Network
SAO	Student Advice Office
SAQ	Short Answer Questions
SASO	Student Affairs Office
SASTS	South African Student Travel Service
SDS	Student Development and Support
SHAWCO	Students' Health and Welfare Centres Organisation
SHRS	Department of Health and Rehabilitation Sciences
SLC	Student Learning Centre
SPBL	Supported Problem Based Learning
SRC	Student Representative Council
VC	Vice-Chancellor
WREMS	Waiting Room Education by Medical Students

Good to Know

An Intensive 15-hour Introductory Computer Skills Course is conducted during orientation for those students who have little or no prior training. This course enables students to start the academic year with the necessary computer skills, since information technology is an integral component of the curriculum.

Explore Campus

Information and Communication Technology Services (ICTS)

Information and Communcation Technology Services (ICTS) offers information, technology and communications services to campus. These services enable you to adopt and exploit information technologies to enhance your work.

Services

- Printing. Access printers and find out more about Managed Print Solutions for students.
- Security. Everything you need to stay safe online and offline.
- Support. All the places you can get ICT support on campus.
- Working Remotely. If you're travelling or working from another location, use these tools to stay productive.
- Email and Calendar. Set up your email and calendar, access mailing lists.
- Internet and Networking. Connect to the UCT network, the Internet and WiFi.
- Student Computing. Find out about IT services available to students.
- Teaching and Learning. Find out about Classroom Support, Student Computing Labs and the MCQ service.
- Your Account. Your UCT account gives you access to a wide range of services on campus.

As a student at UCT, you are able to access a range of information and communication technology services to support your academic endeavours.

Your user account (student number and 14-character password) is your key to using these services. Student computing labs are distributed across faculties and in some residences. Some of these labs are managed for the faculty by ICTS, while others are managed by faculty staff. A range of software is available to students at no additional cost and can be downloaded from this website.

Centralised, managed printers are located in these student computing labs and in document centres. The university also hosts a student portal - Amathuba - to which all students have access. Notes, videos and additional learning material will be made available there by lecturers.

Your two main points of contact with ICTS will be via the student lab administrators or the staff at our Front Office located on Cissie Gool Plaza. You can also follow us on Facebook and X/Twitter.

Student Computing Services

This team supports student computing, primarily by managing faculty and residence computer labs.

Services

- Student lab management.
- Relationship management and support for UCT staff who support students directly in residences or elsewhere.
- Support for students wanting to connect their PCs to the UCT network.

Everything you need to know

- IT on UCT campus handy guide.
- See if you're eligible to receive a UCT laptop at cost: UCT laptop allocation
- Get the most out of your data by following these tips: Manage your data.
- Connect yourself to the wireless and internet: Getting connected for students.
- Find out how to connect to the services available to you: Access to services.
- Learn about your myUCT student account, which you can access even after graduation: Email.
- Find a computer lab that you can work in: Computer labs.
- UCT Mobile is an app that puts UCT in your pocket - giving you access to essential campus services: UCT Mobile.
- Find out where to print, copy and related services on campus: Printing and copying.
- Find out about networking and IT in residences: Network services in residences.
- You have access to software to assist with your studies: Free Software for students.
- Keep your computer secure from viruses and malware attacks: Securing your machine.
- Your UCT account gives you access to a wide range of services on campus - such as WiFi, Amathuba and more: Your account.
- Online learning gives you the freedom to learn anywhere at your own pace: Online learning.
- Social media support.

Contact ICTS Helpdesk

- **Tel:** 021 650 4500
- **Email:** icts-helpdesk@uct.ac.za
- **Hours:** Monday to Friday: 8am - 4:30pm
  Thursday: 8am - 3:15pm

Walk in Support

- **Address:** ICTS Front Office, Room 201, Computer Science Building, Upper Campus
- **Address:** ICTS Walk-in Office, Room 1.10, 7 Main Road, Mowbray (see directions)
- **Tel:** 021 650 3032
- **Hours:** Monday - Friday: 8am - 4:30pm
  Thursday: 8am - 3:15pm

Amathuba

Amathuba is UCT's online collaboration and learning environment, used to support courses and other UCT-related communities.

An online space for teaching and learning, Amathuba enables lecturers to create responsive and engaging learning experiences for students. Encompassing integrated forums that facilitate open communication, allowing you to create digital courses and add resources that allow students to interact with each other and you, the lecturer, like you would in a classroom.

Amathuba, UCT's Online Learning Management System is accessible 24 hours a day, 7 days a week.

Amathuba is the UCT version of the open source Sakai collaboration and learning environment, supported by the Centre for Educational Technology (CET) in the Centre for Higher Education Development (CHED) department. UCT gains significant benefits from using a robust and flexible environment enhanced through CET's participation in the Sakai developer community.

Amathuba means "opportunities" in Zulu and is called such because this system is:

- Intended to open the UCT community to networking, collaboration and learning opportunities.
- Designed to open a space for innovation, discovery and exploration.
- Constructed to be open and accessible 24/7.

Amathuba is flexible enough to accommodate many different types of sites, with varying levels of complexity. Some examples of uses are:

- UCT course sites, with any combination of administrative, assessment, communication and resource-sharing features.
- Research sites (local and international) for academics with shared interests.
- Project or task-related sites provide a central space for collecting and reflecting on data.

Quick guide: Getting started in Amathuba / PDF.

Need to assess or improve your digital literacy?

Take the UCT digital literacy self assessment or signup to LinkedIn Learning.

Contact Amathuba Helpdesk

📞 **Tel:** 021 650 5500
✉ **Email:** help@Amathuba.uct.ac.za

Contact Health Sciences Amathuba Helpdesk

✉ **Email:** edu-helpdesk@uct.ac.za

EduTech

The EduTech Division plays a role advising faculty staff on the inclusion of e-learning in courses and programmes. Staff are advised on, and supported in the on-line, mixed-mode delivery of educational programmes for qualification purposes. The division provides technology support to staff and students in the faculty. This involves supporting the use of Amathuba and lecture recording and managing staff training workshops, teaching Digital Literacy to all first year students and running a CPD-accredited online course called "Innovative Teaching using Technology".

The goal is to allow staff and students to be able to concentrate on teaching and learning without getting bogged down by "how-to's". Policies and manuals are created and made available to enable a high standard model of support in line with UCT policies such as the:

- Faculty of Health Sciences e-Learning Policy
- Faculty of Health Sciences Computer Based Testing Policy
- UCT Educational Technology Policy

Since these policies are the basis on which all technology usage is based, it is important to keep in mind the principles expressed in the policy:

- UCT encourages and is committed to enabling the innovative and effective use of information and communication technologies (ICTs) for teaching and learning in UCT courses and programmes.
- UCT supports a faculty-based approach to implementation.
- UCT believes that ICT use must be driven by the needs of the institution's students and staff, facilitated by technological advances.

IT @ UCT
GUIDE FOR STUDENTS

- UCT supports an integrative approach to the use of ICTs.
- UCT is committed to ongoing research in the emerging field of educational technology.

Contact EduTech Helpdesk

📞 **Tel:** 021 650 6646
✉ **Email:** edu-helpdesk@uct.ac.za
🏠 **Address:** Education Development Unit (EDU)
E52 Room 24, Old Main Building
Department of Health Sciences Education
(Download Map)

Email

You must check your UCT email account regularly. Administrative and academic departments will use email to send certain important information to you.

Social Media

Social media are used by many students and some educators. Remember that your digital identity is an important consideration in your growing professionalism. Refer to the Faculty of Health Sciences e-Learning Policy.

UCT in your pocket

UCT Mobile

UCT Mobile is an app for mobiles and tablets that brings all the UCT services and information you need together in one easy-to-use interface.

UCT Mobile Features

The app currently offers the following features:
- Amathuba portal - LMS Integration
- UCT Shuttle schedules – Student transport
- Campus Safety - Emergency contact numbers
- Campus Maps
- PC Availability
- Clubs and Societies
- Timetables for exams and courses
- Exam and Test results
- Fee Account through Student Finance
- UCT Libraries - search the catalogue and reserve and renew books
- Careers Service – Jobs and Events
- PG Event Calendar
- Varsity News
- UCT Radio

The app is available for iOS and Android via the relevant app stores. If you have a different phone, you can still access the app through your mobile or PC web browser at http://uctmobile.uct.ac.za in the 'portal' format.

To install the App

1. Go to either the Apple App store or the Google Play store and search for **University of Cape Town**.
2. Select the **UCT Mobile** icon, click **Install** and the app will download and install.

UCT Mobile Support

For feedback or support you can:

- Send an email to uctmobile@uct.ac.za, giving as much detail about your request as possible, including your contact name and phone number so that we can get back to you.
- Send us your feedback or report problems by tapping the tab in the top right corner of the app home screen and selecting **Feedback**.

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Good to Know

UCT Mobile is an app for cell phones and tablets, with all UCT services and info you need in one easy-to-use interface. You can search for and reserve library books; check UCT Shuttle's timetable; your course timetables, results, and more.
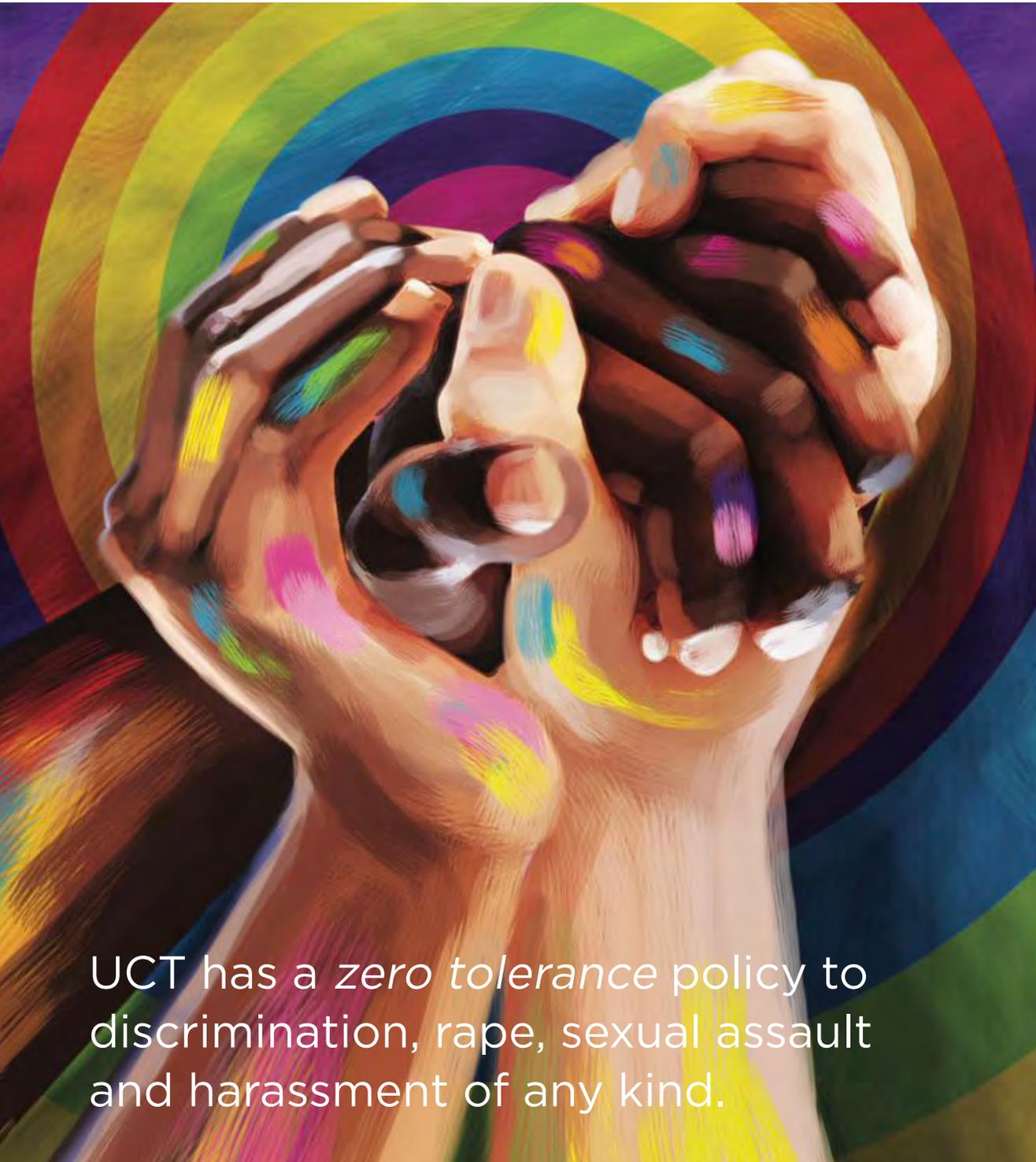
UCT has a *zero tolerance* policy to discrimination, rape, sexual assault and harassment of any kind.

Office for
Inclusivity
& Change

Office for Inclusivity and Change (OIC)

The Office for Inclusivity and Change (OIC) is housed in the Office of the Vice-Chancellor and reports directly to the Deputy Vice-Chancellor for Transformation. It provides institutional responses to transformation, sexual and gender-based violence, disability and cultural change.

Activities

The OIC is engaged with the following activities:

- Developing, reviewing and steering policy implementation.
- Student capacity building (peer education workshops for students).
- Transformation capacity building services for staff and between staff and students.
- Advising the campus community in matters of discrimination, sexual harassment, harassment, domestic violence and rape.
- Providing a survivor support-centred approach in incidences of sexual assault, rape and violence.
- Curriculum and research relating to decoloniality, inclusion and marginalisation in education
- Case management, mediation and training.
- Supporting institutional approaches to transformation and related communication campaigns and awareness events.
- Coordinating the university's diversity programme.
- Providing a disability service that reduces stigma and increases accessibility in the academic and social life at UCT.
- Mapping the university's response to transformation initiatives and inclusion.
- Research and programme monitoring and evaluation.
- Networking with other institutions to establish good practice, generate knowledge and contribute to innovations in the education sector.

Services

Disability Service

UCT is committed to working towards the creation of a discrimination free and inclusive environment, which encourages disabled students' full, independent and effective participation in the mainstream of university life. The Disability Service works together with students and staff to facilitate the removal of barriers facing disabled students and staff. UCT's Policy on Disability was adopted by the Council in 2011.

Survivor Support

Survivors of rape, sexual assault, sexual harassment and all forms of discrimination and marginalisation can access immediate support through the Survivor Support portfolio.

This provides 24-hour emergency assistance for rape and sexual assault survivors and support, advice and assistance for both complainants and respondents from the time of reporting through to case completion.

Advice and support is also provided with respect to domestic violence, no contact applications, court preparation and trials. Mediation services are available on request by staff and students. Assistance and support in student tribunals and disciplinary hearings is also offered.

24-Hour Sexual Assault Emergency Response

If you have been raped or sexually assaulted call **072 393 7824** for help with your immediate needs:
- **Immediate trauma support and advice.**
- **Referral to Victoria Hospital Forensic Unit for medical care, trauma counselling and an optional forensic examination.**

We say ENOUGH! Empower yourself with the knowledge on how to support a Survivor of sexual violence by downloading the Ally Guide.

Contact OIC Offices

Inclusion, Cultural Change, Prevention and Education
- **Tel:** 021 650 6646
- **Email:** cheryl.vallay@uct.ac.za
- **Address:** Ivan Toms Building, 28 Rhodes Avenue, Mowbray
- Map

Survivor Support
- **Tel:** 021 650 3530
- **Email:** yumna.seadat@uct.ac.za
- **Address:** Ivan Toms Building, 28 Rhodes Avenue, Mowbray
- Map

Disability Service
- **Tel:** 021 650 2427
- **Email:** cedric.williams@uct.ac.za
- **Address:** Steve Biko Students Union Building, Level 6, Upper Campus
- Map

UNIVERSITY OF CAPE TOWN DISABILITY SERVICE

PROMOTING ACCESS AND DEVELOPING SOLUTIONS

The University is committed to working towards the creation of a discrimination free and inclusive environment, which encourages disabled students' full, independent and effective participation in the mainstream of UCT life.

The Disability Service provides advice and support to people with disabilities, as well as specialist services. The Disability Service is situated within the Office of Inclusivity and Change (OIC) - please visit their website for more information on the Service.

Disability Service's mission is to:
* Give academically deserving disabled people access to a fair and equal educational and work experience.
* Interact appropriately with students, staff, prospective students and visitors with disabilities.
* Remove any physical, policy, information and attitude barriers that might prevent students and staff from fulfilling their potential.

Examples of the Disability Service's work include:
* Advocacy and advice on disability issues and educational learning disabilities.
* Support in transforming attitudinal barriers that may be encountered.
* Improving access to inaccessible venues and designated disabled parking.
* Making available lecture and study material in alternative format for people with sensory impairments.
* Ensuring fully accessible transport between residences and lectures.
* Providing accessible accommodation.
* Making available learning material related to disability studies and disability research.
* Facilitating extra-time applications and / or other accommodations around exams for students with disabilities.
* Providing professional South African Sign Language Interpreters for Deaf UCT staff and students in classes and key UCT events.
* Providing appropriate assistive devices for various disabilities and according to the needs of the students and staff with disabilities.

06 Disability Service

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Registering with the Disability Service

As soon as possible after registering at UCT come to the Disability Service offices to complete the registration form to request support or special assistance (also known as 'reasonable accommodations'). Please bring any supporting documentation with you. You can speak to a staff member to discuss your individual requirements.

Students with disabilities not requiring assistance are encouraged to register with the Disability Service so your name can be added to our distribution lists for social and advocacy events.

Contact the Disability Service

📞 **Tel** 021 406 6749
✉️ **Email** 021 406 6749

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Racial Harassment

The University's Policy on Racism and Racial Harassment offers guidelines to deal with inter-personal and institutionalised racism.
If you feel you have been subject to racism or racial harassment you are encouraged to Contact the OIC's Sexual Assault, Discrimination and Harassment Office:

📞 **Tel** 021 650 3530

Sexual Harassment

The University's Sexual Harassment Policy defines sexual harassment as "unwanted conduct of a sexual nature".

Sexual Harassment is a form of discrimination and is unacceptable at UCT. It will not be tolerated. If you feel that you have been sexually harassed in any way, contact the Office for OIC.

Confidentiality

The OIC offers completely confidential help and assistance and can advise you on the possible courses of action available.

Contact the OIC

During office hours
📞 **Tel** 021 650 3530

Discrimination and Harassment Office (DISCHO)
📞 **Tel** 021 650 3530

CPS officers are trained to deal with the situation; allow them to assist you.

Campus Protection Services (CPS)
📞 **Tel** 021 650 2222 / 2223 (24 hours)

Please report your experience to the **Postgraduate Student Development and Support Office** so the team can help you.

📞 **Tel** 021 406 6749

You are not alone. There is help to support you in surviving and coping with this traumatic event.

In the case of rape and sexual assault, you can also be helped medically at Victoria Hospital, situated in Wynberg where you will receive free anti-retroviral treatment.

📞 **Tel** 021 7991235

📥 **Downloads** Protocol and Policy Documents

- [UCT Policy on Racism and Racial Harassment](#)
- [FHS Policy on Student Sexual and Physical Harassment by Patients](#)
- [UCT Policy on Sexual Misconduct: Sexual Offences and Sexual Harassment](#)
- [UCT Disciplinary Procedure for Sexual Misconduct: Sexual Offences and Sexual Harassment](#)
- [UCT Whistle-Blowing Guidelines](#)

Image: UCT

Student Societies and Organisations

There are more than [100 student societies and organisations at UCT](#) reflecting a wide range of interests, including academic, religious, cultural, social and political activities.

Each society is run by students and any student may be a member. Societies hold a number of events every year including an AGM where the new leadership is elected for the New Year. Each society is partially funded by the University and partially by subscription fees which the societies charge.

The societies allow students to enjoy activities on the University that are not normally part of the academic curricula. Societies allow students to enjoy being part of a community on campus that is stimulating and opens up new challenges and opportunities for them.

Societies' Helpdesk

The [Societies Help Desk](#) is the immediate interface that students have with the Department of Student Affairs. It is the location for students to make general inquiries and join societies. It is the place where student organisations can hire equipment, get their mail, get general support for their societies. They can also make applications for the Student Travel Fund, Societies' Travel Assistance Fund, Societies' Publication Fund and the Student Fund for Visiting Speakers. The Helpdesk can also fax documents and do small scale printing for the societies.

The Helpdesk also allocates lockers annually for use by student organisations. Societies can query this with the **Helpdesk Assistant**:

- **Tel:** 021 650 3541
- **Email:** societies@uct.ac.za
- **Address:** Level 5, Steve Biko Building, Upper Campus

Student Representative Council (UCT SRC)

The Student Representative Council (SRC) is the highest decision-making student body in the university, subject to the powers of the Student Assembly. It represents students in terms of the provisions of the Higher Education Act and the Statute of the University of Cape Town. It consists of 17 registered students elected annually in a campus-wide election. The SRC holds office from 1 November until 31 October in the following year. It runs various programmes for student development and represents students on important university committees throughout its term.

Student Assembly

The Student Assembly is an umbrella for all student structures at the university. It serves as an advisory body to the SRC on policy matters, but decisions taken by a two thirds majority of the assembly are binding on the SRC. It keeps the SRC and its substructures accountable, transparent and rooted

in the principles and values that are enshrined in the SRC constitution. The meetings of the student assembly are open to all registered students of the university to observe and participate without voting rights. Its affairs are managed by the Student Assembly Management Committee.

Postgraduate and Postgraduate Faculty Committees

Postgraduate and Postgraduate Student Faculty committees are student structures registered by the SRC to represent the interest of students on faculty level. It provides for academic needs, community outreach and any other needs of students in that particular faculty. Additionally, the class representative system is coordinated by the Student faculty councils.

Remember And Give Organisation (RAG)

The University of Cape Town's Remember And Give Organisation (RAG) is an 87 year old student run organisation and development agency, that aims to raise over R1 million every year. All the funds are made through some of the most epic and well anticipated events in the year which UCT students organise. The funds are collected and donated to SHAWCO (Student Health and Welfare Centres Organisation) whose mission is the betterment of people in the underprivileged areas of Cape Town.

The SAX APPEAL project is our biggest project and is at the core what RAG is all about. SAX Appeal is a magazine that is sold throughout Cape Town by the students for one day. Students dress up in all sorts of clothing and sell these magazines in the early hours of the morning. This shows how SAX Appeal emphasizes UCT RAG, as one day of crazy fun, yet all the hard work is for a greater cause. UCT RAG events have come to be known as the place to be when an event is being run. We are not only a development agency, but also organise some of the best events for students during the year. Our aim is to raise funds for SHAWCO, but in doing so provide students with vibrant events that they will remember throughout their UCT career.

The UCT RAG Orientation Week Programme is the ultimate introduction into University life. A week long programme of various, fun-filled events around Cape Town create a great opportunity for first year students to experience new things and form long lasting friendships. At the same time,

this program is run internally by an organisation that has been a part of UCT for over 8 decades; this means that the safety of the student base is a shared interest and a paramount concern of ours.

The orientation week programme continues with its structure to suit a variety of tastes and interests. Remember to get yourself a UCT RAG Diary. Your ultimate tool, jam packed with all the necessary information to ensure a successful, crazy fun, first year!

Golden Key International Honour Society (GKIHS)

The Golden Key International Honour Society (GKIHS) is an academic honours association that recognises and encourages scholastic achievement and excellence in all fields of study.

Membership to the society is by invitation only, and only the top 15% of each faculty is offered membership, so give yourself a pat on the back if you get a letter from us.

Should you accept the invitation and become a member, the following would be available to you:

- Exclusive scholarship opportunities
- Career Assistance Reference (a GK publication with a list of corporate contacts)
- Opportunities to interact with international academics and other top achievers
- Intermediary facilities between students and academic institutions

Golden Key at UCT is working on ways to get closer to students and interact more efficiently.

Archimedes once said **"Give me a lever and a place to stand and I'll move the world."** Your ability, skills and intellect make up the lever, we'll give you a place to stand. Get ready to move the world.

Many facilities would be made available to you as a GK member, but what you ultimately take home from your experience depends entirely on you. If you want something done there's nobody better to do it than yourself. We offer support and infrastructure to members, giving them the facilities to promote themselves and reach out to others.

For more information, email **GKIHS UCT Chapter**
✉ **Email:** uct.gk.presidents@gmail.com

How to join a society at UCT

Students can become members of societies throughout the academic year. During the annual O-week the student organsations showcase themselves on the Jameson Plaza. Here students can sign-up with the societies that interest them and they can either have the subscription fees charged to their student accounts or pay cash to the cashiers in the Steve Biko Students' Union.

If students miss the O-week sign up period they can come to the Societies Helpdesk on Level 5, Steve Biko Students' Union or contact Societies to sign up with a society or get more information. Students may join societies throughout the year and may pay through their fee accounts until 30 April or alternatively can pay cash at the Student Treasury on Level 5, Steve Biko Students' Union.

Contact Societies and Organisations

Listed below are email contact details for societies and organisations at UCT:

Academic

These societies are organisations whose primary aim is either to enhance the learning and understanding of students at UCT or to bring students in contact with the leaders in their field of studies. Many of these societies hold seminars on various topics and bring industry leaders to UCT while others concentrate on community development programmes.

- AIESEC UCT
- Association of Black Securities and Investment Professionals
- Association of Built Environment Students
- Association of SA Black Actuaries
- Biological Society
- Black Law Students' Forum
- Education Development Unit Student Organisation
- Institute of Electrical and Electronics Engineers
- Organisational Psychology Students' Society
- Psychology Society
- South African Medical Students' Association
- UCT Space and Astronomy Society
- Surgical Society
- UCT Marketing Association
- UCT Mathematics Society

iKhaya Day House

The iKhaya Day House is a newly refurbished common room, equipped with comfortable furnishings and a plasma screen television with DStv. Located in Leslie Social Sciences, the day house offers non-resident students a place to relax between lectures and catch up on the cricket or daily soapies. It's a place where you can be exposed to the full experience of the university life enjoyed by your counterparts in residence.

Faith

This constitutes one of the largest sectors, representing almost all major religious beliefs, doctrines and denominations. Many of these societies have ties with local religious structures. Although UCT is a secular campus, it makes the attempt to accommodate everyone and allow them to exercise their beliefs freely without interfering with the academic programme and other faiths.

- Acts Kolbe Catholic Society
- Anglican Students' Society
- Believers' Loveworld
- Christian Medical Fellowship
- Christian Revival Church
- Church on Main
- Deeper Life Fellowship
- Hillsong Church
- Hindu Students' Society
- His People
- Jubilee Society
- Muslim Students' Association
- Muslim Youth Movement
- Rapha Fellowship Centre
- Redeemed Christian Fellowship
- Seventh Day Adventist Student Movement
- Shofar Church
- South African Union of Jewish Students
- Student Christian Fellowship
- Student YMCA
- Trees of Life Multiracial Church
- UCT Baha'i Society
- World Mission Society (Church of God)
- Zion Christian Student Fellowship

National and Cultural

These societies largely represent national and cultural interests. However, membership is not drawn exclusively from the relevant countries. These societies mainly aim to broaden students exposure to the cultural dynamism of UCT.

- Abantu Zambian Society
- East African Students' Association

- Ghana Society
- Hellenic Students' Association
- Lesotho Students' Association
- Malawi Students' Society
- Namibian Students' Organisation
- Nigerian Students' Society
- UCT Asian Students Association
- Swazi Students' Society
- Zimbabwe Society

Political

These organisations represent a group of national and international political organisations. Their activities include attending national gatherings, and inviting politicians and scholars to speak at meetings.

- Democratic Alliance Students' Organisation
- InkuluFreeHeid
- Palestine Solidarity Forum
- Pan Africanist Student Movement of Azania (PASMA)
- South African Students' Congress (SASCO)
- The Collective
- United Nations Association of SA

Special Interest

This group of societies represent a broad range of groups from special interest and civil society groups to social and wellness groups. These societies open up huge opportunities to experience and enjoy new activities at UCT.

- Amnesty International
- Art of Living – SMILE
- Ballroom and Latin Dancing Society
- Bhakti Yoga Society
- Black Management Forum
- Cape Legion of Adventurers and War Gamers
- Cape Town Globalist
- Connoisseur
- Debating Union
- Enactus
- Engineers Without Borders
- Equal Education
- Film Society
- Golden Future Project
- Green Campus Initiative
- Habitat For Humanity
- Hip Hop Club
- History and Current Affairs Society
- Investment Society
- Photographic Society
- RainbowUCT
- Rural Support Network (RSN)
- Students for Law and Social Justice (SLSJ)
- Students for Life
- TEDxUCT
- UCT African Choral
- UCT Choir
- UCT Choir for Africa
- UCT Consulting Club
- UCT Developers Society
- UCT Entrepreneurs Society
- Vegilicious
- We Are Animals
- Wine and Cultural Society
- Women in Computer Science (WCS-UCT)

Food on Campus

Faculty of Health Sciences Cafeteria. Barnard Fuller Building. They sell hot meals such as fish and chips, curry and rice, pies, and sandwiches etc.
🕐 **Hours:** Monday – Friday from *08h30 - 15h00*

Tuck Inn Cafeteria. Barnard Fuller Building. They sell hot meals such as fish and chips, curry and rice, pies, and sandwiches etc.
🕐 **Hours:** Monday – Friday from *12h30 - 14h00*

Vending Machines. There are cooldrink and chocolate vending machines in the foyer of the Student Learning Centre, and next to the canteen in Barnard Fuller Building.

Sandy's Take-away. E-floor of the Old Main Building GSH. They sell sandwiches, burgers, and chips etc.
🕐 **Hours:** Monday – Friday from *08h30 - 16:00*

The Coffee Shop. Hospital Street near the entrance of GSH. They sell coffee, hot chocolate, muffins, danishes, pies, and sandwiches etc.
🕐 **Hours:** Monday – Friday from *08h00 - 20h00*
　　　　　　Weekends from *12h00 - 20h00*

The Lunch Box - GSH. E-floor of the Old Main Building GSH. They sell pies, toasted sandwiches and cooldrinks etc.
🕐 **Hours:** Monday – Friday from *08h00 - 15h30*

J Block Tuck Shop. GSH Benevolent Society, right hand corridor in J-Block. They sell pies, toasted sandwiches etc.
🕐 **Hours:** Monday – Friday from *08h00 - 15h45*

P4 Parking Lot Shop. Outside of GSH, near the entrance to Emergency / Trauma, they sell sandwiches, pies, cool drinks and sweets etc.
🕐 **Hours:** Monday – Sunday from *08h00 - 17h00*

Medical Residence Porch. Faculty of Health Sciences campus. They sell chocolates, cool drinks and sweets etc.
🕐 **Hours:** Monday – Sunday from *08h00 - 23h00*

Student Food Programme

The purpose of the Food Programme is to provide basic support to students who are hungry and to enhance student learning and success. We recognise that inequality and poverty is linked to food insecurity in our society. The issue of student hunger is hidden and stigmatised and therefore our response seeks to eliminate stigma and to promote the dignity and agency of students. Ultimately, this programme is a social justice response that supports the student journey to academic success.

Eligible students will receive vouchers that they may redeem at UCT Food and Connect outlets. The advantage of the vouchers is students will have greater choice of lunches. This is made possible through Pay and Connect running in catering residences. Students will sign on and receive vouchers daily that they may redeem by using their smart phone or student card at a point of sale at Food and Connect Stores.

The current programme is located in the office of the Director of Student Development, Department of Student Affairs (DSA). See the DSA Food Security web pages for more information on the programme, the criteria for eligibility and how to apply.

Sport and Fitness

Sport Clubs

The university boasts almost 40 sports clubs with a total membership of over 9 000 students and staff.

The more traditional sports are all well catered for, but you also have the option of more exciting individual pursuits such as archery, hiking, mountaineering and water-skiing.

Sports and Recreation provides for all levels of competition from purely social programmes through to high-performance sport.

UCT has a proud record of achievement both in the Western Province leagues and at national student tournaments. Each year the university produces a number of sports people who achieve the highest honour of representing South Africa.

Sports development and transformation are taken very seriously at UCT. Our students are actively engaged in promoting sport in the local communities and within their clubs on campus.

Every club welcomes new members, from novices to the more experienced athletes, and is equipped to deal with the needs of each individual.

Most clubs engage the services of top-level coaches, many of whom coach at provincial level.

Sports facilities include an Astroturf hockey facility, an indoor sports complex, and excellent tennis, squash, soccer, rugby and cricket facilities. Our rowing club is one of the best equipped university clubs in the country.

In addition, UCT has access to a mountain near Ceres, an L26 keelboat and many sailing dinghies, an ocean-going dive boat, and a water-ski boat equipped with a 130hp engine.

Sports scholarships

With an excellent record in a wide variety of sports, UCT is keen to continue attracting top sports people to the campus.

If you have represented your country in any sport at a national schools or age-group level, you could be eligible for a sports scholarship of between R4 000 and R8 000.

Eligible applicants need to apply to Sports and Recreation to be considered for these awards. The closing date for applications is 31 October for study in the following year.

Sports publication

Campus Sport is the annual publication of the Sports and Recreation section, part of the Department of Student Affairs. The publication showcases outstanding sporting achievements by students, while also picking up on sports stories regarding UCT staff and graduates. The publication is distributed primarily at the annual Sports Awards Dinner in October. UCT provides unique opportunities for you to participate in sports or physical recreation of your choice.

UCT Club

The UCT Club is a convivial gathering place where members of the UCT community can socialise and exchange ideas. Located on the upper campus in the Sports Centre, the club is open to all staff, postgraduate students and alumni and they are automatically entitled to membership rights at the Club. The Club consists of a reasonably-priced restaurant and a pub where members can meet in a relaxed and informal environment. The pub is a popular meeting place after work where staff and students can meet on a less formal footing. Staff are also encouraged to bring along groups of students to have a drink and chat off the record.

UCT Gym

The UCT Gym is located on Lower Campus close to Graça Machel Hall women's residence. Membership is limited to UCT staff and students.

Students can join using PeopleSoft by following these instructions below:

- When logged into PeopleSoft, click on the **Join Clubs and Societies** tile. You must read the Terms and Conditions and click agree.
- Click on the hyperlink to access an indemnity form which will direct you to Amathuba. Download and sign it and email it back to sports@uct.ac.za
- Sport Admin will activate your student card to allow you access to the Gym. Sports and Recreation reception is in the Sports Centre.

> 🕐 **Hours:** Mondays to Fridays
> 08:30 to 15:30.

Sports Science Institute of South Africa (SSISA)

Since 1994 SSISA, in collaboration with UCT's Health through Physical Activity and Lifestyle (HPALS) Research Centre, based within the Department of Human Biology, has been a game-changer in sports performance, sports injury prevention, and promoting healthy living.

The Sports Science Institute of South Africa (SSISA) Wellness and Fitness Centre is a gym which offers:

- A selection of health and fitness options
- A spacious environment, fully-equipped with modern fitness equipment
- Access to the expertise and the attention of a team of highly-qualified health professionals.

Due to SSISA's association with UCT, special rates are available for staff and students.

If you're interested in joining, find out more about SSISA's membership options, rates and timetables.

📞 **Tel:** +27 (0)21 659 5600
✉ **Email:** info@ssisa.com

Varsity Vibe

Varsity Vibe, SA's 1st Student Discount App, offers instant access to awesome student deals for members only. Anyone can download the app and see the deals...but only a student (ANY student in SA) can become a member and get the deals.
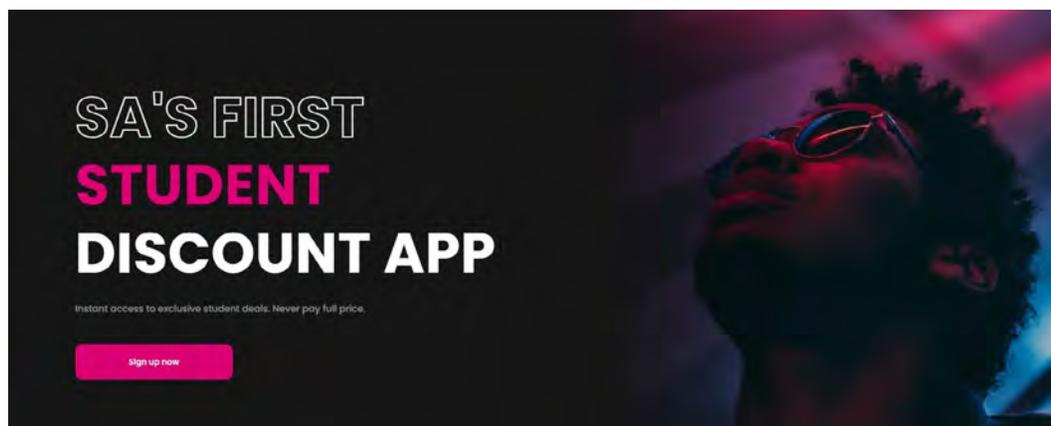
THE SOUNDTRACK TO YOUR CAMPUS LIFE

104.5FM
UCT RADIO

UCT Radio is a student-run, campus-community station, catering not only to the students and staff of UCT but also secondary school pupils and the broader youth community of Cape Town. It is the biggest campus station in Cape Town and the only one licensed to broadcast to the Metropole area.

The areas covered by our broadcast footprint include the Northern Suburbs (Milnerton, Edgemead and Bellville), Cape Flats (Athlone, Mitchell's Plain, Langa, Khayelitsha and Gugulethu) and the Southern Suburbs (Rondebosch, Newlands, Claremont and Kenilworth). Those outside of this range are now able to listen via a newly-introduced live streaming service.

The combined listenership via radio is on average 30 000 listeners a week (RAMS).

UCT Radio actively engages with an audience best described as aspirational youth - youth with a strong desire to succeed in their careers, finances and personal lives but with enough of a social conscience to reinvest in their communities. Our target market of 14 - 26 year olds also includes pupils from high school, students from other tertiary institutions and young professionals, as well as other individuals who prefer our young, vibrant sound to conservative mainstream radio stations.

Programming at UCT Radio reflects the culture and diversity of campus life, following a cross-genre approach to music with a strict 50 percent minimum of South African music. Our support of emerging artists and talent has seen close partnerships formed with everyone from theatres and cultural centres, to record companies and bands. Specialist shows from 6pm until midnight are renowned for introducing new music to the local audience and showcase not only the best

in youth culture but also feature musicians and deejays from the biggest clubs in the Mother City. This line up includes hip-hop, kwaito, trance, house, drum 'n bass, reggae, rock and world music.

As an entity of the University of Cape Town, we play an integral role in the student social scene both on and off campus. Our offices are continually filled with students seeking a musical break as deejays or artists. As a result UCT Radio as a society is one of the most successful and popular student organisations at UCT. Our annual recruitment sees over 350 individuals applying to become a part of UCT Radio.

Many well-known names in the media and entertainment industry in South Africa cut their teeth at UCT Radio including Mark Gillman (5fm), Randall Abrahams (Idols Judge), Suga (GHFM/MC at 46664 events), Bongani Njoli (E-TV) and Natalie Bekker (P4/Free Spirit/Top Billing). Some of the biggest musical chart-toppers in South Africa have received their first airplays at UCT Radio. These include Freshly Ground, Plush, Chiaroscuro, Serving Suggestion and Godessa.

Our role as a community radio station has seen major growth in the past year and we anticipate and will ensure even greater growth to come in the future.

Contact UCT Radio

Address: Cissie Gool Mall, Level 2 Computer Science Building, Rhodes Gift, University Avenue, Upper Campus

Tel: 021 650 3550

In-studio: 021 650 5399

UCT News

UCT News online

[UCT News](#) is the university's home for [daily news](#), [newsletters](#), [newsroom and publications](#), [lectures and speeches](#), [videos](#), and [audio](#) (listen to news).

UCT has a diverse and widely distributed community, which includes students, academic staff, PASS staff, alumni, parents, guardians and more. In order to keep this community updated about recent, ongoing and future events, the university distributes [regular communications from the executive](#). These take the form of VC Desks, which are messages from the Vice-Chancellor concerning important events on campus; DVC Desks, which include university-related communications from each of the Deputy Vice-Chancellors; and Campus Announcements, which are released at least once a week to update the UCT community about ongoing events and to give notice of upcoming events on the various campuses.

The media liaison office issues [official media releases and statements](#) to highlight some of the key university activities as well as developments around – among others – the executive, staff and students. The office also serves to connect the media with UCT academics and subject matter experts.

Contact UCT Newsroom

📞 **Tel:** (0)21 650 4144
✉️ **Email:** newsdesk@uct.ac.za

Varsity Newspaper

[*Varsity*](#) is the official student-run news source at UCT. Established in 1942, *Varsity* has grown into a creative and multimedia developmental agency. Producing new content every Tuesday, the publication alternates between its print newspaper and website. The online presence spans various social media platforms such as [X/Twitter](#), [Facebook](#), [Instagram](#) and [YouTube](#).

Varsity content prioritises issues affecting the UCT community and strives to represent the student voice accurately. It has become the go-to news source for students who want on-the-ground reporting. Members of the *Varsity* collective are all UCT students who have chosen to be part of the team on a voluntary basis.

UCT Student Activism

[South Africa has a long history of student protests going way back to the anti-Apartheid marches that predated South Africa's democracy.](#) Since 1994, when democracy was established, South African students had their own struggles. In recent years, there has been a wave of student protests action. The student protests at universities and universities of technology were led by the student organisation called the [South African Students' Congress (SASCO)](#).

Today, the major demands by protesting students across the country are similar. However, the main demand has been more financial support from [National Student Financial Aid Scheme (NSFAS)](#). NSFAS is the South African government student loan and bursary scheme. The scheme provides loans and bursaries to students at all 25 public universities and 50 public Further Education and Training (FET) colleges throughout South Africa.

FHS Activism and Campaigns

Transformation in the Faculty of Health Sciences

The FHS Dean, Assoc Professor Green-Thompson, is committed to [Transform the Health Sciences Faculty (HSF)](#): *"We believe that by self-reflection and analysis, we understand what went wrong in the past, in order to transform our current programmes for realising our goals in future. Looking back does not imply dwelling on the wrongs of the past, but understanding where and how things went wrong, and acknowledging pain and injustice, in order to do better in the future."*

The Transformation Advisory Group

The [TAG](#) comprises members the FHS's Department of Paediatrics and Child Health. The primary site is based at [Red Cross War Memorial Children's Hospital (RCWMCH)](#). The committee includes representatives from other hospitals, divisions and disciplines falling under UCT, and the Department of Paediatrics and Child Health. TAG works closely with RCWMCH management to foster an institutional cultural change.

University of Cape Town: a proud tradition of staff and student activism

- [Great Minds: Eight activists who studied at UCT](#) Albie Sachs, Ben Kies, Dullah Omar, Jenny Schreiner, Neville Alexander, Pieter-Dirk Uys, Yoliswa Dwane and Zainunnisa 'Cissie' Gool.
- [Timeline: UCT during the apartheid years](#) The 1976 Soweto uprising was a pivotal time in the country's history. UCT students protested, marched on the state President's residence and parliament, and gathered on Jammie Steps to show their solidarity, calling for an end to police brutality and Afrikaans as a medium of instruction in schools.
- [Anti-Apartheid Activism at the University of Cape Town 1963-1973](#)
- [UCT's Global Citizenship Programme (GCP)](#) is a programme of critical debate, voluntary service activities and reflection which engages students as thoughtful scholars and citizens who are keen to learn, think about, critique and respond to key contemporary issues.

Academic Support and Success

Academic Support

Department of Health Sciences Education (DHSE)

About the DHSE Department

Established in 2015, the Department of Health Sciences Education's (HSE) primary aim is to enhance the quality of education across the Faculty and in all teaching facilities used by the Faculty. In assisting the Faculty's Transformation agenda in educational programmes, our goal is to ensure that our graduates are prepared for contextually-relevant clinical practice and to help foster clinical excellence.

Our establishment reflects UCT's commitment to advancing the field of health sciences education (HSE) and generating scholarship relevant to Africa and other resource-constrained environments.

This initiative is also in keeping with the Faculty's adoption of the Primary Health Care Approach as its lead theme. We also strive to collaborate with other groupings engaged in HSE research, teaching and service. We provide the Faculty with an academic hub for inter-disciplinary and inter-professional offerings.

Our Services

- Educational development which aligns education, training and health professional practice at both under- and postgraduate levels with all levels of health care delivery.
- Promotion of excellence in teaching.
- Learning and assessment at all sites of education and training.
- Development of innovative educational responses to the unique challenges faced in the South African and African contexts.

Postgraduate Programmes

- Postgraduate Diploma in Health Profession Education
- MPhil by dissertation
- PhD

Transformation in Educational Programmes

Since its inception in 2000, the EDU (now the Education Development Division) has had a mandate to assist the Faculty of Health Sciences with its Transformation Agenda in educational programmes. The transformation agenda is three-pronged:

- Restructure educational programmes in order to graduate students who are appropriately prepared for practice in the transforming South African health system that is evolving toward Primary Health Care.
- Restructuring of educational programmes to take account of new educational and assessment methodologies emerging in the field of health sciences' education.
- Assist the faculty in achieving equity within the student population, ensuring throughput and success of students from previously excluded groupings and educationally under-resourced backgrounds.

The FHS has adopted the **Primary Health Care Approach**, adhering to the principles of the *Alma-Ata* as its lead theme. The Faculty strives to collaborate with other groupings engaged in HSE research, teaching and service, and provides an academic hub for inter-disciplinary and inter-professional offerings.

See P8 for the Alma-Ata declaration.

Writing Centre

Over the last few years, the upper campus Writing Centre has been so well utilised by students across the university, that the need for satellite writing centres has become apparent. In response to this need, the [Faculty of Health Sciences Writing Lab](#) officially opened its doors on 9 February 2015. The Writing Lab provides FHS students and staff with convenient access to specialist writing support on their own campus.

Our aim is not to improve the writing, but to improve the writer.

For many people writing does not come naturally, and while great writing is hard to learn, good writing is not. We believe that with the appropriate guidance and support anyone can become a proficient academic writer. We want to empower writers by helping them develop an awareness of the practices needed to produce good writing within their discipline.

At the Writing Lab we aim to provide a safe, collaborative space where you can brainstorm and discuss ideas and challenges with a consultant who is both a trained writing specialist and a postgraduate health science student themselves. Our consultants' background gives them the technical knowledge to access your writing with ease and understanding, while their specialised training allows them to help you identify your writing challenges, and to show you practical ways to overcome them and become a better writer. To support you on your journey to becoming a better writer, the Writing Lab offers one-on-one consultations, group consultations, workshops by request, and paper-based resources. From our interaction with students, we are also in a unique position to mediate with departments about the challenges that students are facing. In this capacity we are able to advocate on your behalf, facilitating the processes of justice and social redress at UCT.

Services Offered

We offer both one-on-one and group consultations to both students and staff at any stage of the writing process. Whether it is just to chat about task analysis or work on a draft of your writing, we can assist you. We also offer workshops by request ONLY. If you feel that your division, research group, department could benefit from our writing workshops or writers' circles, please discuss with

your course convenor or supervisor and ask them to complete our workshop request form [here](#). One of the lecturers will then follow-up on your request to arrange a meeting for further discussion.

We also run weekly *Shut Up and Write* sessions, join our MS Teams group [here](#).

Contact the FHS Writing Lab

🏠 **Address:** E-floor, Room 53-27, Old Main Building, Groote Schuur Hospital

📞 **Tel:** 021 650 5021

✉ **Email:** fhs.writinglab@gmail.com

Professional Standards Committee (PSC)

What are professional standards?

Professional standards are the values, attitudes, and behaviours that seek to put the interests of the individuals and communities we serve first. These standards include honesty; integrity; humility; accountability to patients, colleagues, and society; respecting and upholding the rights of patients; a commitment to excellence and life-long competency; and working in partnership with the health care team and the people that we serve. The FHS aspires to graduate health science professionals with high standards of professionalism and ethics.

Why is there a need for a PSC?

Students have long witnessed unprofessional behaviour and abuses of patient rights in health care facilities and communities during their training, experiences which may erode their own respect for professionalism and patient rights. Recent research into these experiences highlighted the need for processes for reporting violations of professional standards.

What is the role of the PSC?

The role of the PSC is both proactive and reactive. It includes promoting awareness of professional standards among staff and students, receiving allegations of unprofessional behaviour within the service-learning environment, and supporting and advising those who speak out against unprofessional behaviour.

Why is it important to report unprofessional behaviour?

Reporting of unprofessional behaviour, although difficult, can improve the quality of patient care, prevent the recurrence of incidents, improve the learning experience for students, and ultimately strengthen ethical and accountability practice.

What do I do if I witness unprofessional behaviour?

If you witness unprofessional behaviour and feel unable to confront the perpetrator, take the following action: **Discuss the incident and an appropriate response with the course convener, a trusted staff member, or a student colleague.**

Please note incident reports must be made in good faith and may not be anonymous. Frivolous complaints are violations of professional behaviour.

What will happen to incident reports of unprofessional behaviour?

All incident reports will be reviewed by the PSC. The PSC may request further information from the complainant and from others. The alleged perpetrator will be given an opportunity to respond to the complaint.

The PSC will consider the complaint and the alleged perpetrator's response and will write a report on the incident for the Dean of the Faculty of Health Sciences, recommending an appropriate response by the faculty. The complainant and alleged perpetrator will also receive copies of these reports. The PSC will maintain the confidentiality of the complaints as far as possible.

How will confidentiality be maintained?

The PSC will maintain the confidentiality of the complaints. The identity of the complainant(s) or will be revealed to the alleged perpetrator only with their prior consent. However, by the very nature of the complaint, a complainant's identity may be obvious to the perpetrator, in which case the complainant will be protected to the best of our ability.

Contact details for reporting complaints
Use the *F Incident Report Form* on the PSC Amathuba website.

Contact Dr Chivon Gordon (PSC Chair)

Tel: 021 658 5322
Email: c.gordon@uct.ac.za

Important!
Please check your UCT email account regularly. Administrative and academic departments will use email to send certain important information to you.

Careers

Career Guidance

Registered UCT students and recent graduates may book an in-depth 45-minute session with a Career Advisor. We also offer a CV Review service to those who have attended the CV Development talks and / or used the resources in the CIC. CDP provides a Quick Queries service where students can consult a Career Advisor for approximately 15 minutes on a first come first served basis.

The Quick Queries service is available on Tuesdays: 14h00 - 15h30 and Thursdays: 10h30 - 12h00.

Career Awareness Talks

The Career Awareness Talks series was devised to cover areas of work which typically do not feature in campus based graduate recruitment activities. Speakers present personal stories of their dynamic career trajectories - challenging many typical student career expectations. Previous Career Awareness Talks may be viewed on DVD in our CIC. Topics include Work Experience with the United Nations, Working in the Sustainable Energy Sector and Working in Police Forensics.

The Mock Interview Programme (MIP)

The MIP enables students to experience a practice job selection interview with a professional recruiter and receive feedback on their performance.

Publications

CDP publishes Careering, UCTs flagship careers education magazine and the annual Graduate Recruitment Handbook.

Career Fairs

Annual Career Fairs provide students with an opportunity to meet and interact with graduate recruiters at a central location on campus

Graduate Recruitment Programme (GRP)

During the annual Graduate Recruitment Programme, more than 100 organisations seeking to at- tract graduate talent participate in presentations and selection interviews on campus, whilst also of- fering internships and bursaries.
All students can use the GRP to research different employment prospects by attending a wide range of talks to help them explore options and make informed choices.

27 Careers Service

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

Website and Amathuba

Our website and our Amathuba site are both regularly updated with information about our services and events.

Career Portal

The Career Portal is an online communication tool designed to complement campus based recruitment activities, connecting UCT students and Alumni with opportunities in the world of work.

The Career Portal extends our reach to students, alumni and employers beyond the annual graduate recruitment cycle and after a gap year, time out or first job. There is also a link service for bursaries, scholarships and vacation work for students.

Work / Study Project

This project links students to short term, part-time and casual job opportunities to help generate income and provide work experience opportunities while studying.

Contact Organisations

UCT Law Clinic

The *central mission of the UCT Law Clinic*, the UCT Law Faculty's legal aid service, is to provide students with an excellent clinical legal education whilst promoting access to justice for those who would otherwise not have the means.

Based at the University of Cape Town's Law Faculty, the UCT Law Clinic offers on-site and off-site legal advice and support. A busy, vibrant, registered legal service, the Law Clinic was started by law students in the early 1970s - the first of it's kind to be established in South Africa.

The UCT Law Clinic has grown from a student run initiative to a fully functioning law practice and a Cape Law Society accredited law clinic operating within the UCT Law Faculty.

The Law Clinic is run by a professional staff of experienced practising attorneys who litigate in the District, Regional and High Courts on behalf of indigent people who would otherwise not have access to the law.

The Clinic is a paying member of the Legal Practice Council and adheres strictly to its guidelines with regard to ethical and professional conduct and to statutory obligations of the profession.

Students can make use of the legal services offered. Clients are only seen through the **UCT Law Satellite Clinic**, they are not seen at the Rondebosch office.

Contact the Satellite Clinic for an Appointment

📞 **Tel:** 021 650 3775 / 4890

✉️ **Email:** uctlawclinic@uct.ac.za

The UCT Careers Service has won the title of Best Career Service at the South African Graduate Employers Association (SAGEA) Awards for more than a decade.
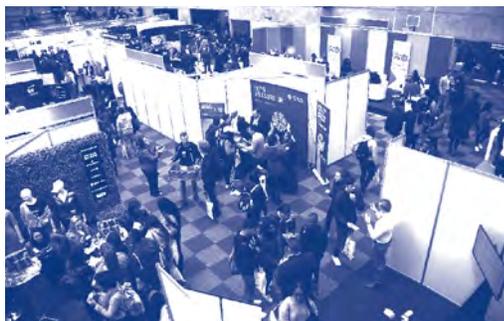
Employer partnerships

The graduate employment team keeps a finger on the pulse of industry, facilitating engagements with over 2 000 diverse formal sector employers, including:

1. careers expos
2. company showcases and presentations
3. Careers Service guide advertising
4. poster campaigns and advertising on campus
5. My Career, online vacancy and website advertising
6. email blasts and SMS service
7. interview and assessment venues
8. sponsorship opportunities.

Employer Partner Programme

In pursuit of building a shared legacy of world-class higher education in South Africa, the Employer Partner Programme offers employers the opportunity to benefit from the Careers Service's capacity to elevate their recruitment processes by: participating in career-development initiatives and work-readiness programmes growing brand awareness among students through on-campus marketing opportunities priority placement at career events, and early access to graduates.

⬇️ **Downloads** Protocol and Policy Documents

- UCT Handbook: General Rules, Values, Actions and Policies
- Avoiding Plagiarism: A Guide for Students
- A Guide to Student Collaboration with Others and Using the Ideas of Others in Academic Settings
- UCT Intellectual Property Policy
- UCT Language Policy
- UCT Open Access Policy

Services @ UCT

Academic Matters

Self-service and Responsibility

Student Responsibilities

- **Maintenance and confirmation of personal and academic information.** Students are responsible for checking and maintaining their personal data and may obtain data and information via internet self-service. *UCT does not accept any responsibility for consequences arising from incorrect, invalid or missing data.*

- **Contact information.** This includes addresses and telephone numbers, as well as emergency contact information. UCT does not send email to private accounts, only to your UCT email account, which is set up for you. Contact information must be kept current so that you can be contacted if necessary and so that mail is sent to the correct address. Check and update this information via self-service.

- **Bank account information.** Payments to students (including Financial Aid allowances, bursary advances and other forms of refund) are only made to bank accounts. Ensure that UCT has details of a valid and active bank account. Check and update this information via self-service.

- **Course Registrations.** Check and confirm these once your registration data have been captured (this typically takes 2-3 days from the time that your form is handed in). UCT does not send confirmation of registration letters to students. Therefore, you must check this data regularly via self-service and report any errors promptly to your Faculty Office. Late changes will have fee implications.

- **Fee Account.** Check your fee account regularly, especially if you make changes of curriculum as this will usually affect your fees.

- **Results.** Your end-of-year results will not be mailed to you, but will be released in a downloadable verifiable format using self-service at the end of the year.

Important Rules

Please study the rules and policies in the Faculty Handbook (the "red book") and the UCT's General Rules and Policies handbook (the "blue book").

Please take note of the rules relating to your behaviour, your academic performance, and the rules you need to comply with in order to avoid academic exclusion.

If you are excluded you may not return to UCT. You will have an opportunity to appeal, and your appeal will be considered by the Faculty Re-admission Appeal Committee. If you are in breach of these rules you may not claim you did not know about them! It is your responsibility to inform yourself about the rules and codes of conduct.

In the red Faculty Handbook, you will find the following:

- Information about your degree structure (the courses included in each year of study).
- An overview of the content of courses, including information on how you will be assessed in these courses.
- Information about the Faculty structure (see the table in the middle of the handbook that shows all the schools, departments, divisions and research structures).
- Information about the staff in the Departments that will be teaching you.
- Rules on progression through your degree programme.

Academic Progress Reports/Results
Results for Bursary Sponsors

If you need an official document giving your test results (to send to your sponsors, for example) you can obtain the form from the Postgraduate Unit. Ask your lecturers to enter and sign against your results and take the form back to the receptionist of the Postgraduate Student Administration for an official stamp before you send it off.

You can also download your transcript from the web but the faculty office cannot certify this.

Examination Results

It is your responsibility to find out what your examination results are whether you are required to do supplementary examinations, when and where those supplementary examinations are, or whether and when you are required to do additional (usually clinical) training time over the holidays.

At the end of an examination period, the Faculty Examination Committee considers and approves the results of all students. You may then view your results on PeopleSoft via Self-service (you receive instructions about the Self-service facility at registration).

You will not automatically be sent hard copies of your results every year by the Records Office. If you want a hard copy mailed to you, you must request the Records Office to send this to you.

For more information call the Records Office:

📞 **Tel:** 021 650 2118.

It is your responsibility to ensure that you know where and when your examinations and supplementary / deferred examinations are written.

After examinations, you may contact the Postgraduate Office to find out if you have **passed, failed**, or been awarded **supplementary examinations**, but you will not be given results telephonically.

📞 **Tel:** 021 406 6559 / 6634

Our commitment to demographic transformation continues to enrich the Faculty. I am also pleased at our enthusiastic participation in many non-academic spheres like sport, politics and arts, all activities which tremendously enhance campus life.

Associate Prof. Lionel Green-Thompson
Dean: Faculty of Health Sciences

Support

Deferred Examinations

Deferred exams are given on grounds of illness, injury, very recent death of an immediate family member, etc. Application for a deferred exam must be submitted on the correct form (available from Student Records, Kramer Law Building, Middle Campus) to the Student Records office not later than 7 days after the date of the scheduled examination. This form must be accompanied by a medical certificate (a specific medical form to be completed by a doctor is attached to the application form) or other documentary evidence. Deferment on personal grounds may be considered.

Please note that it is your responsibility to find out whether you have a supplementary and / or deferred examination dates before you leave for vacation.

Supplementary Examinations

Whether or not you are awarded a supplementary examination depends on the Faculty Examinations Committee, which discusses your results after each set of examinations. You cannot apply for a supplementary examination, you are not entitled to one if you have a near-fail mark, and you cannot appeal to get one if the Examinations Committee has not awarded you one.

Change of Address

You need to update your personal details on PeopleSoft via Self-Service. If you change your address, whether it is your home address, term address or fee account address you must also notify the Postgraduate Administrative Office who will inform the necessary departments:

🏠 **Address:** Ground Floor, Wernher and Beit North Building, (Room N2.15)

✉ **Email:** Keasha.Cloete@uct.ac.za

Library Facilities

Bongani Mayosi Health Sciences Library

About the Library

The Health Sciences Library (HSL) is a branch library of the UCT Libraries. It is situated at the Health Sciences Campus and serves all departments and divisions of the FHS. The collection ranges from books to online journals. An online catalogue and several online databases are available for research.

History of the HSL

The HSL, the first university medical library in South Africa, came into being in 1912 with the establishment of the Medical School of the South African College.

On 1 July 2020, the Health Sciences Library was officially renamed to Bongani Mayosi Health Sciences Library to acknowledge and celebrate the vision, impact and influence of the late **Professor Bongani Mawethu Mayosi** on the health sciences academic endeavours and students of UCT.

Prof Mayosi was an outstanding clinician, scientist and teacher. His significant contributions to research, teaching, training and health policy have been recognised through the numerous national and international accolades bestowed upon him. His commitment to academic excellence, collaboration and social transformation, influenced and inspired many.

Bongani Mayosi Legacy Project

The aim of the Bongani Mayosi Legacy Project initiative is to acknowledge and celebrate the vision, impact and influence of the late Professor Mayosi on the health sciences academic endeavours and students of UCT. As a cardiologist, academic and Dean of the FHS, the principle of academic excellence, aspiration and collaboration in teaching, learning and research in the health sciences were embodied in and actively promoted by Professor Mayosi.

The HSL, located within the Health Sciences Faculty, actively provides research support, nurtures academic excellence through embedding in the curriculum, and fosters student learning and engagement in a safe and accessible library space with 24/7 access to connectivity and study spaces.

As the Dean of the Faculty at the time, Professor Mayosi approved of this new space as it resonated with his passion for transformed and accessible learning spaces for a changing student population.

We believe this **legacy project**, which will introduce dynamic and contemporary design and aesthetic elements within an invigorated library space,

will have a long-term impact on the aspirations and success of African health sciences students, academics and researchers thereby giving expression and keeping alive Professor Mayosi's vision and principles. Further, this initiative is particular befitting since the UCT has approved the renaming of this library as the Bongani Mayosi Health Sciences Library.

Bongani Mayosi Academic Prize

In fostering the spirit of the kind of academic and clinician that Professor Mayosi was, the Bongani Mayosi Academic Prize aims to recognise a kindred spirit in a final-year student from nine South African Medical Schools. The inclusion of other medical schools in the academic prize is to foster a relationship of collaboration within the medical schools and students, an idea that was very close to Bongani's heart. The academic prize winners will be chosen by each respective medical school final year class.

The **Bongani Mayosi Academic Prize** is meant to be both inspirational, and aspirational to medical students across South Africa and to encourage the holistic development of medical students in all aspects of their training. It is meant to inspire excellence in three areas viz; academic, leadership and emotional intelligence as well as public service. It is aspirational as the association to a leader and academic such as Professor Mayosi is meant to encourage students to aspire beyond their expectations, to make an indelible mark in the medical fraternity. Recipients of the award will be chosen by their final year classmates, as well as epitomise his values and beliefs.

In order for us to have impact, we need, firstly, to be technically well-trained, to be trained to the best standards in the world. The patient is the beginning and end of our work - be it in service provision, research, teaching or administation. Our future will be guaranteed by the quality and vision of the leaders that we leave behind as our legacy.

Professor Bongani Mayosi
28 January 1967 - 27 July 2018

Late Dean: Faculty of Health Sciences. A pioneering A-rated National Research Foundation scientist, he led a team that conducted ground-breaking research on heart disease affecting the poor, including rheumatic heart disease, congestive cardiac failure and tuberculous pericarditis. He was awarded the Order of Mapungubwe, South Africa's highest honour, in 2009. He was elected to the membership of the National Academy of Medicine in the United States, in 2017.

A timeline of
Achievements

This issue we bid farewell to a giant in the world of cardiology. Prof Bongani Mayosi.

1983

When he first registered with the HPCSA, as a student studying towards an MBChB degree with the then University of Natal (UKZN), which he subsequently 1989 obtained his MBChB degree

1990

He then registered as an Intern from 12 January 1990 until December of the same year, when he was registered as a Medical Practitioner in the category of Independent Practice.

He was registered in the professional category of Independent Practice Specialist Medicine after completing his Registrar Training in recognised posts held at the University of Cape Town, attached to Groote Schuur Hospital until December 2003.

8 April 1997

He was registered in the professional category of Independent Practice Subspecialist Medicine Cardiology after he served as a Consultant in the recognised posts held at UCT

1 December 2003

He became the first black Head of the Department of Medicine at the University of Cape Town

2006

He was awarded the country's highest honour, the Order of Mapungubwe (Silver)

2009

2017

He was the only African to be elected to the prestigious US National Academy of Medicine.

2016

Promoted to the Dean of the Faculty of Health Sciences at UCT

February 2015

Minister of Health Dr Aaron Motsoaledi appointed Prof Mayosi to lead the Ministerial Task Team (MTT) to investigate allegations of administrative irregularities, mismanagement and poor governance at the HPCSA. This was as a result of progressive increase in the number of complaints made against the HPCSA by individual practitioners, professional associations, training institutions and other organisations. The MTT presented five recommendations, one of which was to overhaul the information communication technology, data and records management systems, and generally improve the efficiency of the HPCSA.

If you are struggling with depression, turn to someone for help.

Suicide Crisis Line: 0800 567 567, 24-hour helpline 0800 12 13 14, to contact a SADAG counsellor: 011 234 4837

To access more articles and CPD content, go to **www.medicalacademic.co.za**

PROFESSOR BONGANI MAYOSI
28 January 1967 - 27 July 2018

Healer of Hearts. Pioneering Professor.
Hamba Kahle. Rest in Peace. Rus in Vrede.

FACULTY OF
HEALTH SCIENCES

Opening Hours

🕐 **Hours / Term:** Mon to Thurs 08:30 – 22:00
　　　　　　　　Fri 08:30 – 18:00
　　　　　　　　Sat 08:30 – 12:30

🕐 **Hours / Vacation (July and December to mid-January):**
　　　　　　　　Mon to Fri 08:30 – 17:00
　　　　　　　　Sat 08:30 – 12:30

Libraries are closed on all Public Holidays and Sundays.

Visit the UCT Library Opening Hours portal for the latest times, bookings and seating capacity.

📞 **Loans Desk Tel:** 021 406 6138
📞 **Reference Desk Tel:** 021 406 6388
🖨 **Fax:** 021 448 2579
🌐 **Website:** lib.uct.ac.za/lib/libraries/hsl

Joining the Library

All registered students are automatically members of the library. You must produce your student card to enter and borrow material.

Patron's Responsibilities

Library material will only be issued on production of a valid library card. Cards are not transferable, and the card holder is responsible for all items issued against that card. It is the patron's responsibility to ensure all items issued against their card are cleared.

Lost cards must be reported to the Loans Desk as soon as possible.

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UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

Loan Allocations

Postgraduate

- 6 standard loan items for a period of two weeks (2 renewals allowed).
- 3 short loan items.
- No print journals issues.

Short Loan

Students may borrow a maximum of three short loan items at a time. The items may be borrowed for **either one or two hours before 15:00 during weekdays**. **From 15:00**, they may be **borrowed for overnight until 09:30 the next day**.

Short loan items borrowed on Friday must be **returned by 09:30 on Monday.**

Short loan items may be reserved—these are not booked online, but manually in the book; therefore, they may only be **booked with the item in hand**.

Patrons may only book one short loan item per day, may only book the same item once per week and only one week in advance.

Fines

- Standard loan items: **R2,00** per item per day
- Standard loan items that have been recalled: **R5,00** per item per day
- Short loan items: **R2,00** per hour

If a patron does not return overdue items after two reminders, an account will be sent for the re-placement cost of the items, plus a handling charge. In addition, the accrued fines must still be paid.

Electronic Resources, Online Journals and Catalogues

The library has a comprehensive range of databases such as PubMed, EBSCOHost, Scopus, Cochrane and MDConsult. Online journals are available via our Journal Portal section on our homepage. In addition, RefWorks can be accessed to store references, cite and create bibliographies. To search our library holdings, you can use ALEPH, our online catalogue, which searches collections right across all UCT Libraries as well as the other three tertiary institutions in the Western Cape.

AMANDLA AWETHU

Training

The library offers students regular training sessions on ALEPH, MEDLINE and other e-resources, including RefWorks. Special training sessions may be arranged for larger groups.

Computing and Research

The library has two facilities for this purpose.

The Wolfson Computer Laboratory located on Level 7 has about 130 PCs for all computer related activities. The Lab is closed on Saturdays and during vacations. During these times, the health labs in the Anatomy Building can be used.

The computers on Level 2 are to be used for research-purposes only. Students are advised to use the Wolfson Laboratory for word-processing, emailing and Amathuba.

Off-Campus / Online Access

To access to our electronic resources from home or elsewhere, use EZProxy from our homepage at

🌐 **Website:** lib.uct.ac.za/medical

Log in with your student number and network password.

Reference Services

Reference librarians are available to assist patrons with information queries during library opening hours. You can also email your reference query to

✉ **Email:** lib-medref@uct.ac.za

Inter-Library Loan (ILL)

Items not held in UCT libraries may be obtained from elsewhere in South Africa or from overseas on inter-library loan. This is a free service to all students and staff at UCT. However, items sourced from overseas are charged at **R150.00** per an item.

Ask at the Loans Desk for more information, including ILL online requests.

Public Library

All holders of Cape Town Library cards can access the public library.

🏠 **Address:** 021 448 2579
📞 **Enquiries Tel:** 021 406 6138
🕐 **Hours:** Tues, Thurs and Fri 12:00 - 14:00

Virtual Library Service
Make a Virtual Appointment

UCT Libraries also offer a comprehensive virtual library service.

Museums

Pathology Learning Centre and Museum

The Pathology Learning Centre documents changes in the understanding of pathology and in treatment; in particular, the examples of early heart transplantation work.

The pathology teaching collection probably began very soon after a department of pathology was officially formed at the early medical school in Cape Town; our oldest specimen bottle is dated 1927. By 1936 the pathology museum had grown to a considerable size.

For many years the museum was central to teaching pathology, before going into something of a decline over the last decade or two. The teaching collection is now being resuscitated thanks to funding from the Department of Education, primarily for digitisation. In the process, the specimen bottles are being restored, the catalogues are going electronic and a digital pathology website is being set up for 24 hour access to the collection by FHS students.

Jurgen Geitner and Dr. Jane Yeats have begun photographing the collection of post-mortem books , starting with the oldest one at the University, from 1927.

🏠 **Address:** Pathology Museum, J S Marias Building, Falmouth Lane (next to the Mortuary)

🕐 **Hours:** Weekdays from 08h00–18h00. Weekend (arrange with the department)

The Museum is also available as a study venue when not being utilised by classes; and is in valuable when studying Anatomical Pathology. It contains a vast collection of pathology specimens.

These are arranged in classes according to the particular system (e.g. brain, heart, etc.) and sub-categorized by type of disease process (e.g. infective, neoplastic, etc.) There are specimen catalogues available which give descriptions and a diagnosis of the specimen. Remember that the specimens are irreplaceable and must be handled with the appropriate care and respect.

Eating and drinking in the museum is not permitted.

M.R. Drennan Anatomy Museum

The M.R Drennan Anatomy Museum collections include prepared specimens, both bottled and plastinated, which allow students to revise visually problematic areas of anatomy. The model collection includes a series of wax embryology models from the Ziegler studio and anatomical models ranging from papier-mâché to the modern silicon copies. The department also houses a skeletal collection of over 400 archaeological and forensic skeletons, as well as a skeletal collection of identified individuals – used for research purposes.

Nagin Parbhoo History of Anaesthesia Museum

The Nagin Parbhoo History of Anasthesia Museum housed in UCT's Department of Anaesthesia and Perioperative Medicine situated in the New Groote Schuur Hospital in Observatory. Artefacts in the museum reveal the long and often painful change in anaesthesia from an art in the early 1900s to a science in the post Second World War era.

The museum is acknowledged as the official South African Society of Anaesthesiology (SASA) museum and has a section devoted to the History of the Society, including a display dedicated to the successful hosting by SASA of the 14th World Congress of Anaesthesiology in Cape Town in 2008.

Visits to the Museum

The museum forms part of an active department and visitors wishing to do so are welcome by appointment.

Contact the Museum

Peter Gordon Honorary Curator
✉ **Email:** peter.gordon@uct.ac.za

Dr Robert Nieuwveld Assistant Curator
✉ **Email:** robert.nieuwveld@uct.ac.za

Mrs. C Wyngaard Department Secretary
📞 **Tel:** 021 404 5004

Chris Barnard Heart of Cape Town Museum

One of the greatest moments In medical history

On 3 December 1967 a small operating theatre at Groote Schuur Hospital in Cape Town made world news. The dedicated, skilled, and courageous team completed the first human-to-human heart transplant – a feat of medical expertise that was to shape surgeries from that day forward.

At the Heart of Cape Town Museum, you can go behind the scenes and learn about all those who played a role in pushing the boundaries of science.

The human heart transplant, one of the greatest moments in medical history, was made possible by an extraordinary interplay of scientific dedication; human courage and generosity and a timely chain of events.

Today, the museum honours all those who contributed to the surgical feat that pushed the boundaries of science, into the dawn of a new medical era, an era in which it became possible to transplant the symbol of the essence of life, our human heart.

The museum opened in December 2007 marking the 40th anniversary of the pioneering heart transplant surgery. It draws attention to ethical and moral implications that came up at the time. It also **highlights the ways in which Dr Barnard's accomplishment put South Africa and the University of Cape Town on an international stage.**

Book a Guided Tour

- **Address:** Groote Schuur Hospital
- **Tel:** 021 404 1967
- **Admission:** Skip the Line. Book Online.
- **Hours:** Mon to Fri 09:00 - 15:00

> It is the crowning effort of a team of men and women who bring at that moment, the training of a lifetime. Structured with the inherited technique and skill of a millennium – all are fused to one objective: to replace a dying heart with a new one, to save one life.

Professor Christiaan Barnard
8 November 1922 – 2 September 2001

Late Head: Department of Cardiothoracic Surgery. World-renowned cardiac surgeon who led the team that performed the world's first human-to-human heart transplant operation.

Administrative and Graphic Services

Post

External Mail

The closest Post Office is in St Peter's Square, Observatory. This is situated behind the Falmouth Building, Faculty of Health Sciences.

Internal Mail

This is used for all mail destined for UCT Departments, Faculties, etc. The mail can be deposited in the box at the front entrance of the Barnard Fuller Building (next to security desk).

Medical Graphics

Imago Visual

Imago Visual offers the following print and digital services:

• Photography.
• Illustration.
• Graphic Design: infographics, drawings, posters, and over-head transparencies.
• Processing and printing of film and slides.
• Audio visual loans and television services: video and audio recording, editing, voice over, copying from / to VHS / Betamax, and sound.

Contact Imago Visual

- **Address:** 219 Lower Main Road, Observatory
- **Tel:** 021 447 6783
- **Facebook:** www.facebook.com/imagovisual
- **Email:** info@imago-visual.com

Computer Use

Computer skills are essential for both study and career purposes in all disciplines.

The FHS is firmly committed to the integration of computer skills training and computer-assisted learning as part of its curriculum.

Health Sciences Student Computing Labs

ICTS manages the Health Sciences Student Computing Labs for the FHS. Garth Hector, the Lab Administrator, together with Assistant Lab Administrators and Lab Assistants, manages lab bookings, assists the faculty staff and students where necessary and ensures that students abide by the lab rules as set out in the General Rules and Polices handbook (page 56).

What facilities are available?

FHS students will mostly make use of the five training labs and the open-access area in the Health Lab in the Student Learning Centre, both for training and for self-study purposes. When these facilities are in use for teaching purposes, students also have access to the Wolfson Computer Lab on the 7th floor of the Health Sciences Library.

New Learning Centre

All registered students can use the lab.
- **Address:** Anatomy Building, Basement / Level 1
- **Tel:** 021 406 6728
- **Hours:** Mon to Fri 06:00 – 18:00
  Sat, Sun and Public Holidays 08:30 – 17:00

During vacations, these times will be reduced – notices will be placed in the labs advising you of times.

Wolfson Computer Lab

All registered students can use the lab.
- **Address:** Level 7, FHS Library
- **Tel:** 021 406 6146
- **Hours:** Monday to Thursday 08:30 – 21:45
  Friday 08:30 – 17:45

Use of Computer Labs

Each student will be given a username (and email address) and password before or at registration. You must always keep your password in a safe place.

Your email address will be based on your student number e.g. BNDJAM007@uct.ac.za. If you lose your password, or don't change it in time, you can ask the lab tutors for a new one (do not approach the Faculty Office!) Please note that having an email address does not guarantee you open access to do your private emailing in the Faculty labs.

Facilities are limited and academic use takes precedence over social use. Notices will be posted in the labs advising you of rules in this regard.

Please read the notices in the labs regularly to keep informed. There are printing, scanning, binding and CD-cutting facilities available in Health lab. Details will be provided in this lab.

The lab tutors will assist students wherever possible, but outside the teaching sessions, it is not their task to teach you how to use a computer - you must attend the training offered to acquire the necessary skills. In the labs there are also online self- training courses (called Learn Online – access via My Workspace in Amathuba) available for the most common applications, for use by all students in their own time.

Computer Lab Rules

The lab tutors are your first port of call for all computer or lab usage problems. They will refer you, or the problem, if necessary. Do not approach other lab staff, Faculty office staff, or teaching staff on these matters, as they will be unable to assist and will refer you back to the tutors.

Please familiarise yourself with the lab rules, which are prominently displayed in the labs. If you break any of these rules, your user account will be disabled for an appropriate length of time. Please note that disabling your account in one lab will result in its being disabled across campus if you have access to labs in other faculties, this will affect your use of those labs too.

Ground Rules and Codes of Conduct

Transfer from One Programme to Another

Please note that it is not possible to "transfer" from one programme to another.

If you want to study another Postgraduate programme in this Faculty you may apply for admission to first year, in competition with all other applicants who apply for admission.

For more information see the FHS Postgraduate Admissions Officer in the Postgraduate Admissions Office.

Address: Wernher and Beit Building, Anzio Road, Observatory

Tel: 021 406 6634

Email: FHSReg@uct.ac.za

Codes of Conduct

The general rules for students in the faculty states that **"students doing clinical work are expected to act in accordance with the ethical norms laid down by the HPCSA"**.

This guide sets out the behaviour expected of all health sciences students in their personal and professional lives and in the presence of patients and their families. The intention of the guide is **to encourage students to maintain high standards in their personal and professional lives and to strive to uphold, in their behaviour, the high esteem in which health professionals are viewed.**

General Behaviour

Students need to be aware that their behaviour outside the clinical environment, including in their personal lives (including behaviour on social networking websites) impacts on both their clinical and academic work and may have an impact on the confidence that their patients and their teachers have in them and their fitness to practice.

Students are expected to be polite, honest, compassionate and trustworthy and act with integrity. This includes being honest when conducting research, writing reports and logbooks and when completing and signing forms.

Students need to be aware of plagiarism and report it when observed in others.

Students need to be present and punctual for all formally arranged learning opportunities and assessments or provide medical or other valid reasons for their absences.

Academic, Lab and Clinical Training

Students need to take responsibility for their own learning and to maintain their learning and skills throughout their careers. This means that they need to keep up to date and practice as much as possible the skills that they are taught.

Health sciences professionals learn through seeing procedures done, trying these skills under supervision or in a clinical skills laboratory and then practising the skills in a clinical environment under supervision until they are skilled enough to do these alone. Students are expected to gain as much clinical proficiency as they can.

Students are expected to adhere to the following codes of conduct:

- Attend all structured teaching and learning sessions: lectures, tutorials, clinics, ward rounds: after hours duties, and lab sessions.
- Complete all assignments and written work on time.
- Show respect for the knowledge and skills of their teachers and others involved in their learning.
- Behave with courtesy towards all staff i.e. academic, lab, clinical, administrative and support staff..
- Reflect on the feedback they are given about their behaviour and performance and respond appropriately.
- Respond to communication, whether this be in connection with patient care or their own education.
- Give constructive feedback on the quality of their learning and teaching.

Patient / Client Relationships and MMed / Research Students

FHS students have extensive contact with patients and their families throughout the clinical years of their training. Patients generally look upon the students as part of the health care team. This places responsibilities upon the student to behave in a manner that earns the respect of patients.

Students are expected to adhere to the following codes of conduct:

- Be respectful, polite and considerate towards everyone including patients, their escorts, community members, staff and fellow students.
- Greet patients politely and address them appropriately being mindful of age differences and sensitive to the cultural context.
- Build relationships with patients and their families based on honesty, openness, trust and good communication.
- Maintain a professional boundary between themselves, their patients and anyone else close to the patient.
- Ensure that patients or their caregivers give their informed consent for any activity performed by the student on the patient.
- Ensure that they are adequately supervised when performing any procedures on patients.
- Be aware of the rights of the patient and respect the decisions made by patients.
- Not unfairly discriminate against patients nor allow personal views to affect the treatment that they provide. (This includes views about ethnic origin, race, age, colour, culture, gender, sex, religious beliefs, political orientation, lifestyle, marital status, disability, sexual orientation, social and economic status).
- Ensure they maintain patient confidentiality and not discuss the patient with anyone not directly involved in the patient's care.
- Be aware of ethical issues in relation to the care of the patient.
- Ensure that they are clearly identified as students.
- Be aware of their own limitations in relation to the care of the patient and refer to their supervisors.
- Ensure the protection of their own health when treating patients.

This section focuses on student physical and mental health and wellness, sharing tips for staying healthy and where to go should you need help; provides a guide to reducing the risk of TB; shares the HIV and TB Health Care Worker (HCW) Hotline mobile app; and provides information on the inspirational work of the Desmond Tutu HIV Centre.
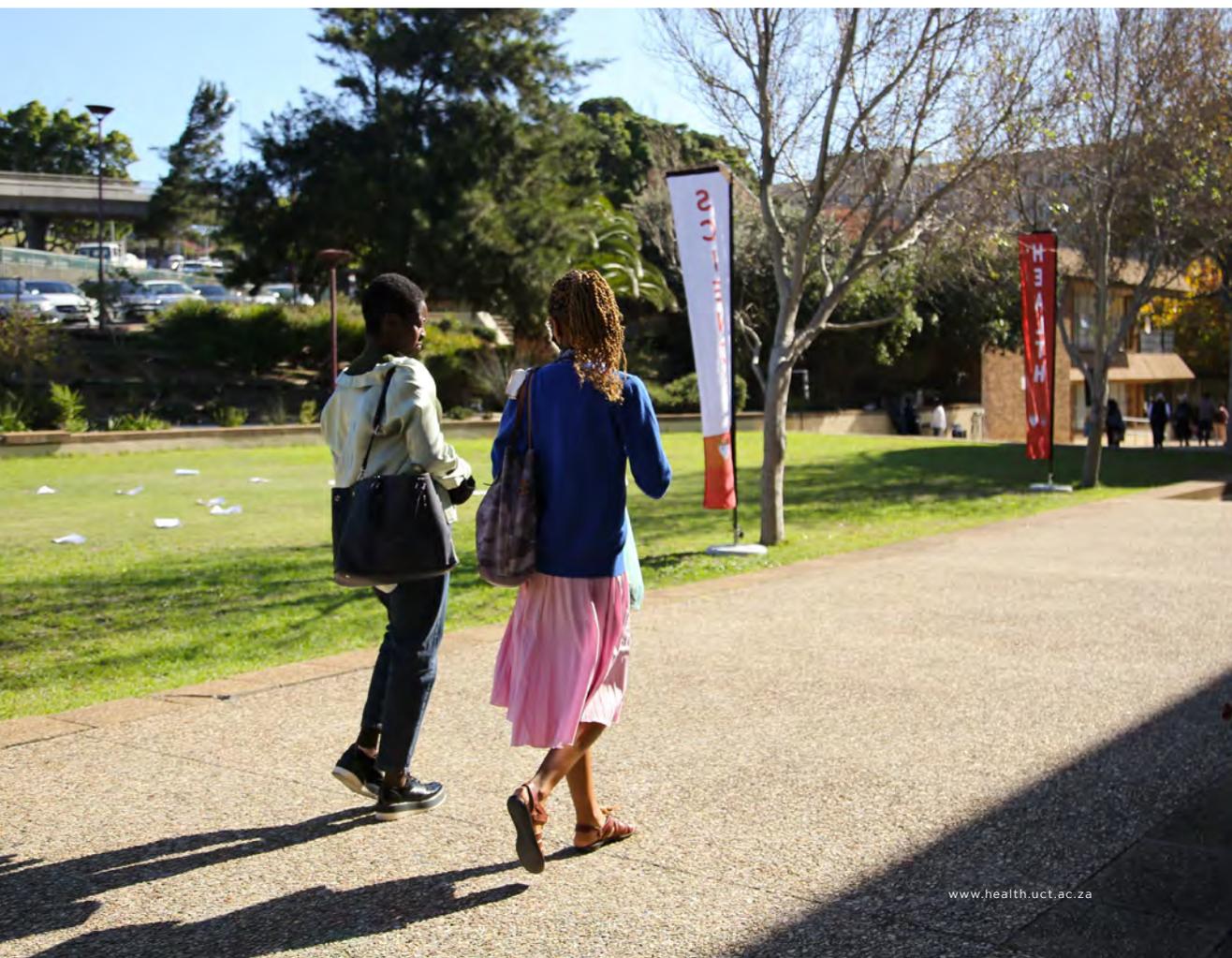
www.health.uct.ac.za

Student Health

UCT Student Health and Counselling Service

Main Clinic

🏠 **Address:** 28 Rhodes Avenues, Mowbray

📞 **Tel:** 021 650 1017 / 021 650 4589

✉️ **Email:** sws@uct.ac.za

🕐 **Hours (term):** Monday to Friday 08h30 - 16h30
Hours (vacation): Monday to Friday 09h00 - 11h00

Student HIV / AIDS Testing and Counselling

Contact the Student Wellness Service (SWS)

🏠 **Address:** 28 Rhodes Avenues, Mowbray

📞 **Tel:** 021 650 3662 / 021 650 3000

Contact the HIV / AIDS Institutional Coordination Unit

🏠 **Address:** 28 Rhodes Avenues, Mowbray

📞 **Tel:** 021 650 3599 / 021 650 1006

Contact the Peer Education and Information Centre

🏠 **Address:** 5th floor, Steve Biko Memorial Building
Upper Campus (UCT HIV / AIDS Unit)

📞 **Tel:** 021 650 1017 / 021 650 4589

Disability Service (DS)

The Disability Service (DS) is situated within the Office of Inclusivity and Change (OIC) – please visit the website for more information about the Service.

DS Mission

The Disability Services' mission is to:
- Give academically deserving disabled people access to a fair and equal educational and work experience.
- Interact appropriately with students, staff, prospective students and visitors with disabilities.
- Remove any physical, policy, information and attitude barriers that might prevent students and staff from fulfilling their potential.

Registering with the DS

As soon as possible after registering at UCT, please come to the DS offices to complete the registration form to request support or special assistance (also known as 'reasonable accommodations'). Please bring any supporting documentation with you. You can speak to a staff member to discuss your individual requirements.

Students with disabilities who dont need special assistance are also encouraged to register with the DS so that your name can be added to our distribution list for social and advocacy events.

The A–Z of Student Inclusion: Disability Services offers a collection of videos and online resources that provide a good introduction to the DS, the supports on offer for students, as well as how to access assistance at UCT.

Contact the Disability Service (DS)

🏠 **Address:** Level 6, Steve Biko Building,
Upper Campus, Rondebosch

✉️ **Email:** disabilityservice@uct.ac.za

Staying Healthy

Healthcare professionals and students have a high risk of exposure to infectious diseases. These risks can be reduced by:
- Frequent and appropriate hand washing; combined with the use of hand-alcohol solutions.
- Practising standard infection precautions.

Needlestick injuries and other occupational exposures can lead to infection with HIV, Hepatitis B and Hepatitis C. Avoid being infected by blood-borne and other pathogens by practising standard precautions and avoiding direct, unprotected exposure to human body fluids as much as possible.

Precautions

- Take care in handling, cleaning or disposing of sharp needles, or scalpels.
- Always dispose of 'sharps' safely. Discard all sharps in designated sharps containers immediately after use.
- Use protective barriers: gloves, goggles, waterproof aprons, and waterproof footwear when appropriate and possible.
- Immediately and thoroughly wash hands and other skin surfaces that are contaminated by blood or other body fluids.
- Routinely wash hands and use an alcohol liquid; before and after examining a patient or client.

Your physical wellbeing

The UCT Student Wellness Service (Ivan Toms Building, 28 Rhodes Ave, Mowbray) offers a comprehensive outpatient service:

1. Consultation with a nurse (If you are on financial aid, this is free.)
2. Consultation with a doctor (If you're referred by a nurse and are also on financial aid, this is free.)
3. Medication is sold at cost price on a cash basis after consultation, and no dispensing fees apply.
4. HIV testing and counselling, medication for sexually transmitted infections and basic contraceptives are available free of charge.

Please take your student card and any supporting documentation, such as proof of your financial aid status.

There is also a clinic on upper campus, on Level 6 of the Steve Biko Students' Union building, where you can see a nurse (08:30–16:30) on a walk-in basis for minor complaints.

Book a consultation online at www.dsa.uct.ac.za/student-wellness/ health-services/overview

Support in the case of sexual assault

Survivor Support in the Office for Inclusivity & Change (OIC) provides advice and assistance to UCT staff and students in sexual assault and rape cases.

The OIC works to ensure that all survivors of sexual violence receive compassionate care.

Call the 24/7 Sexual Assault emergency standby number 072 393 7824

Your mental health

UCT, together with the South African Depression and Anxiety Group (SADAG), offers 24/7 telephonic counselling, advice, referral facilities and general support to staff or students facing any mental health challenges or contemplating suicide. The line is also available to offer support and advice to anyone who is concerned about a UCT community member who might be in distress. Contact the SADAG UCT Staff and Student Careline on 0800 24 25 26 (free from Telkom lines). You can also SMS 31393 for a callback.

The Student Wellness Service provides access to psychological support services on an ad hoc basis. Fees for these services can be negotiated with the psychologist.

Book counselling services online at www.dsa.uct.ac.za/student-wellness/ counseling-services/overview

Anti-discrimination services

Students living with HIV and Aids or experiencing harassment and discrimination (of any kind) don't have to deal with it alone. The Office for Inclusivity & Change offers a range of support services that ensure the university is accessible and inclusive to all.
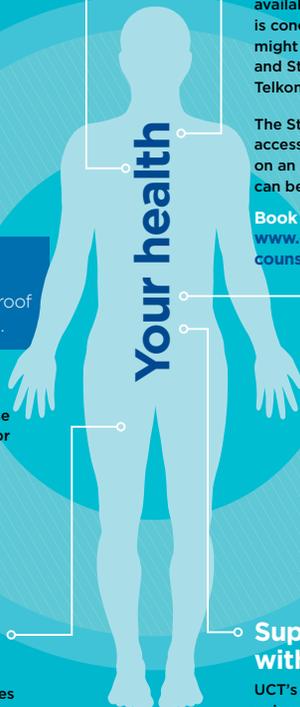
Support for students with disabilities

UCT's Disability Service ensures that the university is as accessible as possible on all levels, including venue access and study materials and technologies for those with sensory and other impairments.

WHERE? Level 6, Steve Biko Students' Union building. Access is via the lift or stairs.

Your health

ZERO TOLERANCE

Student Wellness Service (SWS) Outreach Satellite Clinic

SPORTS CENTRE (UPPER CAMPUS)
WALK-IN'S WELCOME

The Student Wellness Service (SWS) has provided an **Outreach Satellite Clinic** at the Sports Centre on Upper Campus.

Services Offered

- Management of Minor Ailments including Medication (limited).
- Wound Care.
- Suture Removal.
- Pre-test and post-HIV Counseling and Testing.
- Screening for Sexually Transmitted Infections (STI's).
- Screening for Pregnancy and Testing.
- Emergency Contraceptive.
- Contraceptives (Family Planning).
- Support & Referrals for TOP.
- Screening for Non-Communicable / Lifestyle Diseases.
- Mental Health Evaluation and Counseling.
- Physical and Mental Health Referrals.
- General Health Education.

Contact

- **Address:** Upper Campus at the top of Woolsack Drive, Rosebank
- **Tel:** 021 650 2507
- **Tel (after hours):** 021 650 1271
- **Hours:** Monday to Friday from 08h30 – 16h30

Reducing the risk of TB in Postgraduate Health Science students

South Africa is at the centre of the HIV and tuberculosis (TB) pandemics. The lifetime risk of TB for individuals with latent TB infection (up to 60% of the South African population) in non-HIV-infected persons is approximately 10%, increasing to >10% per year in HIV-infected persons. Hence, the approach to reducing your risk of TB is intimately linked to knowing and acting upon your HIV status. It is important to note there is a fee for TB testing and TB treatment is free.

Know your HIV status

All students at UCT should be offered counselling and testing for HIV infection. Any student who will have contact with patients or will work in a hospital, community health centre or clinic environment must have undergone counselling and education surrounding the issues of HIV testing.

Minimising the risk of TB transmission

Due to the burden of TB in South Africa, students working in a healthcare environment will be unable to avoid contact with TB patients. It is, however, impractical to wear protective masks continuously. The following measures are enforced to reduce risk:

Education

All health sciences students will be specifically educated as to the risks of acquisition of TB and as to the preventive measures which should be taken to minimise such risks. Record of such education will be a prerequisite before any patient contact.

All health sciences students will be made aware of the common symptoms associated with TB – that is, cough, night sweats, loss of appetite and loss of weight. Students should be encouraged to seek medical advice from UCT's Student Wellness Service or any other health facility of their choice if these symptoms occur.

Risk avoidance

Students must if at all possible avoid contact with patients who are known to have multi-drug resistant (MDR) or extensively drug resistant (XDR) pulmonary TB. Students must NOT enter an isolation cubicle accommodating a patient with MDR or XDR pulmonary TB or one accommodating a patient with extrapulmonary MDR or XDR TB, where pulmonary involvement has not been ruled out.

Students whose immune systems are compromised

Students whose immune systems are compromised eg. HIV-infected, on long-term immunosuppressants such as corticosteroids or methotrexate, have cancer, are struggling with stress and poor nutrition, etc.) are encouraged to discuss their health with UCT's Student Wellness Service or any other health facility of their choice. There is a vital role for isoniazid preventive therapy (IPT) for students with a positive tuberculin skin test) and those who are HIV-infected, antiretroviral therapy may be indicated.

Risk reduction through personal protective wear: masks

In the following circumstances, students should be required to wear a protective mask:

- Any student diagnosed with TB is urged in the strongest possible terms to ensure that they know their HIV status in order to ensure optimal treatment.
- A student with TB is encouraged to advise the Student Development and Support Office of their TB status ensuring the FHS can help.
- In the case of drug-sensitive pulmonary TB, a student should stay out of class and out of the work environment for two weeks after diagnosis and commencement of treatment. With pulmonary MDR-TB, while the final decision will be that of the attending doctor.

Reporting Procedure

The Student Development and Support Office will maintain a confidential record of all students who have reported their diagnosis of TB in order to ensure such students are appropriately managed through their illness.
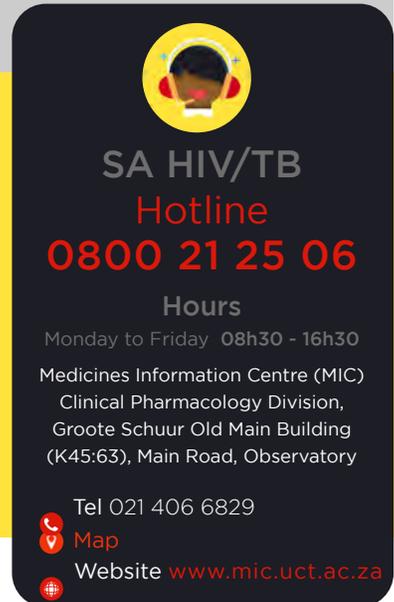
The SDS Manager will monitor infections on the basis of confidential student TB statistics made available to them by the Student Development and Support Office. If there are sudden changes in incidence, the SDS Committee can initiate an investigation – including consultation with the Head of the Division of Infectious Diseases and HIV Medicine – with a view to preventing further infections.

HIV and TB HCW Hotline App

The HIV and TB HCW Hotline App provides contact details, information and resources.

🔴 MIC **021 406 6829** | HIV and TB HOTLINE **0800 21 25 06**

SA HIV/TB
Hotline
0800 21 25 06

Hours
Monday to Friday 08h30 - 16h30

Medicines Information Centre (MIC)
Clinical Pharmacology Division,
Groote Schuur Old Main Building
(K45:63), Main Road, Observatory

🔴 Tel 021 406 6829
🔴 Map
🔴 Website www.mic.uct.ac.za

Missing academic activities as a result of the side effects from TB treatment

An important note to students: If you suffer from side effects or feel unwell while taking TB medication, please make early contact with the Student Development and Support office.

All staff should note that students must be allowed to take time off if they feel unwell. Illness caused by the side effects of treatment should be treated like any other illnesses, and if this is the case, students should consult a doctor.

If students are not able to get a satisfactory response (particularly regarding sick leave) contact Nonkosi Malala, FHS Student Development and Support Manager:

📧 **Email:** Nonkosi.Malala@uct.ac.za
📞 **Tel:** 021 406 6749 or

Students should be allowed to work half days without needing to make up the clinical time. Alternatively, plans should be in place for them to make up the time on weekends or over holidays to ensure their DP requirements are met.

Photo by **David C. Mike**. Source: www.instagram.com/p/BZLgk7ZHukl/
Street artist: **Brian Rolfe** / www.instagram.com/brianrolfeart/

Desmond Tutu HIV Centre

The [Desmond Tutu Health Foundation (DTHF)](#) is a registered NPO established in association with the [Desmond Tutu HIV Centre (DTHC)](#), an accredited research centre within the FHS.

Well-connected to international research networks, the DTHF is an influential stakeholder in the global HIV arena.

The DTHC's activities are underpinned by research and evaluation. It aims to impact policy and practice both nationally and internationally through relevant research, peer-reviewed publications, and feedback to government, civil society, and the community at large.

> HIV is a human rights issue.
>
> **Archbishop Emeritus Desmond Tutu**

DTHC is driven by a passion for humanity and a vision of South Africa without AIDS. Over the years, it has become a source of advice for medical practitioners, support for people seeking testing or treatment, and leadership in preventative education. With an experienced and dedicated team of over 165 doctors, nurses, researchers, and community-trained field workers, the Desmond Tutu HIV Centre offers a holistic approach to the HIV epidemic.

Contact the Desmond Tutu HIV Centre

- ⌂ **Address:** Institute of Infectious Disease and Molecular Medicine, Anzio Road, Observatory
- ☎ **Tel:** 021 650 6966 / 59 / 56
- 🖷 **Fax:** 021 650 6963
- ✉ **Email:** info@hiv-research.org.za

HIV/Aids ⊕ helpline
0800 01 23 22

This section introduces Campus Protection Services (CPS); a *What to do Guide* offering advice from keeping safe (on and off campus) to if you are harassed, sexually assaulted or raped; to UCT's Information and Communication Technology Services (ICTS): Online Security Guide; and of course, essential and emergency contacts to call if you need help.

www.health.uct.ac.za

Essential and Emergency Contacts

FHS

Student Wellness Service
📞 **Tel** 021 650 1017 / 1020

FHS Staff

Nonkosi Malala
📞 **Tel** 021 406 6749
✉ nonkosi.malala@uct.ac.za

ON CAMPUS

Campus Protection Services
(CPS) Security Desk
📞 **Tel** 021 406 6690

CPS 24-hour Hotline for any
campus emergency
📞 **Tel** 021 650 2222 / 3

UCT Safety, Health and
Environment Manager
Michael Langley
📞 **Tel** 021 650 3552
✉ michael.langley@uct.ac.za

UCT Student Careline
📞 **Tel** 0800 24 25 26 or
📱 **sms** 31393

Student Wellness Service
📞 **Tel** 021 650 1017 / 1020

UCT Shuttle
📞 **Tel** 021 650 5289
✉ jshuttle@uct.ac.za

OFF CAMPUS

Cape Town Emergency Hotline
from a Telkom landline
📞 **Tel** 107 from a cellphone
📞 **Tel** 021 480 7700

MEDICAL

Ambulance
📞 **Tel** 10177

Groote Schuur Hospital (GSH)
📞 **Tel** 021 404 9111

GSH Psychiatric Emergency
📞 **Tel** 021 404 2175

POLICE

Flying Squad and for all
Emergency Services from
toll-free landline
📞 **Tel** 10111

Rondebosch Police Station
📞 **Tel** 021 685 7345

Mowbray Police Station
📞 **Tel** 021 680 9580

Woodstock Police Station
📞 **Tel** 021 442 3117 / 21

Cape Town Central Police Station
📞 **Tel** 021 467 8000 / 1 / 2

Report-a-Crime (SAPS Crime
Stop)
📞 **Tel** 086 000 111

SEXUAL ASSAULT

Rape Crisis*
📞 **Tel** 021 447 9762
*Please also notify CPS
📞 **Tel** 021 650 2222 / 3

Sexual Assault Response
Team
📱 **Cell** 072 393 7824

Stop Women Abuse
📞 **Tel** 021 650 3873 / 2021

Violence Helpline
📞 **Tel** 0800 15 01 50

RESCUE

Mountain Rescue
📞 **Tel** 021 948 9900

Sea Rescue
📞 **Tel** 021 449 3500

WELLNESS

Lifeline (24-hour counselling)
📞 **Tel** 021 461 1111 / 3

Suicide Helpline
📞 **Tel** 0800 56 75 67

Triangle Project (LGBTIQA+)
📞 **Tel** 021 712 6699

Counselling
📱 **Cell** 081 257 6693

SADAG Suicide Crisis
📞 **Helpline** 0800 56 75 67
📱 **sms** 31393

Depression and Anxiety
📞 **Helpline** 0800 70 80 90

SADAG Mental Health
📞 **Helpline** 0800 24 25 26

SOS

CPS:
021 650 2222 / 3

Ambulance:
10177

Groote Schuur
Hospital:
021 404 9111

UCT's Student
Wellness Services:
021 650 1017

Rondebosch
Police Station:
021 685 7345

Always keep a list of emergency numbers with you.

CPS 24-hour hotline: 021 650 2222
#NoToCampusCrime

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

Safety

Campus Protecton Services (CPS)

At UCT, we take the safety and security of students and staff very seriously. Check out the info below on staying safe both on and off campus.

Who is responsible for safety at UCT?

Campus Protection Services (CPS) is in charge of the safety and security at UCT. **Save the CPS 24-hour toll free number 080 650 2222 on your phone now!**

What do I do if I am criminally threatened?

If an armed person (or someone who claims to be armed) confronts you, give up your property immediately, get out of danger and contact CPS.

What safety precautions should I take on campus?

- Use the Blue Walk Route - it has emergency phones and is monitored by camera.
- Always keep your valuables out of sight, and never carry large sums of cash.
- Lock doors and windows, even when leaving your room for a short time.
- Save emergency numbers on your phone and print a copy for your desk.
- Get to know your neighbours.
- Use the Jammie Shuttles - they operate 24/7 during term time.

What's the best way to protect my property?

- Keep doors locked and windows closed when you're not in.
- Don't leave backpacks or bags unsupervised.
- Keep a record of serial numbers and a description of your valuables.
- Never leave items in view inside a parked car.
- Invest in a steering or gear lock for your car, and a bike lock for your two-wheeler.

How do I stay safe using Ubers and taxis?

- Request your ride inside a building.
- Share rides whenever possible and tell a friend where you are going.
- Don't get into an empty taxi, and don't sit in the back seat. Only take taxis that are clearly identified with official markings.
- If a taxi goes off route, demand that the driver stop to let you out.
- Don't display jewellery, cameras, cellphones and other valuables. Keep your handbag shut and close to you, and keep your wallet out of sight.

Your safety

📞 CALL 080 650 2222

Your safety matters. Protect yourself and those around you by familiarising yourself with the safety and wellness services at UCT and asking for help when you need it.

Campus Protection Services

At any one time, 80 Campus Protection officers are on duty and can help you, no matter where you are on campus. Officers operate on foot, in marked cars, on bicycles and on two-wheeler scooters around the clock. They are also trained to deal with the practical and legal aspects of any situation that may arise.

CPS monitors 300 cameras on campus at all times and runs seven mobile kiosks and six permanent security centres at strategic points. CPS offices can be found at:

1 **Burnage House (adjacent to Leo Marquard Hall) 021 650 2222/3**

2 **Upper campus (Robert Leslie Social Sciences Building) 021 650 2121**

3 **Middle campus (Kramer Building) 021 650 5759 / 021 650 3022**

4 **Medical campus (Barnard Fuller Building) 021 406 6690 / 021 406 6100**

5 **Forest Hill residence (Main Road, Mowbray) 021 650 3856**

6 **Hiddingh campus (Orange Street, Cape Town) 021 406 7101**

Emergency number

CPS 24-hour hotline	**080 650 2222**

UCT services

UCT Student Careline (free from Telkom lines)	**0800 24 25 26**
SMS (for a callback)	**31393**
Disability Service	**021 650 2427**
Student Wellness Service	**021 650 1017/1020**
Survivor Support (OIC) 24-hour hotline	**072 393 7824**

Cape Town emergency hotlines

From a Telkom landline	**107**
From a cellphone	**021 480 7700**

Police

Flying squad	**10111**
Rondebosch	**021 685 7345**
Mowbray	**021 680 9580**
Woodstock	**021 442 3117/21**
Cape Town Central	**021 467 8000/1/2**

Rape Crisis hotline

Rape Crisis hotline	**021 447 9762**
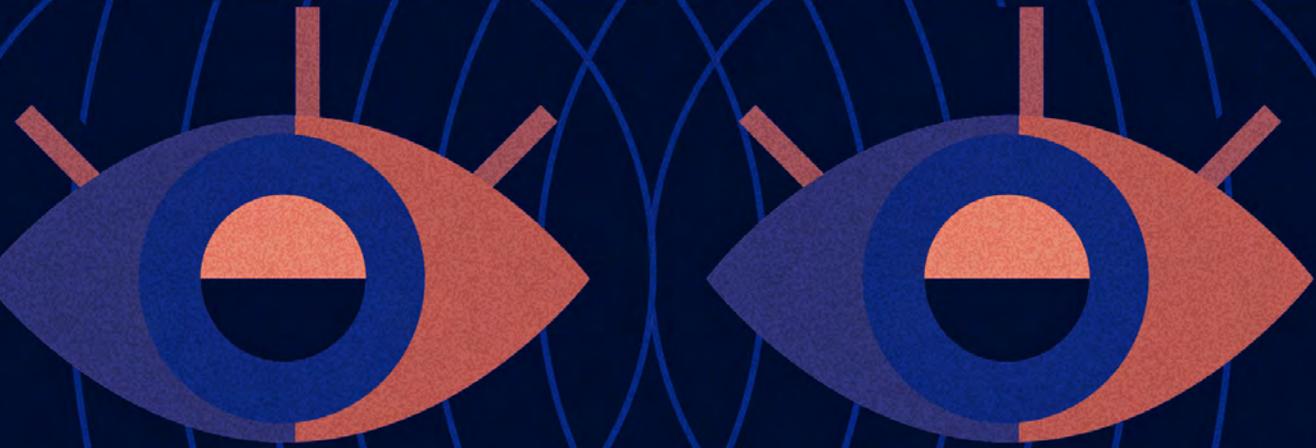
Be alert. Report any suspicious behaviour in and around campus buildings to CPS.

CPS 24-hour hotline: 021 650 2222
#NoToCampusCrime

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What to Do Guide

Potentially Dangerous Situations

When undertaking research, health promotion projects or clinical work within residential areas, including home visits, go in pairs or groups accompanied by or be accompanied by a staff member, community health worker or other community member assigned to you by your supervisor.

Avoid deserted areas. Ensure that someone always knows where you are, where you are planning to go and how long you expect to be there.

Working after dark or at night should be confined to working in health facilities and, if really necessary, attendance of formally organised meetings – and then only if you know the area and feel comfortable.

If you are using your own car, always keep it locked – including when you're in it.

Looking after your valuables

- **Leave unnecessary valuables** at home.
- **Take a padlock with you** so that where there are lockers available, make use of them.
- **Take a laptop / tablet with you only if essential.**
- **Keep your cellphone out of sight.** Money, ID documents, bank cards, keys, etc. are also safest in a 'waist wallet' or 'money belt'.
- **Valuables in a car or bus should not be visible** from outside of the vehicle.

If you come upon a dangerous situation (e.g. gang warfare, taxi violence, or treating a victim of gang warfare), make an immediate assessment of the dangers involved and of your safety then decide whether you need to urgently leave. If you decide to leave, report this immediately to your supervisor at the placement site and explain why you decided as you did. We want you to look after yourself and keep yourself as safe as possible - please do!

If you are concerned, observe the mood and behaviour of the people who live there, ask someone who works or lives there for their views and any advice they might have for you. Ask people: "what do you think is happening, what do you think may happen now?"

Remember that you may be more vulnerable while traveling during an unstable community situation, and it may be safer to stay in the health facility. When driving in an unstable community be particularly aware of your surroundings at traffic lights and stop streets.

You have a right at any time to raise queries concerning reasonable safety and due precautions at any placement.

If you need to take any such queries further, contact your supervisor / course convener or Reece Brooks at ☎ **Tel** 021 406 6638 or Nonkosi Malala at ☎ **Tel** 021 406 6749

Going through various scenarios in your mind, before something happens, prepares you to take swift action if you are in a threatening situation.

There are a number of potentially useful strategies when faced with a person who is threatening violence or is becoming violent:

Usually people threaten or become violent when they are feeling fear, frustrated, wish to manipulate or intimidate, are in pain, under the influence of substances, hungry, tired or experienced some kind of loss.

Thinking carefully about what the person is trying to communicate or achieve through their threats can be useful in guiding your response and protecting yourself. Always consider whether the person is under the influence of substances.

Remember first of all that you have the right either to refuse to see a patient who is violent, threatening or abusive or who is being accompanied by an abusive person, or to request the presence of another person if you feel unsafe or uncomfortable.

Be Aware of Your Surroundings: Trust Your Intuition

Do trust your intuition / gut feel if faced with a threatening person

Try and stay calm at least give the impression of being calm, self-controlled and quietly confident without suggesting that you are unconcerned about their situation.

Usually an event would have triggered the anger. The context and people responding may escalate or calm the situation depending on their response. Try to establish as quickly as possible what the problem is and how you can help. Let the person know that their position is understood.

Identify areas where the person may be correct in their views, rather than pointing out where they are wrong.

Maintain appropriate eye contact, remembering that the more eye contact, the more the feeling between you will be reinforced e.g. if someone is very frustrated, eye-contact may make them more frustrated. Depending on the culture and situation, looking at them, but without eye contact may be helpful.

If the situation has turned violent or appears to be on the verge of turning violent, if possible, leave and get help. Once you have started moving away, keep going until you have reached safety then call for help.

Avoid provoking the person who is behaving violently or threatening to become violent – rather seek to pacify and reassure the person. Patients should never be patronised or spoken to in an authoritarian manner.

Keep talking, using as normal a tone of voice as possible. Use simple, clear and direct language. Speak in short sentences and use the volume of your voice to get the person's attention. Sometimes speaking softly can be more useful in getting the person's attention.

As far as possible, use non-verbal communication to calm the situation. Be aware of your body language and use it to convey concern and a sense of calm. Do not abuse, threaten or insult the patient.

Respect the patient's personal space. A person who is angry or frustrated may need more personal space. It is wise to ask permission of the person before getting closer or touching them.

If the attack on you is meant to establish the other person's dominance then pretend (fake) submission and try diversionary tactics. Try anything that might redirect the assailant's attention.

As soon as a risk of attack becomes apparent, check on escape routes or exits and, if possible, work your way towards them. Avoid getting into a corner. Keep as far away from a potential assailant as possible and try to put something (e.g. a desk) between yourself and them. Remove potential weapons out of the way if you can. If you cannot get away, it can be safer to be close to the patient, even touching him or her, rather than standing a few meters away.

If the assailant is armed, ask them purposely to put their weapon down. Try to take the initiative where this is possible, by saying to the assailant quietly but firmly what you would like them to do. If necessary, repeat your instructions slowly, in a quiet, respectful yet firm way. Whether this approach is advisable and likely to be effective or not will depend on the particular assailant, what he or she is trying to communicate and circumstances involved. Use your discretion which under these sorts of circumstances probably means following your gut feeling.

You cannot count on bystanders to help. You can, however, sometimes break 'bystander apathy' by directing a highly specific request for assistance at a particular person who is amongst the bystanders. The trick is to identify someone and give them precise instructions about what they should do.

Where two people are managing a violent patient, it is important that one takes the lead and the other supports. This reduces the confusion and makes the situation feel safer.
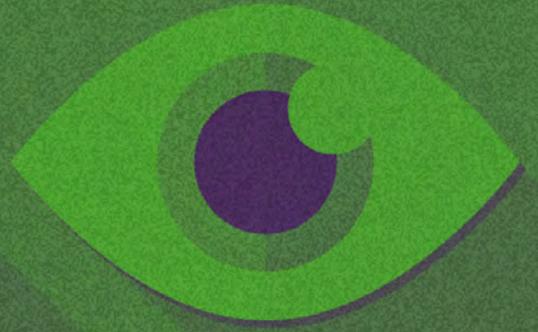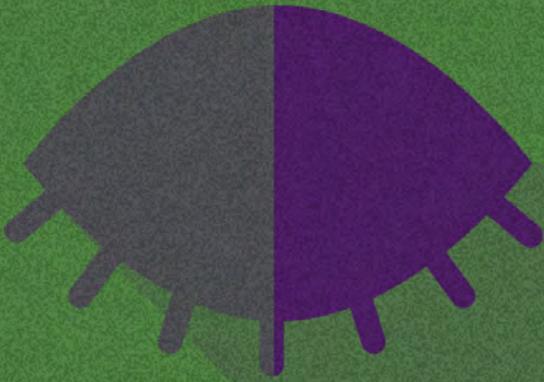
Be aware of
your surroundings.

CPS 24-hour hotline: 021 650 2222
#NoToCampusCrime

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Keeping Safe On and Off Campus, and When Out and About

Understand that keeping yourself safe is necessarily, first and foremost, your own responsibility. Recognise while there are ongoing efforts to minimise the risks to which you are exposed during your training, risks may occur.

Do not be passive and let things just happen to you. Be proactive and prepare yourself. Recognise it is within your power to manage most risks.

Keep yourself informed and rehearse your responses to risks you think you may face.

Add the telephone numbers you might need in an emergency to your cellphone.

Always be conscious of your surroundings. Follow your gut instinct. If something doesn't 'feel' right, it probably isn't. If you feel worried or anxious in any environment, ask someone who works or lives there for their views and any advice they might have for you.

Theft is the most common crime on campus. Here's how to protect yourself:

Where You Stay

- Check that your doors and windows are locked when you leave your room.
- Don't hide keys in obvious places such as under the doormat.
- Don't put your home address on your key ring.
- Make friends with your neighbours so that you can look out for each other.
- When you go home for holidays, be thoughtful about how you can store your valuables in your absence. Do not leave things unattended in residences or shared accommodation. If it is less safe to take your valuables home, consider asking for support.

On Campus

- Never prop open access doors.
- Don't leave your backpack or bag unattended in cafeterias and libraries.
- Keep a record of serial numbers of valuable items, such as your laptop.
- Use the Foot Route on campus where possible as this is close to emergency phones and surveillance cameras.

EMERGENCY NUMBER
Call the CPS 24-hour hotline
080 650 2222

10 Campus safety

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Out and About

- Upload a metered taxi app so that you always have access to safer transport in a jam.
- Have emergency numbers saved on your phone.
- Never carry too much cash on you.
- Never put your wallet in the back pocket of your pants.
- Walk in a group, especially at night.
- Keep your cellphone out of sight.

CAMPUS PROTECTION SERVICES

Sexual Assault or Rape

Contrary to popular belief, the majority of rapes occur between people who know each other. If you are sexually assaulted, get yourself to a safe place and immediately contact someone you trust, call Rape Crisis, or seek medical attention.

Rape is a crime and should ideally be reported to the police, it's important for you to have follow-up medical attention so that you can get prophylactic treatment for HIV / AIDS if necessary and any other treament.

If you are sexually assaulted or raped call:

Rape Crisis 📞 **Tel** 021 447 9762

Campus Protection Services 📞 **Tel** 021 650 2222 / 3

When undertaking research, health promotion projects or clinical work within residential areas, including home visits, go in pairs or groups accompanied by or be accompanied by a staff member, community health worker or other community member assigned to you by your supervisor.

Avoid deserted areas. Ensure that someone always knows where you are, where you are planning to go and how long you expect to be there.

Working after dark or at night should be confined to working in health facilities and, if really necessary, attendance of formally organised meetings – and then only if you know the area and feel comfortable.

If you are using your own car, always keep it locked – including when you're in it.

Looking After your Valuables

- **Leave unnecessary valuables** at home.
- **Take a padlock with you** so that where there are lockers available, make use of them.
- **Take a laptop / tablet with you only if essential.**
- **Keep your cellphone out of sight.** Money, ID documents, bank cards, keys, etc. are also safest in a 'waist wallet' or 'money belt'.
- **Valuables in a car or bus should not be visible** from outside of the vehicle.

⤓ **Downloads** Policy Documents, and FHS Report and Follow-Up Forms for Sexual and Physical Harassment by Patient/s

- Policy on Student Sexual and Physical Harassment by Patients
- Confidential FHS report form for student sexual and physical harassment by patient/s
- Incidence Report Form for Unprofessional Behaviour
- Feedback/Follow-up Form for Student Sexual and Physical Harassment by Patient/s
- UCT Smoking Policy

Information and Communication Technology Services (ICTS) Online Security Guide

In the same way that you protect your possessions, you also need to secure your cyber environment from potential threats. This means making sure that you secure your device by installing anti-virus software and software patches and updates when required. You also need to be on the lookout for spam and phishing.

Report any potential cyber security threats to the UCT CSIRT who will take the appropriate action. ICTS also regularly publishes information designed to help you protect yourself against cyber-attacks.

A guide to online security

Secure your device
Make sure you have an up-to-date anti-virus application installed and always install patches and updates for your device. Read more...

Spam and phishing protection
Always be on the lookout for suspicious emails and links. Read more...

CSIRT
UCT's Computer Security Incident Response Team will respond to, control and manage computer security incidents. Read more...

Firewall
The UCT Perimeter Firewall improves campus network security and effectively manages Internet bandwidth usage. Read more...
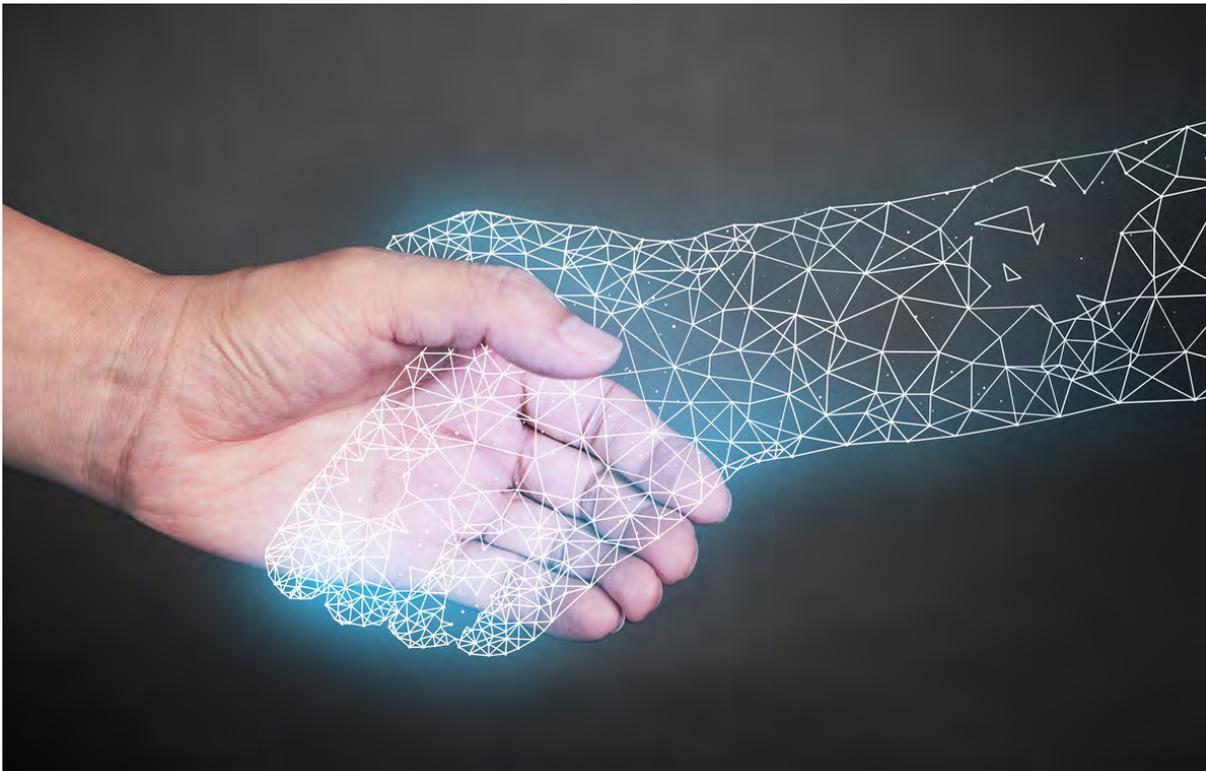
Mimecast
This online email management tool manages spam and phishing attempts at UCT. Read more...

Resources
We have numerous resources and articles on all aspects of security and cyber security. Read more...

More information: Information and Communication Technology Services (ICTS) website.

SUPPORT

This section provides a guide to UCT's internal structures available to support you in times of need (for non-academic challenges); introduces the Postgraduate Student Development and Support Committee (PGSDSC), provides an FAQ e-resource guide; shares tips on managing stress and your overall well-being; provides a guide to the Student Wellness Services (SWS) available at the FHS Campus; and the contact details for UCT's Ombud should you need to air concerns, receive referrals, find out about relevant policies and procedures, and discuss formal and informal options for addressing your concerns.

www.health.uct.ac.za

Postgraduate Student Development and Support Committee (PGSDSC)

Students with non-academic challenges are identified in a variety of ways. For many students with non-academic problems, the FHS Student Development and Support (SDS) Office Manager is the first point of contact.

Some students present themselves at the FHS SDS Office, while others are brought to the attention of the SDSC Manager by Course Conveners, Supervisors, HoDs, tutors, and peers or, in some cases, by the students' parents. The SDS Office Manager sees the referred student and may engage the Postgraduate Student Development and Support Co-Chairs (PGSDSC), sometimes both the Co-Chairs and the Deputy Dean (DD): Postgraduate Education in managing related matters for the DD's intervention.

The PGSDSC liaises with various Departments / Units at UCT to provide support for students including the following:

- UCT Department of Student Affairs (DSA);
- Postgraduate Funding Office;
- Student Wellness Service (SWS);
- Disability Service (DS); and the
- International Academic Programmes Office (IAPO).

FAQ's e-Resource Guide for Postgraduates
Student Services

Contact the FHS SDS Manager, **Nonkosi Malala**, for any of the following queries:

- Referrals for matters related to counselling and general student wellness.
- Matters related to access to chronic medication.
- Referrals related to unintentional injuries on duty sustained during clinical training.
- General non-academic support queries.

✉ **Email** Nonkosi.Malala@uct.ac.za
📞 **Tel** 021 406 6749

Postgraduate Health Sciences Student Council (PHSSC) Contacts

General Enquiries
✉ **Email** pghssc.secgen@uct.ac.za
Academic Enquiries
✉ **Email** pghssc.academics@uct.ac.za
International Student Help
✉ **Email** pghssc.int@uct.ac.za
Health and Safety Concerns
✉ **Email** pghssc.health@uct.ac.za

Your wellness
📞 **CALL 021 650 1017/1020**

Taking care of your health and well-being is an important part of taking care of yourself and your safety. Here's how UCT can help.

Student Wellness Service
The Student Wellness Service offers a comprehensive primary healthcare service through which any student can make an appointment to see a nurse, doctor, psychologist or social worker.

Some of the available services
❶ Appointments to see either a doctor or a nurse – they can also help with minor surgical procedures. (Arrive 10 minutes early for appointments for registration purposes.)
❷ Support for chronic conditions like asthma, diabetes and tuberculosis
❸ HIV testing and counselling, medication for STIs, and basic contraceptives – available free of charge
❹ Psychological services to help with anxiety, depression and emotional distress, or relationship and sexuality issues – referrals will be made if you need more specialised support
❺ Free screening and advice at the clinic on upper campus – you can see a nurse on a walk-in basis
❻ Medication is sold at cost price – no dispensing fees apply

Where?
In the Ivan Toms Building at 28 Rhodes Ave, Mowbray. There is also a clinic on upper campus on Level 6 of the Steve Biko Students' Union building.

When?
Mondays to Fridays from 08:30 to 16:30 (last booking at 16:00).

What to bring?
Please take your student card as well as any other supporting documentation you might need (like proof of your financial aid status).

If you are on a Student Wellness waiting list or are waiting for an appointment and need support, contact the UCT Student Careline.

UCT Student Careline
UCT, together with the South African Depression and Anxiety Group (SADAG), offers 24/7 telephonic counselling, advice, referral facilities and general support to students facing any mental health challenges or contemplating suicide. The line is also available to offer support and advice to anyone who is concerned about a student who might be in distress. Contact the UCT Student Careline on 0800 24 25 26 (free from Telkom lines). You can also sms 31393 for a callback.

31393 callback

FHS Student Wellness Service (SWS)

Helpful Links

- Student Wellness Support (SWS)
- Bookings for Medical Assistance
- Bookings for Psychological Support

Injuries on Duty: unintentional injuries sustained in labs during research / learning.

Contact the *FHS First Responder:* **Nonkosi Malala**

✉ **Email** Nonkosi.Malala@uct.ac.za
📞 **Tel** 021 406 6749

Finance

Postgraduate Student Funding Office

Visit Postgraduate Funding for more information, or contact **PG Funding**

✉ **Email** pgfunding@uct.ac.za
📞 **Tel** 021 650 3622

or **Chantal Swartz** or **Nonkosi Malala**

✉ **Email** crv.swartz@uct.ac.za
✉ **Email** Nonkosi.Malala@uct.ac.za

UCT Student Fees Office

✉ **Email** fnd-feeenq@uct.ac.za
📞 **Tel** 021 650 1704
🕐 **Hours** Weekdays 09h00 - 15h30
             Thursdays 09h30 - 15h30

Accommodation

For UCT accommodation-related queries, contact **Jacqueline Kemp** or **Glenn Von Zeil**

✉ **Email** Jacqueline.Kemp@uct.ac.za
✉ **Email** Glenn.Vonzeil@uct.ac.za

General Queries

Postgraduate Academic-related queries

Contact **Dianne Pryce**

✉ **Email** Dianne.Pryce@uct.ac.za
📞 **Tel** 021 406 6809

Dissertation / Thesis Writing

✉ **Email** fhs.writinglab@gmail.com

Masters Dissertation / Thesis Submission

Contact **Dianne Pryce**

✉ **Email** Dianne.Pryce@uct.ac.za
📞 **Tel** 021 406 6809

Check the UCT Postgraduate Noticeboard for all the available funding calls.

Postgraduate Student-Supervisor Advisory Committee (PGSSAC)

Contact **Virna Leaner**

✉ **Email** Virna.Leaner@uct.ac.za
📞 **Tel** 021 406 6250

Application for Leave of Absence (LoA)

Contact the Faculty Manager: Academic Administration, **Sandra Munesar**

✉ **Email** Dianne.Pryce@uct.ac.za
📞 **Tel** 021 406 6650

Extending Funding for Incomplete Research Project

- National Research Foundation (NRF)
- South African Medical Research Council (SAMRC)

🕐 **Office Hours** Monday to Thursday 08h00 - 16h30
                    Tuesday 09h30 - 16h30
                    Closed weekends / public holidays

We play a vital role in responding to South African problems in the context of African and global health challenges through supporting training and research. We prepare our students with the appropriate skills for health service, while our clinical exchange programmes, education and extensive research collaborations span Africa and the world.

Associate Professor Lionel Green-Thompson
Dean: Faculty of Health Sciences

If you, or a fellow student, feel overwhelmed by stress, please know there is no shame in asking for help. Visit **UCT Student Wellness Service** for more information.

Do you know someone who is dealing with anxiety, depression or in emotional distress and needs support?

Call UCT Student Careline: 0800 24 25 26 (free from Telkom lines), SMS (for a call-me-back) - 31393

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

A Guide to Managing Stress

Stress the bugbear of the Health Sciences student. Actually it's not unique to Health Sciences students, though we like to think so. But it's something that you will come across in the Faculty and in a medical or health and rehabilitation sciences career, so you might as well know something about it.

Most of us respond positively to small amounts of stress and become more efficient, e.g. when we get closer to exams and tests. Very high levels of stress though, make us perform inefficiently and interfere with our concentration and ability to think clearly.

So how do you know when you are over-stressed?

It may sound like a silly question - but stress is not always that obvious, especially when there is an element of denial in our response.

The body's immediate response to stress is the classic adrenaline 'fight or flight' reaction. If stress persists, the body localises it to a particular organ or function, so symptoms of stress may include:

- **Physical:** Headaches, fatigue, skin rashes, palpitations, change in appetite (weight gain or loss), and insomnia.
- **Mental:** Forgetfulness, nightmares, poor concentration, and lack of ideas.
- **Emotional:** Anxiety, irritability, depression, boredom, apathy, loneliness, and low sex drive.

Obviously other things can cause these symptoms, but they can be warning signs that you are going into 'distress'. So what do you do when the stress gets to be too much? Here are some tips:

Time Management

CRUCIAL! Good time management is often the key to dealing with the kind of academic pressures that Health Science students experience. Planning a timetable is very useful. Set yourself realistic goals to work towards. Timetables help keep a perspective on the amount of work that must be done, and the time available in which to do it. Of course, there is no need to tell you to leave enough time for relaxation and recuperation.

Resources

It's important to be familiar with your own personal resources such as your character strength, methods of work, and especially your relationships with your friends and family, which are invaluable sources of support.

Address the Root Cause

If you're stressed because exams are coming and you don't know your work, then get down and swat. Don't procrastinate. If you've decided that something needs doing, do it, otherwise abandon it entirely. The sooner you do it, the less time you'll have to dread doing it. Use the tutorial services offered by the various departments.

Positive 'Copers'

Positive 'copers' are activities that do nothing to address the root cause, but give you an outlet for your stress and nervous energy. Some people knit or weave baskets; others play music or write poetry. Positive 'copers' also include taking good care of youself.

Eating healthily and having a good balance of study, exercise, relaxation and self-care will help you manage your life better. Although positive 'copers' don't solve challenges, they do act as an outlet; and have beneficial side effects such as relaxation, promoting a positive self-esteem and improving productivity.

Negative 'Copers'

TO BE AVOIDED! These are tactics that provide initial relief, but in the long term only add to your stress, such as procrastination, drugs and alcohol, under or over-eating, gambling and shopping.

Awareness

Burnout is a common result of high levels of stess. **Be aware of negative changes in your habits and if you can't handle a problem by yourself don't be afraid to ask for help.** Some people see a request for help as an admission of failure. It's not - it's a path to success. At the FHS help is available for all types of challenges of problems - the Student Development and Support Service, academic staff; hospital facilities are there - so **if you need help, get help.**

Prioritise

If you've got too many problems to cope with, stand back and decide which of these are really important to you. Deal with the vital stuff first, and accept that some of the not so vital stuff may have to be sacrificed.

UCT Student Wellness Service (SWS)

The Student Wellness Service (SWS) provides a professional health and counselling service to students at a primary health care level. The service is dedicated to assisting students in making healthy lifestyle choices in relation to nutrition, alcohol, safer sex, relationships and stress management amongst others, in support of academic success.

SWS offers a comprehensive outpatient health service by both medical practitioners and nurses, who are dedicated to helping students to remain healthy, and to making sound life choices while pursuing their academic goals. Students are encouraged to seek assistance and guidance as early as possible.

SWS is involved with the prevention, early detection and treatment of all health and psychological conditions, as well as the promotion of a balanced and healthy lifestyle. SWS provides psychosocial support and interventions to students with personal, social, family and relationship challenges.

Student Wellness seeks to play a significant role in developing and empowering the whole student – promoting their ability to take control of their own living and learning through wellness, self-confidence, self-awareness, personal meaning and responsible citizenship.

Toll free numbers to call when you are in distress

- **SADAG UCT Student Careline**: 📞 **0800 24 25 26** free from a Telkom line or ✉ **SMS 31393** for a call-me-back. This line offers 24/7 telephonic counselling, advice, referral facilities and general support to students facing any mental health challenges or contemplating suicide. The line is available to offer support and advice to anyone who is concerned about a student who might be in distress. The line is able to advise and refer callers to both internal UCT resources and external (NGO, public and private) mental health resources.

- Please make use of the **SADAG UCT Student Careline** if you are placed on a waiting list by reception at the SWS or if you require emotional support while waiting for an appointment. The SADAG website contains useful information about mental health issues as well as details of their national helplines.

Contact SWS

- 📞 **Tel** 021 650 1020
- ✉ **Email** faranaz.murat@uct.ac.za
- 🌐 **Website** www.dsa.uct.ac.za/sws/student-wellness-service

DID YOU KNOW?

At UCT our students have access to:

- a primary health care clinic with doctors, nurses, psychologists and a social worker
- a main clinic on lower campus and a satellite clinic on upper campus
- comprehensive HIV and Aids counselling and testing services and a range of reproductive health services
- 24-hour emergency care lines offering support for students who experience any health emergency, mental health crisis, sexual assault, rape, discrimination or harassment on campus.

CONTACTS

🩺 Health and wellness

SADAG UCT Careline	0800 24 25 26 or SMS 31393
Student Wellness Service	021 650 1017/20
Student clinic (triage advice)	021 650 5620
COVID-19 student hotline	021 650 1271
SADAG Suicide Crisis Line	0800 567 567
LifeLine	021 461 1111/3
Groote Schuur Hospital (GSH)	021 404 9111
GSH psychiatric emergency unit	021 404 2175

Student Wellness Service available at FHS Campus

The physical, emotional and mental wellbeing of our Postgraduate and Postgraduate students is of great importance to us.

The University SWS has expanded support services that are available to students. This is in line with providing comprehensive student wellness support. There is no longer a long waiting period for those seeking help. Below are the details:

Registered Counsellors / Clinical and Counselling Psychologists

- **Duration of Service:** Available from January 2024 until 13 December 2024
- **Times:** Monday to Friday from 08h30 – 16h30

All sessions are currently online (telephonically / virtually) and an hour long. When booking, please complete all relevant sections and ensure that you include the contact number you wish to be contacted on. All sessions are free of charge to all registered UCT students.

To book and confirm an appointment with any available counsellor or psychotherapist, please click here.

The South African Depression and Anxiety Group (SADAG) offers **24/7 telephonic counselling 080 012 1314 / 32312** for a *call-me-back.*

For consultation with a SWS medical practitioner i.e. medical doctor, nurse or psychiatrist, please click here **to book and confirm an appointment.**

Alternatively, contact **SWS** at **021 650 1020** for assistance. All sessions are currently online (telephonically / virtually). Please visit the SWS website for comprehensive information such as costs and duration of the session.

Or, contact the **Ms Nonkosi Malala** at the FHS Student Development and Support Office (FHS SDSO):

- **Address** Room N2.17 Wernher and Beit North Building
- **Tel** 021 406 6749
- **Email** Nonkosi.Malala@uct.ac.za

Confidentiality and privacy are guaranteed.

Requests for assistance with suitable venues to discretely join virtual consultations within the Faculty can be made via the **FHS Operations Office** FHSOPS@uct.ac.za or contact **Carin Liebenberg** carin.liebenberg@uct.ac.za

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UCT works hard to create a safe and nurturing environment for all students and staff members. We offer a wide range of support services with the understanding that wellness goes beyond physical health. Our services include health counselling, mental health services and support for students and staff with disabilities.

UCT Ombud

The Office of the Ombud provides a safe and objective place where people can air their concerns, receive referrals, find out about relevant policies and procedures, and discuss formal and informal options for addressing their concerns.

The Ombud operates according to the International Ombudsman Association (IOA) principles and codes of ethical conduct:

- **Independence.** The Ombud is independent of UCT's authority structures and reports to the Chair of Council, but has access to the university's Senior Leadership Group (SLG) in order to share concerns about issues on campus.
- **Informality.** The Ombud provides additional help, but does not replace, the university's existing resources for conflict resolution.
- **Impartiality.** The Ombud considers the rights and interests of all those involved while making sure that a fair process takes place.
- **Confidentiality.** The Ombud will not identify visitors without getting permission to do so. Permanent records are not kept. Reports are based on anonymous aggregate data.

Non-disclosure Agreement

By talking to the Ombud, visitors and the Ombud agree that the Office of the Ombud will not disclose or keep records that could identify individuals. The Ombud will not testify or participate in any formal proceeding as communications with the ombud are privileged, and this privilege is held by the Office of the Ombud and cannot be waived by others. This agreement is confidential and provides of a safe and neutral place for the discussion of any concern by any member of the UCT community.

Interim Ombud	**Associate Ombud**	**Administrative Assistant**
Prof Ihron Rensburg	Rashieda Khan	Birgit Taylor
Tel: 021 650 4805	**Tel:** 021 650 4805	**Tel:** 021 650 3665
Email: ombud@uct.ac.za	**Email:** rashieda.khan@uct.ac.za	**Email:** birgit.taylor@uct.ac.za

In the event that something does go wrong, the FHS and UCT will provide support.

Please contact the following staff if you need support, guidance or help:

Student Development and Support

Nonkosi Malala *Manager: FHS Student Development and Support (SDS)*
FHS Student Development and Support (SDS) Office
📞 **Tel** 021 406 6749   ✉ **Email** nonkosi.malala@uct.ac.za

Transport

Reece Brooks *Manager: FHS Operations*
📞 **Tel** 021 406 6638   📱 **Cell** 083 643 2328   ✉ **Email** reece.brooks@uct.ac.za

Has this Handbook been useful? Any suggestions for improvement?

For comments on this Handbook (Version 1 / 2024) and suggestions as to how it could be improved and made more useful, please click here and send us your feedback online, or contact **Nonkosi Malala**.

FACULTY OF HEALTH SCIENCES

⌂ Physical Address
Faculty Office
Barnard Fuller Building
Anzio Road
Observatory
Cape Town
South Africa

☎ Tel (+27) 021 650 3002
✉ Email enquiry@uct.ac.za
⊕ Website www.health.uct.ac.za

◎ GPS Co-ordinates
-33.942012, 18.464738

Dean's Office
☎ Dean's Assistant_**Tel** (+27) 021 406 6106

FHS Student Development and Support Office
☎ **Tel** (+27) 021 406 6749 / 5393
✉ **Email** nonkosi.malala@uct.ac.za

A project of the FHS Student Development and Support, Faculty of Health Sciences, University of Cape Town.