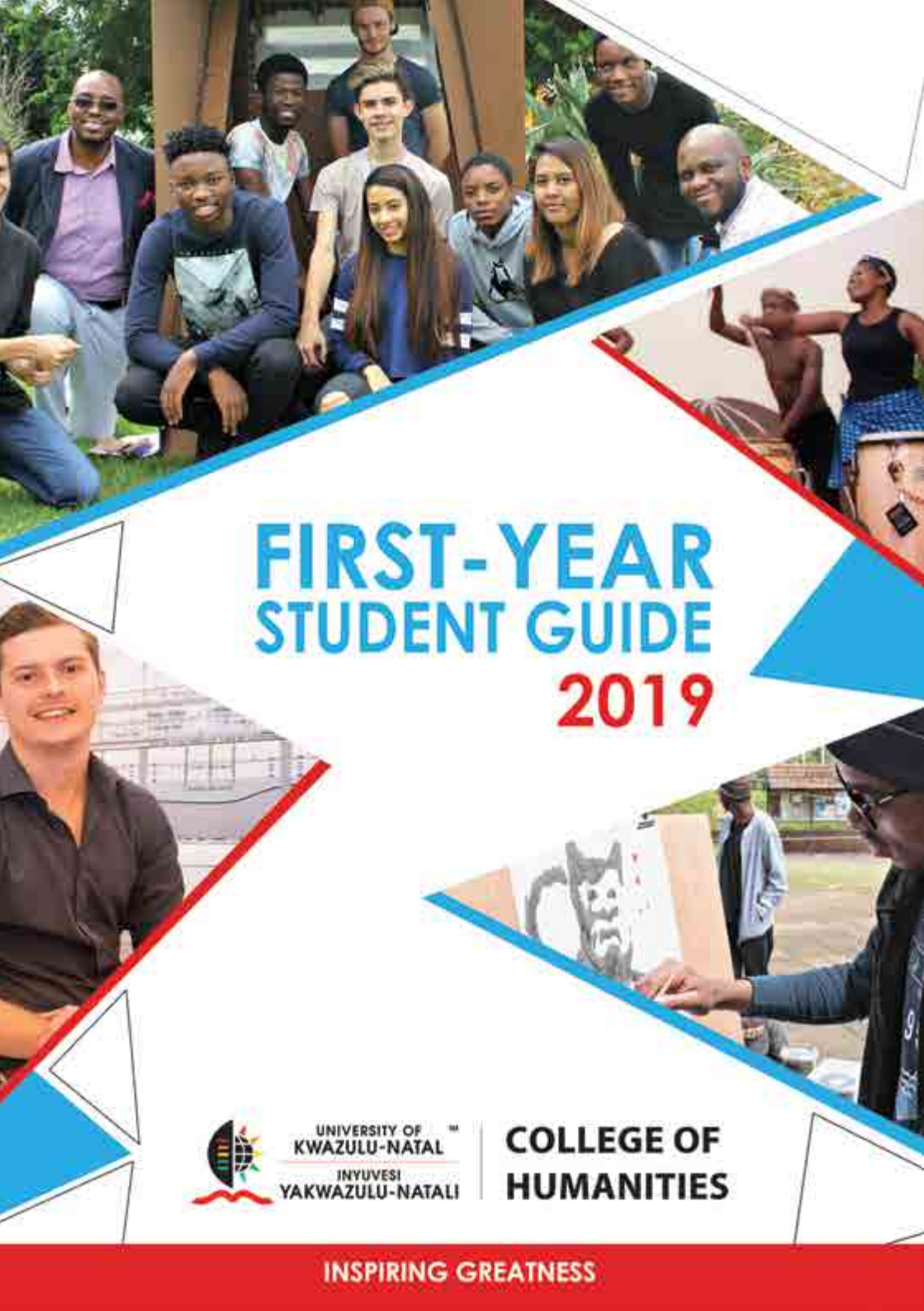




FIRST-YEAR STUDENT GUIDE 2019



UNIVERSITY OF
KWAZULU-NATAL
INYUVESI
YAKWAZULU-NATALI

COLLEGE OF
HUMANITIES

INSPIRING GREATNESS

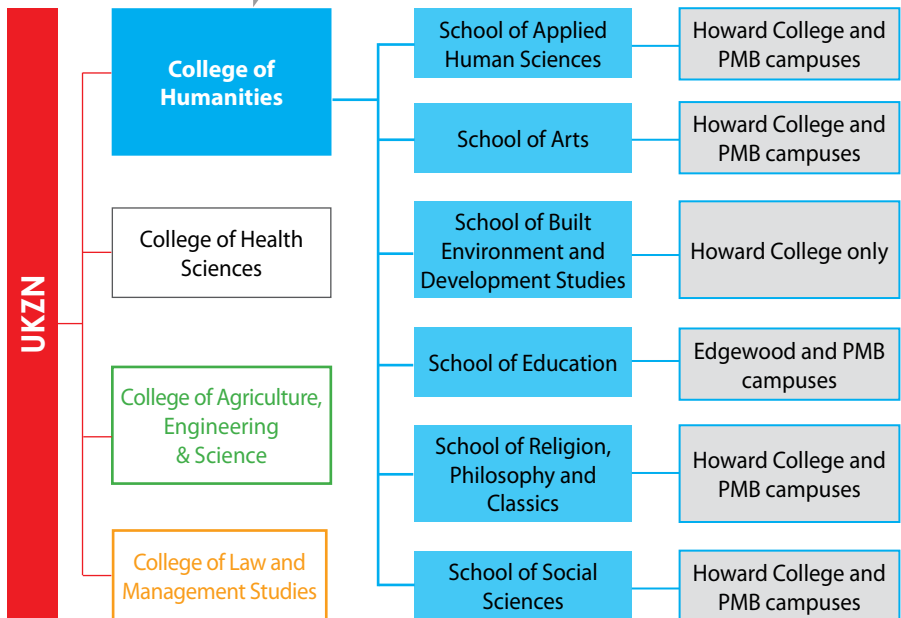
WELCOME TO THE

COLLEGE OF HUMANITIES

BE SURE TO VISIT THE COLLEGE WEBSITE REGULARLY. IT CONTAINS IMPORTANT INFORMATION ABOUT THE COLLEGE, SCHOOLS AND ALL THE SERVICES OFFERED TO YOU.



You belong here



You will belong to ONE of these Schools. It will be your HOME School even though you may do subjects and modules from other Schools or Colleges.

Do you know which School is your Home School?

HINT: Your MAJOR subjects usually determine which School you belong to. Please check with the College Academic Services office if you are unsure.

CONGRATULATIONS

on your admission to the

COLLEGE OF HUMANITIES

You have made an excellent choice!

This booklet has information to help you find your way around and to get to know the different people who are here to assist you. So hold onto it and use it throughout your first year.

Let's start with a bit of information about the College and UKZN (have a look at the diagram on the inside of the front cover).

- There are **four Colleges in UKZN**. The **College of Humanities is the largest of the four Colleges**.
- Each College has a leader called a **Deputy Vice-Chancellor** and **Head of College**.
- The College of Humanities has students on the:
 - Howard College campus (Durban)
 - Edgewood campus (Pinetown, Durban)
 - Pietermaritzburg campus

On which campus are you? Circle or highlight your campus on the page on the left.

- There are **six Schools** in the College of Humanities. Each School has a leader called a **Dean and Head of School**. The six schools in the College of Humanities are:
 - School of Applied Human Sciences
 - School of Arts
 - School of Built Environment and Development Studies
 - School of Education
 - School of Religion, Philosophy and Classics
 - School of Social Sciences

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CAREER PATHS

“Why are you at University?” Many students may reply, “To study” and that’s true. To ask a follow-up question, “Why are you studying?” Write your answer below.

I am studying because _____

There are several reasons why students decide to study. For some, it might be because it was expected of them or for the pleasure of studying. But for most students the answer is likely to be “To get a job”.

It is, therefore, important to spend some time thinking about what career you would like to pursue. This depends on several factors such as your personality, your interests, your values, your aptitude, the resources and support that are available to you, family commitments, your matric subjects and your matric score. **The degree that you select to study at University should be linked to the career that you want to pursue. In other words, your degree should be a stepping stone towards achieving your career goals.**

Some key careers that are linked to degrees in the College of Humanities are:

Social Type	Personal Characteristics	Career Opportunities
Prefers work that involves helping, training, teaching, caring or just working with people. Often have good communication abilities and people skills	Helpful, patient, sympathetic, tactful, considerate, caring	Educator/teacher/lecturer childcare worker, psychologist, social worker, community development officer/ manager, government employee (in any of the departments), policeman/ woman, sociologist, life coach, customer relations officer

Artistic Type	Personal Characteristics	Career Opportunities
Prefers work that has opportunity for self-expression. Often possesses artistic, musical or other creative abilities	Unconventional, expressive, imaginative, sensitive, spontaneous, intuitive	Architect, dancer, director, writer/author, musician, stage manager, sound/lighting manager, museum curator, art historian, journalist, film maker, photographer, print maker, television/radio presenter, publisher, sculptor, painter, potter
Investigative Type	Personal Characteristics	Career Opportunities
Prefers scientific or investigative work	Analytical, precise, methodical, critical, rational, experimental	Social science researcher, anthropologist, investigative journalist
Conventional Type	Personal Characteristics	Career Opportunities
Prefers work that is ordered, structured and requires working with data or information (including numerical information)	Conforming, conscientious, dependable, methodical, efficient, conservative	Librarian, administrative work, events manager
Enterprising Type	Personal Characteristics	Career Opportunities
Prefers work that is competitive, business-related and requires much energy. Often are risk-takers and have good communication skills	Ambitious, confident, competitive, energetic, assertive, persuasive	Marketing, industrial psychologist, politician, public relations, estate agent



If you are not sure about your career choice, you may do a **quick online questionnaire**

<https://www.ukzn.ac.za/spotlight/ukzn-course-guidance/>

You could also see a student counsellor (Student Support Services) on any of the three campuses. See page 19 for details of where the offices are. The student counsellors will also be available during the registration week to help you explore possible career paths if you are unsure.



Now let's move on to

UNDERSTANDING YOUR DEGREE

First, some explanations and technical terms:

This will likely be your first degree. We call it an **UNDERGRADUATE DEGREE**. Some degrees are called **GENERAL** degrees – you choose which subjects and modules you will study. Other degrees are more **STRUCTURED** and most of what you will study is already selected for you. Refer to pages 7-8 for a list of general and structured degrees that are offered in the College of Humanities.

Each degree should have at least **TWO MAJOR SUBJECTS**. A **SUBJECT** (e.g. Psychology, Sociology, Drama and Performance Studies) consists of related course material that may be spread over several modules at one or more levels of study. A **MAJOR SUBJECT** is usually studied from first-year through to third-year level. Each major subject in a general degree will make up about one third of the curriculum for the degree as a whole. You may not select more than one major from another College.

A **MODULE** is any separate course of study for which you obtain credits when you successfully complete the module. Some modules have a **PREREQUISITE** module. A prerequisite module is a module that has to be passed with at least the minimum mark in order to study some other specified module.

Likewise, an **ANCILLARY** module is a module that is required as a corequisite or prerequisite to a proposed module. All such modules must have been passed before the relevant qualification may be awarded. Please refer to the *College of Humanities Handbook for 2019* for a comprehensive list of definition of terms.



Are you studying a GENERAL (BA or BSS) degree?

Read on...

LEVEL: Subjects and modules are graded in terms of their level of study. Level 100 modules can be taken in any year, Level 200 modules can only be started once you have already passed at least 80 credits, and Level 300 modules can only be started once you have already passed at least 224 credits in at least four subjects, including at least 64 credits at the second level.

Most undergraduate degrees in the College of Humanities are three-year degrees, but there are some that take four years to complete.

Each year is made up of two semesters. You will write examinations at the end of each semester. So three-year degrees are made up of six semesters and four-year degrees have eight semesters.

Each time you pass a module/subject, you earn credits. You need to accumulate a certain number of credits each year in order to progress to the following year of study. Think of credits as points you earn towards your degree.

To be more precise, to qualify for a Bachelors' degree, you must accumulate a total of 384 credits to complete a three-year GENERAL or STRUCTURED degree, and 512 credits to complete a four-year STRUCTURED degree.

- At least 96 credits at levels one and two and 128 credits at Level three. You must register for additional modules to make sure you accumulate a minimum of 384 credits for a three-year degree.



- Four-year degrees have an additional minimum requirement of 128 credits in the fourth year of study.
- Of these, at least 192 credits shall be from two major subjects (32 credits per subject at the first level, 32 credits per subject at the second level, and 64 credits per subject at the third level).
- No curriculum shall include first-level modules to the value of more than 160 credits.
- At least 64 first-level credits and at least 64 second-level credits must be from subjects offered by the Home School.
- Modules must be selected in such a way that, across the degree as a whole, one gains at least 16 credits in each of at least four different subjects (inclusive of major subjects).
- Students registered for the general Bachelor of Arts must complete 16 credits in a language that was not their first language in Grade 12.
- ALL students must register for isiZulu (ZULN – 16 credits). Students who have studied Zulu in matric are exempted.

Let's have a look at how you would accumulate these credits for each year.

With the help of an advisor (someone from Student Academic Services or a lecturer), try to work out your degree structure. Write down the subjects and modules that you are likely to study in the blocks on the adjacent page. Discuss your plan with the advisor **before** you register.

Here is a list of Major subjects that you can study in the College of Humanities

► **LIST A: Bachelor of Arts (BA) Majors**

If you are registered for a BA degree, you <u>must</u> select at least ONE major from this list. Your second major may be selected from this List A or List B or List C.		
Applied Language Studies – HC/PMB	Fine Art – PMB ONLY	Media and Cultural Studies – HC/PMB
Art History – PMB ONLY	French – HC/PMB	Music – HC ONLY
Biblical Studies – PMB ONLY	Greek (Classical Greek) – HC ONLY	Religion – HC ONLY
Classical Civilisation – HC ONLY	History – HC/PMB	Philosophy – HC/PMB
Cultural and Heritage Tourism – HC ONLY		Political Science – HC/PMB
	IsiZulu – HC/PMB	
Drama and Performance Studies – HC/PMB		Theology – HC/PMB
	Latin – HC ONLY	Translation Studies – HC ONLY
English Studies – HC/PMB	Linguistics – HC/PMB	
Ethics Studies – PMB ONLY		

► **LIST B: Bachelor of Social Science (BSS) Majors**

If you are registered for a BSS degree, you <u>must</u> select at least ONE major from this list. Your second major may be selected from this List B or List A or List C List	
Anthropology – HC/PMB	Industrial, Organisational and Labour Studies – HC ONLY
	Industrial Psychology – HC ONLY
Community Development – HC ONLY	
Criminology and Forensic Studies – HC/PMB	Media and Cultural Studies – HC/PMB
Economic History & Development Studies – HC ONLY	Philosophy – HC/PMB
Education and Development – PMB ONLY	Political Science – HC/PMB
Ethics Studies – PMB ONLY	Psychology – HC/PMB
Geography – HC/PMB	Sociology – HC/PMB
History – HC/PMB	Theology – PMB ONLY

► **LIST C: Majors from other Colleges**

If you are registered for a BA degree or a BSS degree, you may select ONLY ONE major from another College.

Remember your other major MUST be selected from either List A or List B

Majors from the College of Agriculture, Engineering & Science (AES)	Majors from the College of Law and Management Studies (CLMS)
Computer Science – HC/PMB	Human Resource Management – HC/PMB
Economics – HC/PMB	Information Systems & Technology – HC/PMB
Mathematics – HC/PMB	Legal Studies – HC/PMB
Statistics – WEST/PMB	Management – HC/PMB
	Marketing – HC/PMB

► **LIST D: These are the Structured Bachelor Degrees offered in the College of Humanities**

Bachelor of Architectural Studies
Bachelor of Cultural and Heritage Tourism
Bachelor of Arts in Drama and Performance Studies
Bachelor of Social Science in Geography and Environment Management
Bachelor of Social Science in Government, Business and Ethics
Bachelor of Social Science in Housing
Bachelor of Arts in International Studies
Bachelor of Arts in Music
Bachelor of Arts in Music and Drama Performance
Bachelor of Arts in Philosophy, Politics and Law
Bachelor of Arts in Visual Arts (BAVA)
Bachelor of Theology
Bachelor of Education:
• Foundation Phase • Intermediate Phase • Senior Phase and Further Education and Training
Bachelor of Social Work

Some of these majors are available on only one of the two campuses. Please see **Undergraduate Curricula** in the section entitled **INFORMATION FOR STUDENTS** for more detailed information



Year 1 (Level 1 courses)		Year 2 (Level 2 courses)		Year 3 (Level 3 courses)	
1 st semester	2 nd semester	1 st semester	2 nd semester	1 st semester	2 nd semester
16 credits (Major 1)	16 credits (Major 1)	16 credits (Major 1)	16 credits (Major 1)	16 credits (Major 1)	16 credits (Major 1)
16 credits (Major 2)	16 credits (Major 2)	16 credits (Major 2)	16 credits (Major 2)	16 credits (Major 1)	16 credits (Major 1)
16 credits (Elective)	16 credits (Elective)	16 credits (Elective)	16 credits (Elective)	16 credits (Major 2)	16 credits (Major 2)
16 credits (Elective)	16 credits (Elective)	16 credits (Elective)	16 credits (Elective)	16 credits (Major 2)	16 credits (Major 2)
64 credits	128 credits	192 credits	256 credits	320 credits	384 credits



VERY IMPORTANT

All students are expected to know the general rules of conduct of the University and the academic rules of the particular degree that s/he is registered for. You will find this information in the *Rules for Students 2019* and the *College of Humanities Handbook for 2019*, which is available online on the student portal at <https://www.ukzn.ac.za/students/students/>

This guide does not replace the College Handbook.



Are you studying a B EDUCATION degree?

Read on...

If you are registered for a B. Education degree, the credit breakdown is a little different. Have a look:

1st semester	2nd semester
16 credits	8 credits
16 credits	16 credits
16 credits	16 credits
16 credits	16 credits
8 credits	8 credits
72 credits	64 credits

Sum of your credits

- **Academic Literacy in Education (ALE)** is a compulsory module for all students
- Students who register for Basic Maths in Semester 1 should register for one of the **Foundation** modules in **Semester 2** if not taken in first year
- Students must do **TWO English Communication modules** – ALE & ELC OR ALE & English Comm110
- Students must do **TWO Second Language Communication modules** – e.g. isiZulu Comm110/ Conv111 & isiZulu Comm120/Conv121
- Students must do at least **ONE Foundation module**: Africa in a Globalising World, Diversity and Learning, Understanding Science, Making History, Mathematics110, Critical Inquiry in ECD, Perspectives on Human Nature

Remember to also check the timetable before registering. You can view the timetable online at <http://timetable.ukzn.ac.za>

Below, you will find a blank timetable. Your mentor will explain how to use it. Page 14 explains more about mentors. Take a moment to skip to Page 14 to read about mentors.

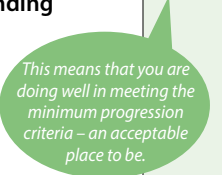


TIME	PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
07.45-08.30	1					
08.40-09.25	2					
09.35-10.20	3					
10.30-11.15	4					
11.25-12.10	5					
12.20-13.05	6					
13.15-14.00	7					
14.10-14.55	8					
15.05-15.50	9					
16.00-16.45	10					
16.45-17.30	11					

THE ACADEMIC MONITORING AND SUPPORT PROGRAMME (AMS)

The University has a special system to monitor and support the academic progress of all students. The Academic Monitoring and Support Programme (AMS) is here to support you through monitoring your academic performance and developing support programmes as needed.

At the beginning of each semester, you will receive a code with a corresponding colour to help you track your performance. This code is based on your performance in the exams, as well as the University progression rules. Here is a description of each colour and code:

Code	Colour	Description/Meaning
Outstanding Academic Performance	Blue  Always strive to be here!	This is to signal to you that you are on track to pass your degree CUM LAUDE or SUMMA CUM LAUDE. These are special first class passes – a great academic achievement!
Good Academic Standing	Green  This means that you are doing well in meeting the minimum progression criteria – an acceptable place to be.	New students who register for the first time and have not transferred from another College of the University are initially deemed to be of good academic standing and coded green. A student remains coded green provided s/he has passed at least 75% of the maximum expected credit load to date and also has passed 70% or more of the normal credit load this semester.
At Risk	Orange  This is a warning. You need to go back to 'green'. See your AMS co-ordinator.	A student who is at risk is required to participate in a compulsory developmental programme, including academic counselling, a possible modified curriculum, as well as student counselling for personal, life skills and/or career counselling. A student may be deemed 'at risk' when: • His/her performance is above the applicable minimum progression requirements but is not at the level of 'green', that is, s/he has not passed 75% of the maximum expected credits to date. • Fewer than 70% of the normal credit load has been passed in the current semester. • Credits are below the applicable minimum progression requirements but the student has been registered for one semester only – the student is placed on academic probation with specific and realistic conditions, even if such a student is performing (orange) provided s/he continues to meet the set probation requirements that are reviewed each semester.

Code	Colour	Description/Meaning
Underperforming	Red	A student will be coded red when his/her performance falls below the applicable minimum progression requirements and s/he has been registered for two semesters or more. The first time a student becomes 'red', s/he is placed on strict academic probation. After compulsory academic and personal or career counselling, s/he may be permitted to continue in the same qualification or may be advised to redirect to another qualification in the same or another College. A student will become 'red' for a second time if s/he does not achieve the probation conditions set in the previous semester or if, after improving performance for a period, the student again drops below the required levels. In this case, the student must appeal to be readmitted to the same or a different qualification or College. If a student is readmitted following a successful appeal, s/he is placed on final probation with specific conditions to be met and continued academic support. If a student who was severely underperforming ('red') responds to interventions, achieves probation requirements and eventually works back to good academic standing ('green'), s/he will be considered rehabilitated and the previous period as 'red' will not be considered should s/he subsequently lapse. If a student does not respond to such interventions and s/he continues to underperform, s/he must appeal for readmission and may or may not be readmitted on final probation. If readmitted and still the student does not respond to interventions while on final probation, s/he will be excluded. No further appeals are allowed. Students who transfer between qualifications carry their history and academic status with them. Students will normally only be accepted into a new qualification if they are able to complete the new degree in the maximum time permitted for this degree, which includes the semesters they have already spent at UKZN and for which they may have generated credits towards the new degree.

NO! NO! NO! Not a good place to be in. See your AMS Co-ordinator immediately!



Here are the details for the AMS Office on your campus:

Name of office: **Mentorship and Academic Monitoring & Support (AMS)**

What do they do? Monitor and support your academic performance through a variety of programmes using a holistic approach.

Where to find them:

Howard College: Memorial Tower Building (MTB), Ground Floor, Room ZG138

Pietermaritzburg: House 6, Milner Road (next to Student Support Services)

Edgewood: Main Tutorial Block, CU132

Who are they?

Howard College: Makhosi Nathi Phetha – 031 260 2685 –
hdss-mentorship@ukzn.ac.za OR phetham@ukzn.ac.za

Pietermaritzburg: Nomzamo Nxumalo – 033 260 6429 – amsp@ukzn.ac.za

Edgewood: Victor Nnadozie – 031 260 3086 – Nnadozie@ukzn.ac.za

Aside from the AMS Office, there are many other people here to assist you.

Your **mentors** will take you on a tour of the campus. Keep a look out for the buildings that are mentioned in this guide. You may also visit <https://www.ukzn.ac.za/about-ukzn/campusaerial/> to access a virtual tour of all five UKZN campuses.

Let's Start with your Mentors

Each first-year student is assigned to a mentor. You might have had a mentor at school when you were in Grade 1 or Grade 8. You might have been a mentor yourself! A mentor is also a student who has already successfully completed their first year. So s/he knows what it's like to be at University for the first time. They know the campus, who to go to and where to go to for help. They also know what the challenges are and what you should know. See your mentor as a special kind of friend who can point you in the right direction when things might get a bit confusing or overwhelming. Your mentor will help you with workshops on Time Management, Exam Preparation and Stress Management, to name a few.

Write down the name of your mentor: _____

Academic Development Officers

Each School has an Academic Development Officer (ADO). The ADO is here to help you monitor your academic progress throughout your year and to develop a plan of action to support you should you run into some problems. If you do experience any problems that affect your academic progress, you are encouraged to speak with your ADO as soon as possible. This way, we can offer the best possible support early enough.

Find out who the ADO for your School is: _____

Where is her/his office? _____

Make a note of her/his consultation times: _____

Tutors

A tutor is here to help you with a specific course, especially those that might be more challenging. Tutors are students too but have usually completed their undergraduate degree – so they have mastery in a particular course. Your School will let you know who the tutors are for the courses you are registered for.

Aside from your mentors, ADOs and tutors, your lecturers (they are your teachers) are an important resource as well. Get to know who your lecturers are – their names, where their offices are and their consultation times. Keep the lines of communication open – they are here to help you as well.

Other Important College People

There are many other people in the College who are not linked to any School but are here to assist you with other specialist support. These include **The Writing Place, Student Funding, Student Academic Services, and Student Support Services (Counselling & Careers)**. You will find an office on each campus. On the adjacent page, you will find a brief description of each office, where to find them on each campus, and important contact numbers. Remember to visit the College website – each of the offices has its own page with detailed information and further resources. Important notices are also updated on these web pages – so visit regularly.



Name of office: **The Writing Place – a super cool place to learn the art of academic writing!**

What do they do?

As the name suggests, The Writing Place is about writing! But this is not just any type of writing. At University, you will need to write (and think!) in a particular kind of way – we call this **academic writing**. When we talk about thinking, we mean critical thinking (and here again, this means a special way of thinking). Academic writing and critical thinking are important skills for students to have and includes many aspects. At the Writing Place you will get one-on-one support from a **Writing Place tutor** to help you to understand, develop and improve these skills. This includes support with understanding academic concepts such as plagiarism, how to structure your essays and assignments, answering all parts of an essay question, how to use grammar correctly, and how to reference correctly. All you need to do is bring along a draft of your essay or assignment.

Where to find them

Howard College: College of Humanities Access Office, Ground Floor MTB
Pietermaritzburg: Old Main Building (OMB), Basement
Edgewood: Main Tutorial Building, 2nd Floor, Wing 2, S202

Who are they?

Howard College: Jessica Dore – 031 260 2943 – dore@ukzn.ac.za
Pietermaritzburg: Nomzamo Nxumalo – 033 260 6429 – amsp@ukzn.ac.za
Edgewood: Victor Nnadozie – 031 260 3086 – Nnadozie@ukzn.ac.za

 <https://www.facebook.com/The-Writing-Place-College-of-Humanities-UKZN-353957328044413/>

Name of office **Student Funding – a very important and busy place for students!**

What do they do?

The friendly staff at the Student Funding offices are here to help you with all your funding (loans, bursaries and scholarships) applications and queries. They make sure that you have completed your forms correctly and have all the required documents PLUS they have information on scholarship and bursary opportunities.

Where to find them?

Howard College: Dennis Shepstone Building, Level 4

Pietermaritzburg: House 5, Milner Road (next to the FNB ATM)

Edgewood: Admin Building, Ground Floor

Who are they?

Howard College: Sphesihle Malinga – 031 260 2929

Pietermaritzburg: Busi Dlamini – 033 260 5758

Edgewood: Sibongiseni Mbeje – 031 260 3757

Name of office: **Student Academic Services – another very important and busy place for students!**

What do they do?

The friendly staff at the Student Academic Services offices are here to help you with all your academic administrative matters. Here you will get help with registration, structuring your degree correctly, making changes to your curriculum, etc.

Where to find them

Howard College: College Office, MTB Building, Room G056

Pietermaritzburg: House 8, Milner Road (next to Clinic)

Edgewood: Admin Building, Ground Floor

Who are they?

Howard College: Anusha Reddy – 031 260 1123 – reddya@ukzn.ac.za

Pietermaritzburg: Natasha Naidoo – 033 260 5165 – naidoona@ukzn.ac.za

Edgewood: Nomsa Ndlovu – 031 260 3867 – ndlovua@ukzn.ac.za



Name of office **Student Support Services (Personal and Career Counselling) – Your ‘safe space’ at University**

What do they do?

With the start of university life comes exciting possibilities – new friends, new experiences, increased independence, young ‘adult’ status... the list goes on. Of course, there are bound to be challenges too (all quite ‘normal’ and to be expected) – the responsibility for your own learning and well-being, meeting deadlines, dealing with content that is different to the subjects you studied at school, uncertainty about your career choice, poor study habits, being away from home, adjusting to a new environment, partner problems, peer pressure to do something you might not wish to do... here again we could have a long list! The student counsellors at Support Services offices are registered psychologists who offer a **free and confidential service** to help you to adjust to your new environment, navigate it successfully, and work with any challenges you might experience.

PLUS: The Student Support Services has a **Career Development Officer (CDO)** who links you with the world of work from year 1! Think career exhibitions, employment and bursary opportunities, and workshops to develop and market your skills and yourself!

Where to find them

- Howard College:** Brown house right next to Gate 1
- Pietermaritzburg:** House 6, Milner Road (next to Clinic)
- Edgewood:** Dining Hall (next to Clinic)
- CDO:** Based in Dennis Shepstone Building, Level 4 (but visits all campuses)

Who are they?

Howard College:	Vinotha Moodley – 031 260 2668 – moodleyv28@ukzn.ac.za
Pietermaritzburg:	Mike Murray – 033 260 5233 – murray@ukzn.ac.za
Edgewood:	Lindi Ngubane – 031 260 3653 – ngubanel@ukzn.ac.za Rethabile Oliphant – 031 260 3779 – oliphants@ukzn.ac.za
CDO:	Edista Ngubane – 031 260 1429 – ngubanee@ukzn.ac.za

In addition to the services listed above for Humanities students only, there are also a number of services for ALL students of UKZN. These include:

Disability Support Unit, HIV/AIDS Programme, Campus Clinic and Sports Union

Name of office: Disability Support Unit

What do they do?

The Disability Support Unit provides services for current and prospective students with permanent and temporary impairments/disabilities to access the University.

1. Assistance during registration and orientation.
2. Assistance to access National Student Financial Aid through the Disability bursary allocation.
3. Assistance to access essential assistive devices, e.g. wheelchairs and other devices.
4. Assessments for reasonable academic accommodations, including time concessions for students with learning disabilities.
5. Access to residences that are barrier free.
6. Independence training services for visually impaired students.
7. Sign language services for deaf students.
8. Support for hard of hearing students.
9. Access to student LANS for students with disabilities.
10. Specialised disability counselling and support.
11. Facilitate access to a range of rehabilitation services on and off campus, including access to Campus Health Clinics.

Where to find them:

Howard College:	Dennis Shepstone Building, Level 5
Pietermaritzburg:	House 2, Milner Road (next to Student Fees)
Edgewood:	Dining Hall (next to Clinic)

Who are they?

Howard College:	Nevil Balakrishna – 031 260 3070 – balakrishna@ukzn.ac.za
Pietermaritzburg:	Yanga Futshane – 033 260 5129 – futshane@ukzn.ac.za
Edgewood:	Rosh Subrayen – 031 260 3665 – subrayen@ukzn.ac.za



UNIVERSITY OF
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COLLEGE OF HUMANITIES STUDENT SUPPORT SERVICES

- Free & confidential individual & group support
- Personal counselling & psychotherapy
- Career assessment & career counselling
- Degree planning & academic support
- Graduate recruitment & part-time employment
- Life skills & psychosocial workshops
- Support groups & forums
- Advocacy & campaigns



Student Support Services link: <http://coh.ukzn.ac.za/college-office/student-support-services.aspx>

Howard College

In between Francis Stock
and CCA (yellow house)
next to Gate 1

Pietermaritzburg

House 6, Milner Road
(next to the Clinic)

Edgewood

Next to Clinic and DSU
(behind the dining hall)

031 260 2668 or 033 260 5233

INSPIRING GREATNESS



UNIVERSITY OF
KWAZULU-NATAL
INYUVESI
YAKWAZULU-NATALI

IKOLISHI LEZESINTU UMNYANGO WEZOKWESEKWA KWABAFUNDI

- Ukusizwa mahhala okunobumfihlo wedwa noma ngamaqembu
- Ukwelulekwa Kwakho & Ingxubekwelapha Yengqondo
- Ukuhlolwa Ngokomkhakha Womsebenzi & Ukwelulekwa Ngezemisebenzi
- Ukuhlelela Iziqu & Ukwesekwa Kwezokufunda
- Ukuqashwa Kwabaneziqo & Imisebenzi Yesikhashana
- Imihlangano Yokucobelelana Ngolwazi Kwezamakhono Empilo & Ingqondonhlalo
- Amaqembu Asekayo & Izigungu
- Ukwazisa & Imikhankaso yokusabalalisa Ulwazi



Linki yoMnyango Wezokwesekwa Kwabafundi: <http://con.um.ac.za/college-office/student-support-services/>

Howard College

Phakathi Kwebhiliidi i-Francis Stock
Ne-CCA (Indlu ephuzi)
eduze kwase-Gate 1

Pietermaritzburg

House 6, Milner Road
(Eduze kwekliniki)

Edgewood

Eduze kwekliniki ne-DSU
(emva kwasendlini yokudlela)

031 260 2668 noma 033 260 5233

INSPIRING GREATNESS



UKZN

LIBRARY SERVICES

There are libraries on all the five campuses. The **libraries catering for the College of Humanities are:**

- **Howard College:** EG Malherbe Library
- **Pietermaritzburg:** Cecil Renaud Library
- **Edgewood:** Edminson Education Library

These libraries are **open 24 hours a day; seven days a week during term times** (please check the library webpage). **Your student card is also your library card.** You will need your card to enter the library as well as to borrow and renew library books. The library provides access to a wide range of books and journals in print and electronic format plus other resources. There is study space and computers in all libraries. Prescribed books for lectures are kept at the Academic Reserves at the Circulation Desk and cannot be removed from the library.

Subject librarians are available to help you.





You can also consult the **library's webpage** for more information:

<http://www.library.ukzn.ac.za>

Visit the library and find out who your subject librarians are:

Subject Librarian 1: _____

Subject Librarian 2: _____

Subject Librarian 3: _____

Subject Librarian 4: _____

During the first term, the library offers training sessions in how to use the catalogue and online resources. You are strongly encouraged to attend a session.

Visit the library and identify a training session that you would be able to attend. Write down this time and remember to put your name on the library list. Ask your mentor to help you if you are not sure.

Library Training Session:

Date: _____ Time: _____

Or contact one of the following Principal Librarians on your respective campus:

Howard College: Faith Magwaza – 031 260 2062 – bhengun1@ukzn.ac.za

Pietermaritzburg: Goitseman Ncongwane – 033 260 5062 –
ncongwaneg4@ukzn.ac.za

Edgewood: Praba Naidoo – 031 260 3962 – naidoop11@ukzn.ac.za

TECHNOLOGY AT UKZN

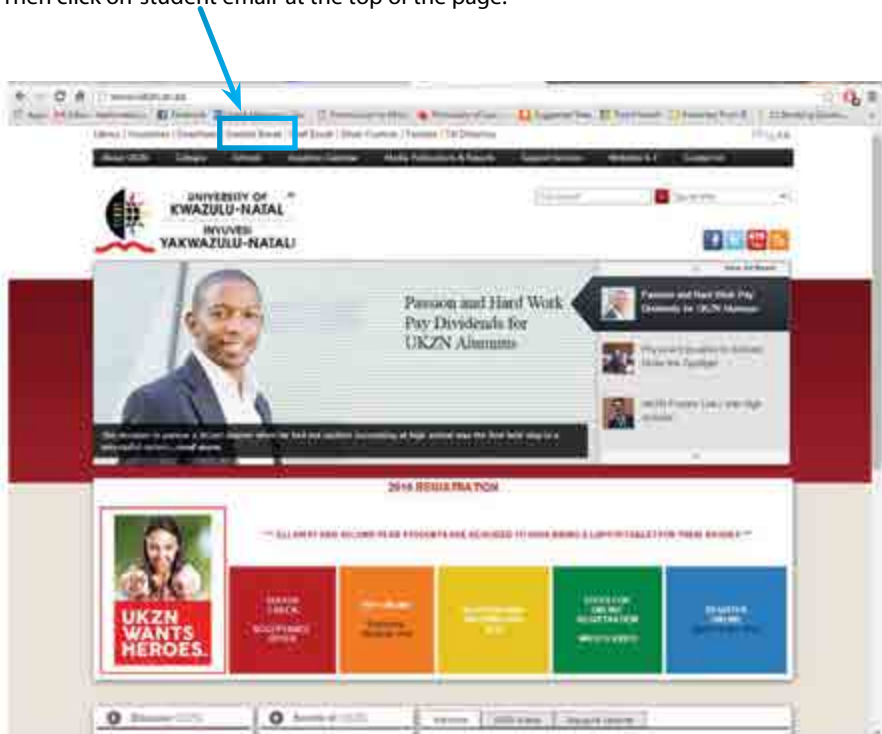
Because we are a very big university, we cannot always give you information on a face-to-face basis. Email, moodle (or learn.ukzn.ac.za) and student central are the electronic means we use to communicate.

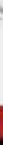
Let's start with email

All students and staff have a UKZN email address. Even though you may have another email address, you must use your UKZN email for matters relating to UKZN. It is your responsibility to ensure that your UKZN email address is working and to check it often. Failure to do so can have very bad consequences.

You need to log on to www.ukzn.ac.za

Then click on 'student email' at the top of the page.





Subject: HOW MUCH DOES EMAIL ETIQUETTE IMPACT YOUR DECISION TO ENGAGE WITH A STRANGER?

All Respondents:

Impact Level	Percentage
A great deal	16.83%
Quite a bit	31.17%
Somewhat	31.47%
Very little	13.03%
Not at all	4.20%

- Start with 'Dear X/Dr X'
- Then tell the person what module you are in
- This will be followed by what you want to ask
- Finally, sign off with 'Regards [name and student number]'

FIRST-YEAR STUDENT GUIDE 2019 25

Now let's look at student central

Again, go to www.ukzn.ac.za. On the left hand side, down towards the bottom of the page, you will see a menu list. One of the links is to student central. Click on that and you should see the following:



To log in, use your student number and password/pin. Your password for the first time you use the system is your birthday in the form DDMM (eg. 1701 for 17 January).

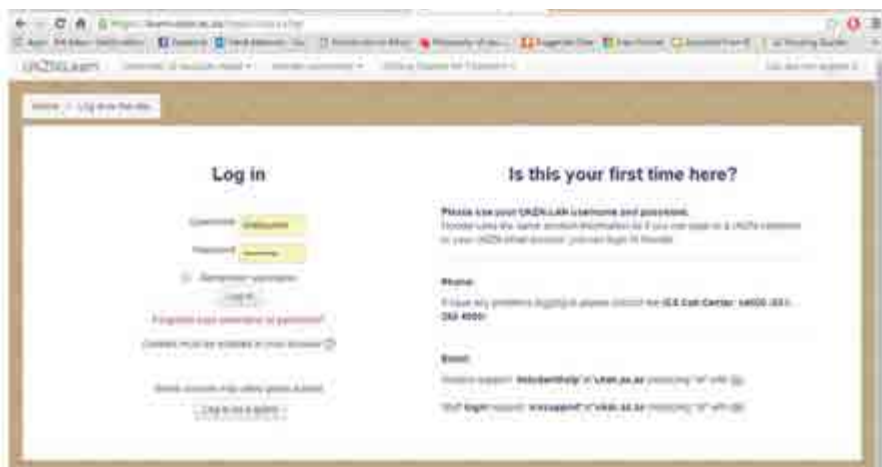
Once you have logged in, you will find lots of useful information about registration, fees, job opportunities and so on. You should check this site often to see that everything is going according to plan.

Probably the most important technological tool at UKZN is what we call Moodle. This is where lecturers post information, notes, quizzes, etc. If you don't get into the habit of using Moodle regularly, you will fall behind very quickly.

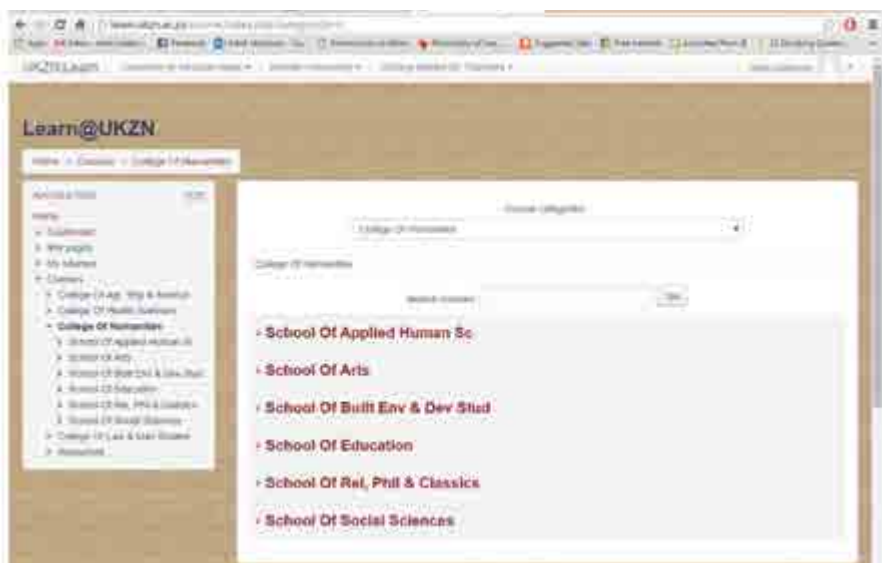
Go to <http://learn.ukzn.ac.za>

Click on 'Log in' in the top right hand corner.





Once you have logged in, you will see a list of the different Colleges. Click on the College of Humanities, which will then give you a list of Schools. Once you select the relevant School, you will then have to select the campus you are situated at. You then get a list of courses and you find the ones you are enrolled in. As you register for a module, you are automatically registered on Moodle for that module. It may take a few days for all this to happen so don't panic initially if you can't find the relevant module. Keep checking with your lecturers to make sure you aren't missing out on crucial information.



Technology is great and it will really help you keep on track at university. That said, technology can also be problematic, especially because it makes it easier to plagiarise and this is something YOU MUST NEVER EVER DO.

Plagiarism is seen as one of the worst things you can do at university. Why is that? Because using other people's words or ideas without referencing to give them credit, is seen as stealing their work and pretending that it's your own, which is academic dishonesty. So, if you plagiarise, your lecturer will see you as academically dishonest. It's like the academic equivalent of stealing things from a shop you're working in. That would get you fired from the job. Similarly, you can get expelled from university for plagiarism. Plagiarism is taken incredibly seriously. At best, you'll get 0% for your essay or take-home exam. But you could land up failing your whole course or even getting thrown out of UKZN.

One of the most important skills at university is

TIME MANAGEMENT



A huge difference between school and university is related to time management. Whereas schools are able to manage students' time much more directly, universities allow students much more freedom and require a great deal more self-discipline on the part of the students.

A good idea is to think of university as a job. Most jobs expect you to work 40 hours a week. Given that you take 4 modules per semester, this equates to 10 hours per module. You spend approximately 3 hours a week attending lectures which means you should spend another 7 hours per week doing 'self-study' for each module (reading, making notes, preparing assignments etc.).

Outside those 40 hours, we need to schedule familial or employment responsibilities as well as some personal time. A starting guideline might be something like 10% of your week, or 17 hours. It is important to spend enough time on varsity work to ensure that you're successful and to spend enough time outside of varsity to ensure that you have a healthy balance in your life.



Many of us don't realise how much time we spend (or waste) on things in a day. Here's a handy tool for you to record your habits and see which need improving!

Hours in your day:	
Daily Activities:	Hours spent
Sleeping:	
Personal care/grooming:	
Meal preparation/eating/clean-up:	
Family commitments:	
Socialising/entertainment (with friends):	
Relaxing/TV/video games, etc. (alone):	
Exercise/sports:	
Transportation (school, work, etc.):	
Work/internship:	
Classes:	
Studying:	
Other:	

Without proper time management, you will get behind in your readings which will mean that you do not benefit as much from the lectures – if you have not done the reading, you cannot know whether you have understood the concepts or information contained therein and thus cannot get help. You may then 'get lost' as the work becomes more complicated. The net effect of this snowballing is that students are unable to do the necessary work for assignments which then lowers class marks – in some cases to such an extent that DPs are refused. And because the work has not been done over the whole semester, students are then forced to cram 12 weeks' worth of readings into a few days, and as a result are ill-prepared for exams.



Now for

SOME IMPORTANT BASICS

BASIC SELF-CARE

Nutrition: Eat a healthy diet. This means cutting down on processed food that is high in refined sugar and fat and eating more whole foods. This can be difficult with a low budget and time constraints. But try to plan ahead simple, nutritious meals. This might be a sandwich, fruit and water. Better still, make your own sandwiches to bring with you to campus instead of buying take-aways. Eat fruit and vegetables as they will build your immune system. Drink lots of water. Avoid energy drinks – they are just bad for you. Speak to a nurse at the campus clinic for more advice on nutrition. There are also many sites on the Internet that are also helpful. Here are a few that you might find helpful: www.nutritionociety.co.za; www.heartfoundation.co.za; www.mayoclinic.org; www.berkeleywellness.com/healthy-eating.

Rest: Get enough sleep. This means at least 6-8 hours of sleep per night. Your body and mind need this rest to recharge and work at its optimum level.

Exercise: Regular exercise has so many benefits for you. It helps to keep your body healthy and your mind too. It helps to relieve stress and should be seen as a pleasurable activity. Try to walk or jog on campus or use the sports facilities available.

Relaxation: While your priority at University should be your studies, it is important to have balance in your life. This means including some 'me' time. Spend time with friends – just chatting or doing something fun like watching a movie together, meditating, reading, listening to music...

Have you been to the sports offices to find out which sports clubs you can join?



whatever works for you. But remember; ALWAYS keep focused on your number one priority – your studies.

SAFETY: Be safe at all times. Be vigilant of your surroundings. Remember, when you have your earphones on, you block out sound from your environment. Walk in groups when working late at the library or going to your room. Keep all your possessions in view and on your person as far as possible. Keep your student card safe. Party responsibly. Don't accept drinks from others. Don't have unprotected sex.

Have you found a club or society that you can get involved in?

Should you have an emergency, you can call Risk Management Services (RMS):

Howard College: 031 260 3777

Pietermaritzburg: 033 260 5211

Edgewood: 031 260 3493

KNOW YOUR RIGHTS: The University strives to be a safe place where the rights of every person are upheld. This means that every single student and staff member has a role to play. Don't harass others – verbally, physically or sexually. If anyone harasses you, report the incident to Risk Management Services (RMS) or Student Support Services. Students who have experienced any violation of their rights may seek recourse via the Proctor's office. The Proctor's office is tasked with all student disciplinary matters and upholding the rights of all students.

AVOID STRESS: Here, time management is crucial. Plan ahead. Set goals. Break your tasks into small units of work. Make the most of your time – this means that what you do with your time should count. Don't bunk lectures. Take notes, read and engage with your study material. Form study groups. **WORK CONSISTENTLY.**



WHAT IS PLAGIARISM?

Plagiarism is using other people's words or ideas without giving them credit, so that it looks as if they're your own words or ideas.

You're plagiarising if you:

- ▶ copy text (even short pieces) word for word from any source (articles, books, websites, lectures, lecture slides, emails with your lecturer, etc.) but don't put them in quotation marks (" ") and reference whose words they are
- ▶ use ideas or arguments from any source (articles, books, websites, lectures, lecture slides, emails with your lecturer, etc.) but don't reference whose ideas they are. Even if you explain the idea or argument in your own words, you still have to give credit to the person who came up with it
- ▶ use someone else's writing and just put in synonyms (different words that mean the same thing) here and there. You must either quote the text directly or properly paraphrase it in your own words (See the link at the end for help with this.)

We really want to help you avoid plagiarising so we've provided some information below which we hope you'll find useful. If you are at all unsure, please ask for assistance from your lecturers.

Some of the main reasons for plagiarising are (1) that students don't really know what it is or how not to do it; (2) that they run out of time and panic, and just copy and paste something to get it finished; and (3) that they feel insecure and worried that their own writing isn't good enough for an academic essay.

These are common problems and they can all be sorted out. (1) Use this guide to get familiar with plagiarism and how to avoid it. (2) Give yourself plenty of time to work on your essay

or take-home exam, but, even if you are doing it right before it's due, remember that even the worst last-minute work will get you more marks than something that's plagiarised.

Many students are scared they're going to accidentally plagiarise, or just aren't sure how to avoid it. It can be hard to figure out just what is and isn't ok in academic writing, so it's important to read up about it and check your work carefully. (Use the links at the end for help with this.)

- Ask your lecturer if you have any specific worries. Not sure if you really explained something in your own words enough or if you're copying the original text too much? Just ask! (After you've carefully read the paraphrasing resource listed on the bottom right.)
- We can't check everything for you, but we're happy to help with particular questions to give you a better idea of what you need to do to avoid plagiarism
- Remember that it's not enough just to put in quotation marks (" ") when using someone else's words – you have to give an in-text reference at the end of the quotation, too, and put the full details of the source of the text in your bibliography as well
- Don't make this mistake the other way around either: It's not enough just to give an in-text reference after using someone else's words – you also have to put their words in quotation marks (" ")
- You should use just an in-text reference, and no quotation marks, only when you're writing about someone else's idea or argument but explaining it in your own words. This is because quotation marks tell the reader (your lecturer or tutor) that the words inside them belong to someone else, not the writer of the paper (you). In-text references tell the reader that the ideas you're writing about, or that the quotation is about, belong to someone else

But how exactly do you paraphrase other people's ideas? And how can you be really sure you don't plagiarise?

These are two great resources to get you started:

- Here's a plagiarism guide, with some quizzes to help you check if you're understanding it, from The University of Southern Mississippi: http://lib.usm.edu/plagiarism_tutorial.html
- Paraphrasing can be difficult. Here's a great guide to getting it right from Purdue University's Online Writing Lab: <https://owl.english.purdue.edu/owl/resource/619/1/>

(citing = referencing; citations = references)

All lecturers use Turnitin – a plagiarism detection software – so be aware that IF YOU PLAGIARISE, YOU WILL GET CAUGHT.

Whew, so much to take in at once – is your head hurting yet?

CHECKLIST

HAVE I...?	✓
Met my mentor?	
Discussed my degree with an academic advisor?	
Taken a tour of the campus?	
Found out where all the buildings where my lectures will be held are?	
Found out where all the support offices are?	
Found out where the library is?	
Found out where the computer LANs are?	
Found out where RMS is?	
Attended library orientation?	
Attended computer training?	
Attended all workshops: Basic academic writing Adjustment to university including: independence, peer pressure, loneliness/alienation, diversity, self-care, health, safety, substance abuse, sex education Being a successful student (study skills, making the most of lectures, time management principles, motivation, learning styles) Stress management and exam preparation	

Now all that's left is to WISH YOU WELL WITH YOUR STUDIES!

Have fun, be safe and broaden your minds as you move towards your goal of successfully completing your degree in the least amount of time.

Remember to always check your student email and the University's student notices for bursary, scholarship, employment and other opportunities.

We look forward to meeting you soon.

The Humanities Team



Remember, not all activities happen in the first week. But it is important for you to do **ALL** activities.

COLLEGE OF HUMANITIES FIRST-YEAR ORIENTATION AND REGISTRATION 2019

Howard College Campus (HC) and Pietermaritzburg Campus (PMB)

A warm welcome to all our first-year students!

Note that this programme is compulsory for all first-year students. You will be allocated to a mentor who will guide you throughout this programme.

Day, Date & Time	Activity	Venue	Person to look out for
First Week Orientation			
28 January Day 1 09:00	Welcome	Rick Turner Students Union (HC) WOB (PMB)	Deputy Vice Chancellor and Head of College, Professor Nhlanhla Mkhize Professor Sihawu Ngubane, Programme Director, HC Ms Mary Gordon, Programme Director, PMB Professor Ruth Hoskins, Dean: Teaching & Learning
	Welcome – Student Representative Council (SRC) Leader		SRC
	Introduction to key first-year support and their roles: • Mentors • ADOs • Tutors		AMS Co-ordinators ADOs Tutors Mentors
	Allocation to mentors		AMS Co-ordinators, Mentors
	Mentor briefing with groups		AMS Co-ordinators, Mentors
	Campus tour		AMS Co-ordinators, Mentors
29 January – 1 February Days 2-5 09:00	Curriculum advice & career counselling Registration process Campus tours	Rick Turner Students Union (HC) WOB (PMB)	Academic Leaders: Teaching & Learning: Dr Sarah Gibson, Dr Miranda Young, & Dr Sandile Mbokazi (HC) and Dr Heidi Matisonn (PMB), AMS Co-ordinators, Mentors, Student Academic Services, All Schools, Student Support Services
Extended First-Year Programme			
February-March (Your mentors will give you further details)	Library Orientation Basic academic writing	Main libraries TBC	Library staff & mentors Writing Place staff & mentors
March-April	Adjustment to university Being a successful student	Various venues	Student Support Services counsellors & Mentors
April-May	Stress management and Exam Prep	Various venues	Student Support Services counsellors & Mentors
May	Completion of online survey	Online	Student Support Services counsellors & Mentors
August (second semester)	Learning Enhancement Checklist (LEC)	Online	Student Support Services counsellors & Mentors

BACHELOR OF EDUCATION, EDGEWOOD CAMPUS												
First Year Students' Orientation – 2019 Programme												
DAY 1: Mon, 28 Jan 2019												
09:00 - 09:10	Welcome – Dr. L R Maharajh (10 mins)										Examination Hall	
09:10 - 09:20	Dean & Head of School – Prof T Msibi (10 mins)										Examination Hall	
09:20 - 09:30	Welcome: CRC President – Perfect Mdepha (10 mins)										Examination Hall	
09:30 - 09:35	Information from College PAO – Ms N Ndlovu (5 mins)										Examination Hall	
09:35 - 09:40	Announcements (5 mins)										Examination Hall	
MOVE TO GROUP VENUES (20 mins)												
GROUP	VENUE	10:00 - 10:30	10:30 - 11:00	11:00 - 11:30	COORDINATOR	CODE						
Groups 1 & 2	LT 10	Foundation Phase (SM)	Intermediate Phase (MAG)	Senior/FET (LRM)		White/Green						
Group 3 & 4	LT 11	Intermediate Phase (MAG)	Senior/FET (LRM)	Foundation Phase (SM)		Red/Orange						
Groups 5 & 6	LT 12	Senior/FET (LRM)	Foundation Phase (SM)	Intermediate Phase (MAG)		Blue/Yellow						
GROUP	VENUE	11:30 - 12:00	12:00 - 12:30	12:30 - 1:00	COORDINATOR	CODE						
Groups 1 & 2	LT 10	Social Science	Education Studies	Foundation Phase		White/Green						
Groups 3 & 4	LT 11	Foundation Phase	Social Science	Education Studies		Red/Orange						
Groups 5 & 6	LT 12	Education Studies	Foundation Phase	Social Science		Blue/Yellow						
1:00 - 1:30	L U N C H B R E A K											
GROUP	VENUE	1:30 - 2:00	2:00 - 2:30	2:30 - 3:00	COORDINATOR	CODE						
Groups 1 & 2	LT 10	Environmental Awareness	Registration Information	Creating Log-in Password		White/Green						
Groups 3 & 4	LT 11	Registration Information	Creating Log-in Password	Environmental Awareness		Red/Orange						
Groups 5 & 6	LT 12	Creating Log-in Password	Environmental Awareness	Registration Information		Blue/Yellow						
3:00 – 4:00	ALL GROUPS: Examination Hall – Consultations, Musical items, Drama, Poetry recitals				CRC, CLUBS, SOCIETIES	ALL CODES						

BACHELOR OF EDUCATION, EDGEWOOD CAMPUS									
First Year Students' Orientation – 2019 Programme									
DAY 2: Tues, 29 Jan 2019									
09: 10 - 09:30		MOVE TO GROUP VENUES (20 mins)				Orientation Mentors			
GROUP	VENUE	09:30 - 10:00	10:00 - 10:30	10:30 - 11:00	COORDINATOR	CODE			
Groups 1 & 2	LT 10	Language & Arts	Maths & Computers	Science & Tech		White/Green			
Groups 3 & 4	LT 11	Maths & Computers	Science & Tech	Language & Arts		Red/Orange			
Groups 5 & 6	LT 12	Science & Tech	Language & Arts	Maths & Computers		Blue/Yellow			
GROUP	VENUE	11:00 - 11:30	11:30 - 12:00	12:00 - 12:30	COORDINATOR	CODE			
Groups 1 & 2	LT 10	Academic Monitoring	Counselling	Funding		White/Green			
Groups 3 & 4	LT 11	Counselling	Funding	Academic Monitoring		Red/Orange			
Groups 5 & 6	LT 12	Funding	Academic Monitoring	Counselling		Blue/Yellow			
12:30 - 1:00		L U N C H B R E A K							
GROUP	VENUE	1:00 - 1:30	1:30 - 2:00	2:00 - 2:30	COORDINATOR	CODE			
Groups 1 & 2	LT 10	Plagiarism	Moodle	Sports		White/Green			
Groups 3 & 4	LT 11	Sports	Plagiarism	Moodle		Red/Orange			
Groups 5 & 6	LT 12	Moodle	Sports	Plagiarism		Blue/Yellow			
GROUP	VENUE	2:30 - 3:00	3:00 - 3:30	3:30 - 4:00	COORDINATOR	CODE			
Groups 1 & 2	LT 10	Campus Tour	Entertainment	*Entertainment	Mentors/CRC				
Groups 3 & 4	LT 11	Entertainment	Campus Tour	*Entertainment	Mentors/CRC				
Groups 5 & 6	LT 12	Campus Tour	Entertainment	*Entertainment	Mentors/CRC				

BACHELOR OF EDUCATION, EDGEWOOD CAMPUS

First Year Students' Orientation – 2019 Programme

DAY 3: Wed, 30 Jan 2019

R E G I S T R A T I O N

TIME	GROUP	VENUE	COORDINATOR	CODE
08:00 - 10:00	Groups 1 & 2	LAN	Nomsa Ndlovu & Victor	White/Green
10:00 - 12:00	Groups 3 & 4	LAN		Red/Orange
12:00 - 2:00	Groups 5 & 6	LAN		Blue/Yellow
2:00 - 4:00	Groups 1 - 6	LAN		ALL

DAY 4: Thurs, 31 Jan 2019

09:00 - 09:10	Announcements (10 mins)			Examination Hall	Programme Directors
09:10 - 09:30	MOVE TO GROUP VENUES (20 mins)				Orientation Mentors
GROUP	VENUE	09:30 - 10:00	10:00 - 10:30	10:30 - 11:00	COORDINATOR
Groups 1 & 2	LT 10	Sports Code Registration	Academic Development Office (ADO)	Risk Management Services	White/Green
Groups 3 & 4	LT 11	Academic Development Office (ADO)	Risk Management Services	Moodle Sign Up	Red/Orange
Groups 5 & 6	LT 12	Risk Management Services	Moodle Sign Up	Sports Code Registration	Blue/Yellow
GROUP	VENUE	11:00 - 11:30	11:30 - 12:00	12:00 - 12:30	COORDINATOR
Groups 1 & 2	LT 10	Moodle Sign Up	Sports Code Registration	Library	White/Green
Groups 3 & 4	LT 11	Sports Code Registration	Library	Sports Code Registration	Red/Orange
Groups 5 & 6	LT 12	Library	Moodle Sign Up	Academic Development Office (ADO)	Blue/Yellow
12:30 - 1:00	L U N C H				
GROUP	VENUE	1:00 - 1:30	1:30 - 2:00	2:00 - 2:30	COORDINATOR
Groups 1 & 2	LT 10	Teaching Practice	Funza	Housing	White/Green
Groups 3 & 4	LT 11	Funza	Housing	Teaching Practice	Red/Orange
Groups 5 & 6	LT 12	Housing	Teaching Practice	Funza	Blue/Yellow
GROUP	VENUE	2:30 - 3:00	3:00 - 3:30	3:30 - 4:00	COORDINATOR
Groups 1 & 2	LT 10	Finance	Gender Awareness	Clinic	White/Green
Groups 3 & 4	LT 11	Gender Awareness	Clinic	Finance	Red/Orange
Groups 4 & 5	LT 12	Clinic	Finance	Gender Awareness	Blue/Yellow

IMPORTANT CONTACT NUMBERS

at a glance

RISK MANAGEMENT SERVICES (RMS)	
Howard College	031 260 2540/031 260 2542
Edgewood	031 260 3493
Pietermaritzburg	033 260 5211
STUDENT SUPPORT SERVICES	
Howard College	031 260 2668
Edgewood	031 260 2668 (ngubanel@ukzn.ac.za or mnyakaL@ukzn.ac.za)
Pietermaritzburg	033 260 5233
STUDENT ACADEMIC SERVICES	
Howard College	031 260 1123
Edgewood	031 260 3867
Pietermaritzburg	033 260 5165
CAMPUS CLINICS	
Howard College	031 260 3284/3285
Edgewood	031 260 3252
Pietermaritzburg	033 260 6102/5208
DISABILITY SUPPORT UNIT	
Howard College	031 260 3070
Edgewood	031 260 3665
Pietermaritzburg	033 260 5129
OTHER EMERGENCY SERVICES	
South African Police Services (SAPS): Nationwide Emergency Response	10111 112 (from a cellphone)
National Ambulance Response	10177
Lifeline	011 422 4242/0861 322 322 (24-hr counselling line)
Advice Desk for the Abused	0800 204 321/0800 204 160 (toll free)
South African Anxiety and Depression Group (SADAG)	0800 121 314 (24-hr help line) 0800 567 567 (suicidal emergency)
THUTHUZELA CARE CENTRE	
Durban	
Prince Mshiyeni Memorial Hospital	031 907 8496
Mahatma Ghandi Memorial Hospital	031 502 2338
R.K. Khan	031 401 0394
Pietermaritzburg	
Edendale Hospital	033 395 4325

0

Zero
Tolerance

The College of Humanities
and UKZN has a **ZERO
TOLERANCE** for **ALL** forms of
violence, intimidation,
unfair discrimination and
harassment.

This includes acts of a physical, sexual,
verbal and psychological nature, to any
individual or group, based on gender,
race, sexual orientation, pregnancy,
marital status, family responsibility,
ethnic or social origin, age, disability,
religion, belief system, political opinion,
culture, language or birth.

Every single staff member and student at UKZN is responsible for creating a
safe learning environment that respects the rights of each person.

If you are a victim of violence,
harassment or discrimination,
please report the incident to Risk
Management Services (RMS)

Howard College: 031 260 3777
Pietermaritzburg: 033 260 5211
Edgewood: 031 260 3493

Or visit Student
Support
Services

Howard College: Brown house near Gate 1
Pietermaritzburg: House 6, Milner Road
Edgewood: Behind Dining Hall, next to the Campus Clinic

Visit the following pages to read up on UKZN policies:

GENDER BASED VIOLENCE (GBV)

1. GBV Policy

<https://www.ukzn.ac.za/regulatorydocuments/48%20Policy%20Regulatory%20and%20Procedure%20and%20Guidelines%20Gender%20Violence%20Policy.pdf>

2. GBV Procedure and Guidelines

<https://www.ukzn.ac.za/regulatorydocuments/48%20Policy%20Regulatory%20and%20Procedure%20and%20Guidelines%20Gender%20Violence%20Procedure%20and%20Guidelines.pdf>

SEXUAL HARASSMENT

1. Sexual Harassment Policy

<https://www.ukzn.ac.za/regulatorydocuments/48%20Policy%20Gender%20Violence%20and%20Sexual%20Harassment%20Policy.pdf>

2. Sexual Harassment Procedure and Guidelines

<https://www.ukzn.ac.za/regulatorydocuments/48%20Policy%20Gender%20Violence%20and%20Sexual%20Harassment%20Procedure%20and%20Guidelines.pdf>



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