



UNIVERSITY OF CAPE TOWN

## STUDENT SERVICES AND SUPPORT 2014

**Postal Address:** REGISTRAR  
University of Cape Town  
Private Bag X3  
RONDEBOSCH 7701

**Fax:** 021 650-2138

**Telephones:** General Enquiries (021) 650-9111  
Accounts and Fees: (021) 650-1704; 650-4076

**Student Records:** General Enquiries: (021) 650-3595  
reg-records@uct.ac.za

**Internet:** Website: <http://www.uct.ac.za>  
Student fees: [fnd-fees@uct.ac.za](mailto:fnd-fees@uct.ac.za)

**Office Hours:** Fees and Cash Offices 09h00 - 15h30  
General Offices: 08h30 - 12h30; 13h30 - 16h30

The Admissions Office and Student Records Office are located in the Masingene Building, Middle Campus, and are open from 08h30 to 16h30. The Cashier's Office is located in Kramer Building, Middle Campus, and is open from 09h00 to 15h30.

This handbook is part of a series that consists of:

- Book 1: Undergraduate Prospectus
- Book 2: Authorities and Information of Record
- Book 3: General rules and Policies
- Book 4: Academic Calendar and Meetings
- Book 5: Student Support and Services
- Books 6–11: Handbooks of the Faculties of Commerce, Engineering and the Built Environment, Health Sciences, Humanities, Law, Science
- Book 12: Student Fees
- Book 13: Bursary and Loan Opportunities for Undergraduate Study
- Book 14: Financial Assistance for Postgraduate Students

## TABLE OF CONTENTS

---

Queries & Information – Department/Office Page No.	4
Academic Development Programme (ADP)	9
Access Control Service (& Card Production Centre)	9
Admissions Office	10
Banks (ATMs)	11
Baxter Theatre Centre	11
Cafeterias, Restaurants & Traders	11
Campus Copy & Print	13
Campus Protection Services	14
Careers Service	14
Centre for Educational Testing for Access and Placement (CETAP)	15
Chaplaincies	16
UCT Worship Centre	16
Child Guidance Clinic	16
Commissioners of Oaths	17
Department of Student Affairs (DSA)	17
<b>Student Development</b>	18
• Division: Student Governance & Leadership	19
• Division: Student Orientation & Advocacy Services	19
• Division: Sport & Recreation	20
<b>Student Financial Aid &amp; Administration</b>	20
• Division: Administration	20
• Division: Student Financial Aid (Undergraduate)	21
<b>Student Housing &amp; Residence Life</b>	21
• First Tier Residences	23
• Second Tier Residences	24
• Third Tier Accommodation	25
<b>Student Wellness Service</b>	26
Disability Service	28
Discrimination & Harassment Office (DISCHO)	28

Educare Centre	30
Faculty Offices	30
Fees Office	33
HIV & AIDS Unit (HAICU)	34
Insurance	35
International Academic Programmes Office (IAPO)	35
Jammie Shuttle	36
Libraries	37
LSSA-LEAD School for Legal Practice	42
Media Liaison	43
Medical Emergencies – ER24 Paramedic Service	44
Post Office (Rhodes Gift)	45
Postgraduate Centre & Funding Office (PGC&FO)	45
Postgraduate Studies	46
SHAWCO (The Students' Health & Welfare Centre Organisation)	47
Sports Injuries Centre	48
STA Travel	48
Student Discipline	49
Student Faculty Councils	49
Student Learning Centres	51
Student Records Office	53
Students' Representative Council	53
Student Societies	53
Traffic Office	54
UBUNYE	54
UCT Graduate School of Business (GSB) Careers Service Office	55
UCT Law Clinic	56
UCT Radio	56
UCT RAG	56
UCT Store	57
Varsity Newspaper	58
Writing Centre	58



## QUERIES & INFORMATION

This table provides information on specific questions you may have or information you need and refers to the appropriate offices for assistance with the relevant page numbers for details.

QUERY	OFFICE TO CONTACT	PAGE
Academic Development	Faculty Offices	30
	Academic Development Programme (ADP)	9
	Student Faculty Councils	49
Academic Problems	Faculty Offices	30
	Academic Development Programme (ADP)	9
	Student Faculty Councils	49
	Student Wellness Service	26
Access Control / Student Cards	Access Control Services	9
Accommodation (UCT)	Student Housing & Residence Life	21
Accommodation (Private)	Media Liaison	43
	International Academic Programmes Office (IAPO)	35
	Chaplaincies	16
	Student Housing & Residence Life	21
Address Change	Faculty Offices	30
Adjusting to UCT	Student Wellness Service	26
Admissions forms	Admissions Office	10
Advertising	Media Liaison	43
	UCT Radio	56
	Varsity News (Student Societies)	58
AIDS/HIV	HAICU	34
	Student Wellness Service	26
Alcohol Abuse	Student Wellness Service	26
Alcohol, serving or selling	Student Development	18
Ambulances	Medical Emergencies - ER24 Paramedics	44
Banks	Banks – ATMs	11
Bereavement	Student Wellness Service	26
Binding (Theses etc) Books	Campus Copy & Print	13

QUERY	OFFICE TO CONTACT	PAGE
Books	UCT Store	57
Bursaries	Student Financial Aid Postgraduate Centre & Funding Office (PGC&FO)	21 45
Bus Services	Jammie Shuttle	36
Cafeterias & Restaurants	Cafeterias, Restaurants & Traders	11
Careers Advice & Information	Careers Service	14
Certificates of Registration & Good Conduct	Student Records Office	53
Certification of Documents	Commissioner of Oaths	17
Child Care	Educare Centre	30
Community Service	SHAWCO UBUNYE UCT RAG	47 54 48
Computer Skills	Academic Development Programme (ADP) Student Learning Centres	9 51
Contraception Advice	Student Wellness Service	26
Copying / Printing / Binding	Campus Copy & Print	13
Counselling • Academic • Personal	Career Service Child Guidance Clinic Faculty Offices (Academic Advisers) Student Wellness Service Student Housing & Residence Life	14 16 30 26 21
Course Changes	Faculty Offices	30
Crime Reporting	Campus Protection Service	14
Curriculum Advice	Faculty Offices	30
CV-building	Careers Service	14
Depression	Student Wellness Service	26
Disabilities (Physical & Learning)	Disability Service	28

QUERY	OFFICE TO CONTACT	PAGE
Emergencies • General • Medical	Campus Protection Services	14
	Paramedic Services (ER24) – Medical Emergencies	44
Entertainment	Baxter Theatre Centre	11
Events on Campus	Media Liaison	43
	Student Orientation & Advocacy Centre	19
	UCT Home Page (Media Liaison)	43
	Careers Service	14
	Students' Representative Council	53
Examinations • Dates, results • Deferred exams, extra time • Supplementary Exams • Stress, Illness • Examination Papers	Student Records	53
	Student Wellness Service	26
	Faculty Offices	30
	Libraries	37
	Disability Service	28
Family Problems	Student Wellness Service	26
Fee Accounts	Fees Office	33
Financial Assistance	Student Financial Aid	21
	Postgraduate Centre & Funding Office (PGC&FO)	45
International Students / Contacts	Student Societies	53
	International Academic Programmes Office (IAPO)	35
Graduate School	UCT Graduate School of Business (GSB) Careers Service	55
Guidance & Referrals	Careers Service	14
	Chaplaincies	16
	Child Guidance Clinic	16
	Faculty Offices	30
	International Academic Programmes Office (IAPO)	35
	Student Orientation & Advocacy Service	19
Student Wellness Service	26	
Harassment	Discrimination & Harassment Office (DISCHO)	28
HIV Testing	Student Wellness Service	26
HIV Education	HIV/AIDS Co-ordination Unit (HAICU)	34

QUERY	OFFICE TO CONTACT	PAGE
Homesickness	Student Wellness Service	26
Informal Traders	Cafeterias, Restaurants, Traders	11
Information, General	Admissions Office	10
	Faculty Offices	30
	Student Orientation & Advocacy Service	19
Insurance	Insurance	35
	Student Wellness Service	26
Job Hunting	Careers Service	14
Legal Problems	School for Legal Practice	42
	Student Discipline	49
	UCT Law Clinic	56
Learning difficulties / slow writing	Student Wellness Service for medically related	26
	Disability Service for disability related	26
Leave of Absence	Faculty Offices	30
Libraries	Libraries	37
Lost Property	Campus Protection Services	14
Maps	See Centrefold	–
Media Services	Media Liaison	43
	UCT Radio	56
	Varsity Newspaper	58
Medical Problems	Sports Injuries Centre	48
	Student Wellness Service	26
Orientation	Faculty Offices	30
	Student Orientation & Advocacy Service	19
Parking	Traffic Office	54
Passports	International Academic Programmes Offices (IAPO)	35
Personal Development	Careers Service	14
	Student Wellness Service	26
Postal Services	Post Office (Rhodes Gift)	45
Psychological problems	Student Wellness Service	26
Racial harassment	Discrimination & Harassment Office (DISCHO)	28

<b>QUERY</b>	<b>OFFICE TO CONTACT</b>	<b>PAGE</b>
Rape	Campus Protection Service	14
	Discrimination & Harrassment Office (DISCHO)	28
	Student Wellness Service	26
Re-admission	Faculty Offices	30
	Student Records Office	53
	Students' Representative Council	53
Registration (Student) Cards	Access Control Services & Card Production Centre, Faculty Offices	9
		30
Residences	Student Housing & Residence Life	21
Religious Worship	Chaplaincies / UCT Worship Centre	16
Safety & Protection	Campus Protection Service	14
Sexual Harassment	Discrimination & Harassment Office (DISCHO)	28
Social Services	SHAWCO	47
	UBUNYE	54
Societies	Student Development	18
	Student Societies	53
Sport	Sport & Recreation	20
	Sports Injuries Centre	48
Student Cards	Access Control Service & Card Prod. Centre	9
	Faculty Offices	30
Student Organisations	Student Development	18
	Students' Representative Council	53
	Student Societies	53
Student Representation	SRC, Student Faculty Councils	53, 49
Study Facilities	Libraries	37
	Student Housing & Residence Life	21
	Student Learning Centres	53
Study Permits	International Academic Programmes Office (IAPO)	35
Study skills guide	Academic Development Programme (ADP)	9
Transcripts	Student Records Office	53
Transport	Jammie Shuttle	36
	Traffic Office	54
Travel	STA Travel	48
Writing Skills / Assistance	Writing Centre	59



## A-Z OF STUDENT SERVICES AND FACILITIES

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### ACADEMIC DEVELOPMENT PROGRAMME (ADP)

**Location:** Level 5, Hoerikwaggo Building

**Phone:** 021 650-2251

**Email:** janine.peters@uct.ac.za

The ADP is a division of the University's Centre for Higher Education Development (CHED)\*.

The Academic Development Programme was established in 1980 as part of the University's commitment to meeting the needs of students from diverse educational and linguistic backgrounds. To help students to develop their academic potential, the ADP offers a variety of programmes in conjunction with Faculties and academic departments:

- foundational courses in the BSc degree;
- the Academic Support Programme for Engineering in Cape Town (ASPECT);
- two extended programmes in the Faculty of Commerce (BCom and BBusSc);

The ADP also contributes substantially to the extended programmes offered in the Faculties of Humanities, Law and Health Sciences. See faculty handbooks for details.

In addition, the ADP initiated and manages a number of projects:

- The Language Development Group provides a range of academic literacy courses and interventions for undergraduate and postgraduate students; it includes the Writing Centre, which offers one to one consultations and workshops to support students' development of academic writing;
- The Numeracy Centre provides specialised courses and interventions in a number of programmes to enhance students' quantitative literacy.

As a service to students, the ADP's popular guidebook, *Studying at University*, is available online at <https://open.uct.ac.za/handle/11427/4151> and from the UCT Bookshop.

\*CHED was established in 1999, as part of UCT's revised faculty structure. It incorporates a range of educational operations and contributes to improving the quality of teaching and learning at UCT in partnership with faculties and the Department of Student Affairs.

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### ACCESS CONTROL SERVICES (& CARD PRODUCTION CENTRE)

**Location:** Properties & Services Building, Upper Campus

**Phone:** 021 650-3030/3996/4357

**Operating hours:** 08h00 – 16h00 Monday – Friday, throughout the academic year

**Student ID Card Services:** First time entering students are eligible to one free ID card after registration. Proof of registration is required before a card will be issued.

**Lost Card replacement procedure:** It is imperative that the loss of a card is reported immediately to the Card production centre and request for it to be disabled. A new card may be obtained at a cost of R60. This payment must be made at the Cashier's office in the Kramer Building. Proof of payment is required before a replacement card is issued.

**Remote Card making services:** During January and February and by arrangement, remote card making facilities are introduced at the following sites: Barnard Fuller Building, Health Sciences, the Graduate School of Business.

**Elective Students** are classified as third party members of the University and must therefore complete a "Third Party ID Application Form" in the sponsoring faculty or department before getting a student card.

**Note:** Your student ID card is a multi purpose card and is used:

1. as an ID Card whenever on campus – your card must be carried on your person at all times.
2. for access to labs and other facilities pertinent to your needs
3. as a Library Card
4. for the Jammie Shuttle – UCT Student and Staff Transport Services
5. when purchasing photocopying and printing credits in and around the various campuses.
6. for access to your residence if residing in any of the UCT residences
7. for Meal Bookings in the case of resident students.



## ADMISSIONS OFFICE

**Location: Level 4, Masingene Building, Middle Campus**

**Phone: 021 650-2128**

**Fax: 021 650-3736**

**Email: [admissions@uct.ac.za](mailto:admissions@uct.ac.za)**

The goal of the Admissions Office is to ensure that UCT enrolls talented students from diverse backgrounds. The Admissions Office:

- provides application forms, assistance with application procedures and an online application service
- provides prospective undergraduate and postgraduate students with detailed degree programme information
- arranges departmental and faculty Open Days and recruitment events, as well as campus tours for prospective students and their parents.
- Delivers talks to high school learners, organises UCT evenings at schools, participates in career exhibitions around the country and works with student societies in planning and organising recruitment drives for new students.



## ATM (BANKING & CASH MACHINES)

- ABSA – Library, Chancellor Oppenheimer Building, Upper Campus
- First National Bank (FNB) – Leslie Social Science Building, Upper Campus
- Nedbank – Leslie Social Science Building, Upper Campus
- Standard Bank – Library, Chancellor Oppenheimer Building and Leslie Social Sciences Building, both on Upper Campus, and Leo Marquard Hall, Lower Campus



## BAXTER THEATRE CENTRE

**Location:** Main Rd, Rondebosch

**Phone:** 021 685-7880

**Fax:** 021 689-1880

**Website:** [www.baxter.co.za](http://www.baxter.co.za)

**Restaurant bookings:** 021 685-7880

**Venue bookings for functions and conferences:** 021 680-3988 / [Nicolette.Moses@uct.ac.za](mailto:Nicolette.Moses@uct.ac.za)

The Baxter Theatre Centre is a vibrant, multicultural entertainment hub in the Southern Suburbs of Cape Town. Nestled under the striking Devil's Peak Mountain and at the foot of the University of Cape Town, the Baxter boasts a world-class theatre and concert hall, as well as a studio stage, rehearsal rooms, offices, a restaurant and bars and an impressive spacious foyer. The complex has continued to provide a stage for all types of professional entertainment – music, drama, ballet, opera and intimate theatre, and endeavors to present and host the best of South African performing arts.

Discounts include:

- student discounts
- special prices for block bookings
- Fund-raising discounts for residences, sports clubs and societies (including snacks afterwards).

The Baxter's restaurant is open Monday to Saturday for lunch 12h30 to 14h30 and dinner 18h00 to 21h30.



## CAFETERIAS, RESTAURANTS & TRADERS

### LOWER CAMPUS

- The 5th Position, School of Dance, Lower Campus
- Veronica's, College of Music, Lower Campus
- Shuttle Terminus, at shuttle service by Leo Marquard Hall

## **MIDDLE CAMPUS**

- The Cafeteria, Kramer Law Building, Phone: 021 686-5917
- Revelation Café, School of Economics Building – drinks, snacks, light meals, etc.
- Vegetarian Kiosk, West Entrance, Wilfred and Jules Kramer Law Building

## **UPPER CAMPUS**

- Café Quencha, Leslie Social Sciences, Level 3, Phone: 021 686-9570
- After hours kiosk (halaal), Leslie Social Sciences, Level 3
- Java Junction, Level 3, Leslie Social Sciences Building – coffee, snacks
- Vegetarian Kiosk, Leslie Social Sciences, Ground Floor
- Glasshouse, Menzies Building – coffee, snacks, light meals
- Kaplan Centre Cafeteria, Kaplan Centre, Library Road, next to Oppenheimer Institute – full kosher cafeteria, Phone: 021 650-2688
- Moot Room, Humanities Graduate School Building – coffee, snacks, light meals, etc.
- Purple Haze, Centlivres Building – coffee, snacks, light meals, etc.
- UCT Club, Sports Centre. Phone: 021 650-3161 – full sit-down restaurant and licensed bar (Undergraduate students must be accompanied by a postgraduate student or member of staff.)
- Super Sandwich, University Avenue, next to NSLT, University Avenue North (halaal toasted sandwiches)
- MacHarry's, University Avenue, next to Molecular Biology Building, University Avenue North
- Rainbow Takeaways, University Avenue, next to NSLT – Chinese food

## **Cissy Gool Food Court, Steve Biko Students' Union, Level 3**

- Afrikwazeen (halaal) – traditional African food, drinks, etc.
- Campus Café (halaal) – sweets, drinks, etc.
- Budget Rolls (halaal)
- Varsity Foods (halaal) – fast foods, burgers, wraps, drinks, etc.
- Pandaland – sushi and health foods
- Dan's Health Shop – fruit and veg kiosk

## **Sports Centre**

- Sally's Corner – sandwiches, snacks, etc.
- UCT Club, Sports Centre – full sit-down restaurant and licensed bar (undergraduate students must be accompanied by a postgraduate student or member of staff). Phone: 021 650-3161

## **HEALTH SCIENCES**

- Campus Food Hall (halaal), Barnard Fuller Building – drinks, snacks, light meals, etc.
- Ideas Café, IIDMM Building – drinks, snacks, light meals, etc. Phone: 021 686-9570



## CAMPUS COPY & PRINT

### Helpdesk

**Location:** Level 1, Leslie Commerce, Upper Campus

**Phone:** 021 650 4813

**E-mail:** [help@uct.nashuacapetown.co.za](mailto:help@uct.nashuacapetown.co.za)

### COPY ROOMS

Location: Bremner, Lower Campus

Phone: 021 650-2150

Location: Beattie, Upper Campus

Phone: 021 650-3711

Location: Masingene Building, Middle Campus

Phone: 021 650-4071

Location: Leslie, Upper Campus

Phone: 021 650-2461

Location: Medical School

Phone: 021 406-6085

Location: Graduate School of Business

Phone: 021 406-1326

Hours: 08h00 – 16h30 Mondays – Fridays

### Student Document Centre

Location: Chancellor Oppenheimer Building, Upper Campus

Phone: 021 650-3372/3124

Fax: 021 685-2728

Hours: Term

08h00 - 18h30 Mondays – Fridays

09h00 - 17h00 Saturdays

Hours: UCT Student Holidays

08h00 - 16h30 Mondays – Friday;

Closed Saturdays

Services provided include desktop editing, digital printing, Litho printing, colour copying, course readers, One Step mailing, punching/drill, business cards, letterheads and complement slips, specialised printing, laminating, book binding, scanning, collating, stapling and much more.

Money is credited to the student card, which can then be used at photocopying machines at any library on campus. Binding of books, theses, etc. can also be done through the Chancellor Oppenheimer Student centre. Visit the website for more information on products and services [www.ccp.uct.ac.za](http://www.ccp.uct.ac.za)

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## CAMPUS PROTECTION SERVICES

**Location:** "Burnage", Woolsack Road, off Main Road, Rondebosch (next to Leo Marquard Residence)

**Fax:** 021 689-7563

The Campus Protection Services (CPS) provides a 24-hour security service for students. The staff respond to emergency calls and reports of theft, harassment and other crimes.

The Investigations Manager is responsible for investigating all crimes at UCT. The CPS is also responsible for crime awareness and safety, detection and extinguishing of fires and helps with the control of traffic at UCT.

### Contact numbers for satellite offices:

Access Control:	021 650-3996/4357
Bremner Building:	021 650-2120
Crime Investigations Manager:	021 650-2226
Crime Prevention Manager:	021 650-4525
Forest Hill:	021 650-3856
Head of Operations:	021 650-2225
Hiddingh Campus:	021 480-7101
Kramer Building:	021 650-3022/5759
Operations Administrator:	021 650-4654
Main Office:	021 650-2222/3
Medical School:	021 406-6100/6109
Traffic Services:	021 650-3312
Upper Campus:	021 650-2121/4080
Crime Reporting Hotline:	021 650-4429

All satellite services are open 24 hours a day and the rest from 08h00 to 16h30.

Lost & Found Office: Room 104 Robert Leslie Social Science Building.

Hours: 12h00 - 14h00.



## CAREERS SERVICE

**Enquiries:** Careers Service reception, Level 1, Hoerikwaggo, North Lane, Upper Campus

**Phone:** 021 650-2497

**Fax:** 021 650-4696

**Email:** [careers.service@uct.ac.za](mailto:careers.service@uct.ac.za)

**Website:** [www.careers.uct.ac.za](http://www.careers.uct.ac.za)

**Facebook:** [www.facebook.com/UCTCareers](http://www.facebook.com/UCTCareers)

**YouTube:** [www.youtube.com/UCTCareersService](http://www.youtube.com/UCTCareersService)

**Twitter:** @UCTCareers

**UCT Mobile App:** Careers Service

The Careers Service offers students support with career planning, job search preparation and ongoing personal and professional development.

The office is home to a well-equipped Careers Resource Centre with several workstations and customised online, print and take-away resources. Daily careers consultations are available for all registered students and may be booked online or at the reception.

By visiting the Career Service's online portal, MyCareer at <https://mycareer.uct.ac.za/>, students have 24/7 access to a broad range of information, advice and opportunities. Students are able to personalise their MyCareer account to receive customised email notifications about information and opportunities of interest to them.

The Careers Service offers:

- Information: career choice and planning, employability, job search tools (CVs, cover letters) and strategies, application processes (interviews, psychometric testing), accepting job offers, postgraduate study advice, gap year and working abroad resources.
- Advice: career consultations, career talks, CV and application consultations, and careers education programmes for undergraduate and postgraduate students.
- Opportunities: access to part-time work experience, graduate jobs and internships, Career Expos, employer presentations and showcases.

Careers Service hours: 08h30 – 16h30 throughout the year, student vacations included.

For more information, connect with us.



## CENTRE FOR EDUCATIONAL TESTING FOR ACCESS AND PLACEMENT (CETAP)

**Location:** Level 4, Hoerikwaggo Building

**Phone:** 021 650-5462

**E-mail:** [lynia.fortuin@uct.ac.za](mailto:lynia.fortuin@uct.ac.za)

The CETAP is a division of the University's Centre for Higher Education Development (CHED)\*.

The Centre for Educational Testing for Access and Placement, previously known as the Alternative Admissions research Project (AARP), was established in the early 1980's as part of the University's commitment to meeting the needs of students from diverse educational and linguistic backgrounds. Historically, AARP has been located within the Academic Development Programme (ADP) at the University of Cape Town. CETAP's central role is the identification of the academic potential of school-leavers – particularly those from educationally disadvantaged

backgrounds – to cope with the typical core demands of higher education study. CETAP's links with Admission and Academic Development like structures in Higher Education is critical, since the principal objective of assessment has always been the identification of potential; the placement of students in appropriate forms of curriculum provision; and the identification of forms of teaching and learning support that will maximise the possibility of student integration and success, and the historical analyses of academic performance patterns. The latter three areas are arguably traditional 'heartland' Academic Development work, and CETAP logically continues to develop synergies and iterative relationships with colleagues at UCT and with colleagues in Higher Education nationally.

\*CHED was established in 1999, as part of UCT's revised faculty structure. It incorporates a range of educational operations and contributes to improving the quality of teaching and learning at UCT in partnership with faculties and the Department of Student Affairs.



## CHAPLAINCIES

UCT does not have chaplains. Each religious denomination makes its own arrangements.

The following chaplaincies offer students counselling and an environment where they can meet their peers and co-religions. The Anglican and Roman Catholic chaplaincies also offer accommodation for students.

- Anglican, Father Matthew Esau, 13, Stanley Road, Middle Campus. Tel. 021 685-2686
- Methodist, 2 Chapel Lane, Rosebank. Tel. 021 686-3271
- Roman Catholic Kolbe House, Lovers Walk. Tel. 021 685-7370
- Chaplain: Father Graham Pugin, 8 The Alms, York Road, Rosebank. Tel. 083 5877 322
- His People, Tel. 021 686-4910

## UCT WORSHIP CENTRE

An inter-faith facility is situated in the Old Students Union Building. It provides facilities for Christian, Jewish and Muslim worship. Certain student religious societies use the chapel for services on a regular basis.



## CHILD GUIDANCE CLINIC

**Location:** Isaac Albow Building, Chapel Road, Rosebank

**Phone:** 021 650-3900

**E-mail:** [Susanna.Manley@uct.ac.za](mailto:Susanna.Manley@uct.ac.za)

**Website:** [www.childguidanceclinic.uct.ac.za](http://www.childguidanceclinic.uct.ac.za)

Hours: 08h30 – 13h00 & 14:00 – 16:00

(Appointments may be made out of clinic hours.)



The Clinic is a teaching unit, which offers psychological help to children or young people, adults, and families, through the services of staff and students.

All those in training work under the close supervision of senior staff, who have specialised in clinical psychology. Students experiencing emotional problems may also be referred to the clinic by Student Counselling Services or can call the clinic directly.

Fees depend on means and are worked out between the client and the clinic consultant.



## COMMISSIONERS OF OATHS

Certification of copies of documents is done at the main desk in the foyer of the Masingene Building, Middle Campus and at Medical School.

A comprehensive list of Commissioners of Oaths is available at the main desk in the foyer of the Bremner Building.

All Faculty Managers, heads of administrative departments and offices, the Registrar, Deputy Vice-Chancellors and the Vice-Chancellor are Commissioners of Oaths.



## DEPARTMENT OF STUDENT AFFAIRS (DSA)

**Location:** Steve Biko Students' Union, Level 7

**Phone:** 021 650-3535

**Fax:** 021 650-5011

**E-mail:** [nadierah.pienaar@uct.ac.za](mailto:nadierah.pienaar@uct.ac.za)

**Website:** <http://www.uct.ac.za/services/studentaffairs/>

The Department of Student Affairs services students in a variety of capacities with the overall goal of both supporting their studies and enhancing the student experience. See the cluster details below for details.

The DSA administers the policy of the University Council relating to student affairs including the administration and supervision of related staff and financial matters.

Student Affairs at UCT comprises the following high level clusters and divisions:

### Office of the Executive Director

Comprising the following:

- Executive Directorate
- Finance
- Secretariat

### Student Development

Comprising the following divisions:

- Student Governance & Leadership

- Student Orientation & Advocacy Services
- Student Sports and Recreation

### **Student Financial Aid & Administration**

Comprising the following divisions:

- Administration
- Student Financial Aid

### **Student Housing & Residence Life**

Comprising the following divisions:

- Student Housing
- Student Residence Life
- Student Housing Admissions & Advocacy Services (SHAAS)
- Commercial Enterprises
- Finance
- Off Campus Student Accommodation Services (OCSAS)

### **Student Wellness Service**

Comprising the following divisions:

- Student Wellness Service
- DSA Projects

The Executive Director: DSA has overall accountability for these Clusters. Apart from being a point of general reference, the Office of the Executive Director provides several direct services to students and clusters.



## **STUDENT DEVELOPMENT**

**Location: Steve Biko Students' Union, Level 6**

**Phone Enquiries and Appointments:**

**021 650-3924/5389**

**E-mail: [Edwina.Brooks@uct.ac.za](mailto:Edwina.Brooks@uct.ac.za)**

The focus of this cluster is to provide a student centred service within the co-operative governance model through the delivery of specific developmental programmes for SRC, faculty councils, class representatives, the Student Assembly, societies, development agencies, Day House Committee and the student population at large. Such delivery takes place through three divisions, namely: Student Governance and Leadership, Student Orientation and Advocacy, and Student Sport and Recreation.

Application for permission for student-run events where alcohol is served or sold on or off-campus to be made to the Director, Student Development.

## **Division: Student Governance & Leadership**

Location: Reception, Level 7, Steve Biko Students' Union

Phone Enquiries and Appointments for SRC:

Phone: 021 650-3537

Fax: 021 650-5051

E-mail: Zola.Tame@uct.ac.za / Roger.Adams@uct.ac.za

Website: <http://www.uct.ac.za/about/governance/studentgov>

Phone Enquiries for Societies:

Location: Reception, Level 5, Steve Biko Students' Union

Phone: 021 650-3541

E-mail: societies@uct.ac.za

The Division: Student Governance and Leadership is Unit within the Student Development Cluster of the Department of Student Affairs. The Division:

- Provides ongoing support and advice to the SRC, the Student Assembly and undergraduate and postgraduate Student Faculty Councils, societies and development agencies (RAG, UCT Radio, Varsity and UBUNYE). Co-ordinates the training and development of students and student leaders at UCT;
- Co-ordinates the annual Student Leadership Awards Programme, and administer various other student leadership bursary and/or scholarship programmes;
- Runs the SRC and Student Faculty Council Elections;
- Services key committees, e.g. Student Societies and Organisations Committee, University Student Affairs Committee and ad-hoc structures when required to do so.
- Offers information and advice to groups wishing to establish registered student societies.
- Provides administrative support services to societies and development agencies through a Helpdesk and Printing Service on Level 5, Steve Biko Students' Union.

## **Division: Student Orientation & Advocacy Service (SOAS)**

Location: Level 2, Otto Beit Student Union

Phone: 021 650-5082

Fax: Room 201, Level 2, Computer Science Building (Cissie Gool Plaza)

E-mail: [uctorientation@uct.ac.za](mailto:uctorientation@uct.ac.za)

Website: <http://www.uct.ac.za/students/orientation/welcome/>

YouTube video: [Orientation @ UCT](#)

The SOAS is a walk-in, one-stop information, advice and referral centre for students and visitors to the University.

It is also a centre from which university-wide orientation activities for undergraduate students are developed, organised and co-ordinated.

The SOAS deals with students' needs and queries ranging from giving directions in the navigation of the campus (e.g. finding offices, buildings, people, venues, etc) to advise and referrals to other UCT services. Another component of SOAS is the Advocacy Service that offers lay counselling to students as well as advocating for them on issues relating to campus life.

The SOAS is a good starting place for parents, students, alumni and general visitors to UCT seeking assistance with the learning more about the University of Cape Town policies and procedures as well as information about the campus and its departments or simply wishing to visit the campus.

It provides access to printed information (Brochures, pamphlets, forms, notices, handbooks) and other university publications.

### **Division: Student Sport & Recreation**

Location: Sports Centre, 1 Madiba Circle, Upper Campus

Phone: 021 650-3564

Fax: 021 650-3781

E-mail: [Dot.Augustine@uct.ac.za](mailto:Dot.Augustine@uct.ac.za)

Website: <http://www.sportsclubs.uct.ac.za/sadmin>

Hours: 08h30 to 16h00

Sport is organised by student committees assisted by professional sports administrators. UCT offers some 35 different competitive sports and recreational activities.

To participate in organised sport or physical recreation, students are required to register with the relevant club(s) and to pay a subscription fee, which can be debited to their fee account until the end of April each year. Thereafter cash payment(s) is required.

Registration for sport is done on an annual basis and takes place on the plaza during Orientation Week and thereafter, at reception at the Department of Sport & Recreation at the Reception Office in the Sports Centre, located on Upper Campus



## **STUDENT FINANCIAL AID & ADMINISTRATION**

The Student Funding and Administration is responsible for the provision and administration of student financial aid and administrative support to the Department of Student Affairs and Student Organisations.

### **Division: Administration**

Location: Steve Biko Students' Union, Level 5

Phone: 021 650-4916

Fax: 021 650-5042

Email: [studenttreasury@uct.ac.za](mailto:studenttreasury@uct.ac.za)

The Administration Division provides the administrative and financial support to Department of Student Affairs and student organisations – Residence House Committees, Societies, Faculty

Councils, Development agencies and SRC by offering various treasury services.

These services include purchasing, invoicing, petty cash, receipting of monies, bank reconciliation and funds reporting.

These services are available from Monday to Fridays between 08h30 and 15h00 with exception of Thursdays where the service is available between 10h00 and 15h00 due to staff training and/or meetings.

These services are offered in accordance with the UCT Financial Policies and Guidelines.

### **Division: Student Financial Aid**

Location: Kramer Building, Level 3

Phone: 021 650-5094

Fax: 021 650-5043

E-mail: [FinancialAid@uct.ac.za](mailto:FinancialAid@uct.ac.za)

Student Financial Aid provides financial assistance to students and applicants that meet the qualifying criteria. The funding policy caters for a broad range of eligible students. The assistance provided is in the form of National Student Financial Aid Scheme loans and UCT administered bursaries. Information about financial assistance and awards offered by outside organisations is available in Handbook No 13, Bursary and Loan Opportunities for Undergraduate Study and on the UCT website.

Students are encouraged to read the website to ensure that 1) they know all the closing dates for financial assistance, and 2) check the bursary noticeboards for any other funding opportunities. Those receiving financial assistance must consult the Financial Aid Vula tab and their UCT email for updated information and correspondence regarding financial assistance.

For further information contact Student Financial Aid.

The Postgraduate Funding Office administers financial assistance for postgraduate students.



## **STUDENT HOUSING & RESIDENCE LIFE**

**Location: Avenue House, No 5-9 Avenue Road Mowbray**

**Phone: 021 650-2977**

**Fax: 021 650-4014**

**E-mail: [res@uct.ac.za](mailto:res@uct.ac.za)**

### **Student Housing Accommodation & Advocacy Service (SHAAS)**

**Admission Enquiries: 021 650-2128/9**

**Fax: 021 650-5189**

### **Vacation Accommodation**

Phone: 021 650-1050 / 1051 / 1052 / 1073

Fax: 021 685-2629

E-mail: [vac-accom@uct.ac.za](mailto:vac-accom@uct.ac.za)

## **Off-Campus Student Accommodation**

Phone: 021 650-4934

Fax: 021 650-5595

E-mail: [ocsas@uct.ac.za](mailto:ocsas@uct.ac.za)

Website: <http://cal.uct.ac.za/ocsas/about/>

The Student Housing and Residence Life Office is responsible for administering the residence system. Dates for application to residence should normally be made before 31 October for new students and before 15 August for returning students.

The Campus Accommodation and Letting Section (CAL) operate vacation accommodation. Within its scope of services, CAL provides catering and self-catering vacation accommodation, accommodation for Summer Term students and for conference and group bookings. CAL also assists with inquiries for private student accommodation and acts as host to large national student sporting bodies utilising the University's facilities.

## **Residences**

UCT regards a student's experience in residence as an integral part of educating for life. Students in the residences are assisted in numerous ways:

- Fellow students elect the house committee, of which the warden is a member, annually. This team is responsible for the academic and social needs and interests of the students, framing the rules, administering the house funds and ensuring the smooth running of the residence.
- The warden is there to create and nurture a supportive social community in which students can pursue their academic objectives and achieve personal growth. The warden is therefore concerned with all aspects of residence life. The warden is supported by a team of subwardens, who are senior students employed by the University, to whom students can go for assistance. Residence tutors and mentors provide additional support.
- The Residence Life team have the additional responsibility of designing leadership training and other development programmes in consultation with students. The aim of these programmes is to promote an optimal living and learning environment - meaning a healthier, happier and more productive way of living and learning in the residences.
- Residence Facilities Officers (RFO) manage housekeeping matters, such as maintenance, keys, access cards, telephones and other essentials for comfortable living.

The Student Housing and Residence Life Office produces a booklet containing useful general information for the residence community. This booklet is issued to all housing applicants.

The rules for students in residence are set out in handbook 3, General rules and policies. Questions regarding these rules may be directed to a Warden or to the Student Tribunal Co-ordinator. There are 38 student residences, ranging in size from 30-person houses to 800-person halls. Catering residences offer the convenience of three nutritious meals per day.

## First Tier: Catering Residences

### Male Residences

#### Clarendon House (264 students)

Location: Anzio Road, Observatory  
 Warden: Mr Neil Foster  
 Residence Facilities Officer: 021 406-6322  
 Reception: 021 406-6598  
 Students: 021 406-6774/5/6/7

#### College House (119 students)

Location: Main Road Rondebosch  
 Warden: Dr Tirivanhu Chinyoka  
 Residence Facilities Officer: 021 650-3934  
 Reception: 021 650-3935  
 Students: 021 650-5797/98/99

#### Kilindini (32 students)

Location: Main Road, Rosebank  
 Warden: Dr Tirivanhu Chinyoka  
 Residence Facilities Officer: 021 650-3934  
 Reception: 021 650-3935  
 Students: 021 650-5803/3951

#### Kopano (367 students)

Location: Show Road, Lower Campus, Rondebosch  
 Warden: Professor Evance Kalula  
 Assistant Warden: Mr Tim Low  
 Residence Facilities Officer: 021 650-3938  
 Reception: 021 650-3939  
 Students: 021 650-5139/40/1/2/3

#### Leo Marquard Hall (419 students)

Location: Lower Campus, Rosebank  
 Warden: Mr Daniel Munene  
 Assistant Warden: Mr Khwezi Bonani  
 Residence Facilities Officer: 021 650-3954  
 Reception: 021 650-3955  
 Students: 021 650-5144/5/6/7/8/9

#### Smuts Hall (235 students)

Location: Residence Road, Upper Campus  
 Warden: Professor Robert Tait (to end 2014)  
 Residence Facilities Officer: 021 650-3963  
 Reception: 021-650 3964  
 Students: 021 650-5135/6/7/8

#### University House (108 students)

Location: Rhodes Avenue, Mowbray  
 Warden: Mr Frans Mamabolo  
 Residence Facilities Officer: 021 650-3972  
 Reception: 021 650-3973  
 Students: 021 650-5805/6

### Female Residences

#### Baxter Hall (233 students)

Location: Off Chapel Road, Rosebank  
 Warden: Associate Prof Sinegugu Duma  
 Residence Facilities Officer: 021 650-3931  
 Reception: 021 650-3932  
 Students: 021 650-4626/7/8

#### Carinus (363 students)

Location: Anzio Road, Observatory  
 Warden: Vacant  
 Residence Facilities Officer: 021 406-6655  
 Reception: 021 406-6654  
 Students: 021 406-6056/6771/2/3

#### Fuller Hall (231 students)

Location: Residence Road, Upper Campus  
 Warden: Ms Chao Mulenga  
 Residence Facilities Officer: 021 650-3941  
 Reception: 021 650-3942  
 Students: 021 650-4598/7/9/4604

#### Graça Machel Hall (382 students)

Location: Show Road, Lower Campus North, Rosebank  
 Warden: Mrs Sashni Chetty  
 Assistant Warden: Mrs Joy Erasmus  
 Residence Facilities Officer: 021 650-5573  
 Reception: 021 650-5570  
 Students: 021 650-5574/5/7/8/9

#### Tugwell Hall (406 students)

Location: Lower Campus, Rosebank  
 Warden: Mrs Shamla Naidoo  
 Assistant Warden: Ms Bonani Dube  
 Residence Facilities Officer: 021 650-3969  
 Reception: 021 650-3970  
 Students: 021 650-4613/5/6/7/8

### Co-ed Residences

#### **Dullah Omar Hall** (48 students)

Location: Main Road Rosebank  
Warden: Mr Patrick Rezandt  
Reception: 021 650-3945  
Students: 021 650-2757/4960

#### **Glendower (Glenres)** (139 students)

Location: Main Road, Rosebank  
Warden: Mr Patrick Rezandt  
Residence Facilities Officer: 021 650-3934  
Reception: 021 650-3945  
Students: 021 650-5800/1

#### **Rochester House** (321 students)

Location: Browning Road, Observatory  
Warden: Dr Bob Osano  
Assistant Warden: Ms Claudia Kalil  
Residence Facilities Officer: 021 442-5501  
Reception: 021 442-5500  
Students: 021 442-5507/12/41/52

#### **Varietas** (146 students)

Location: Matopo Road, Mowbray  
Warden: Professor Anwar Mall  
Residence Facilities Officer: 021 650-3967  
Reception: 021 650-3960

## Second Tier: Catering Residences (Co-ed)

#### **Exair** (42 students)

Location: Woosack Drive, Rondebosch  
Warden: Mr Glenn von Zeil  
Residence Facilities Officer: 021 650-4992

#### **Forest Hill & G-Block** (120 students)

Location: Main Road, Mowbray  
Warden: Professor Edward Ojuka  
Assistant Wardens: Mr Sean Abrahams, Mr Gcinumzi Haduse, Ms Asanda Makumese  
Residence Facilities Officer: 021 650-2781  
Reception: 021 650-3952  
Students: 021 650-4614/19/20/21/22/23/25

#### **Groote Schuur Residence** (64 students)

Location: Main Road, Rondebosch  
Warden: Mr Glenn von Zeil  
Residence Facilities Officer: 021 650-3947  
Reception: 021 650-3948  
Students: 021 650-5807/08

#### **Medical Residence** (103 students)

Location: Adjoins Medical School, Anzio Road, Observatory  
Warden: Professor David Jacobs  
Residence Facilities Officer: 021 406-6494  
Reception: 021 406-6532  
Students: 021 406-6273/75/76

## Second Tier: Self-catering Residences (Co-ed)

#### **Forest Hill Complex, including Meulenhof**

(former Mill Court), 5 blocks (600 students)

Location: Main Road, Mowbray  
Warden: Associate Professor Edward Ojuka  
Assistant Wardens: Mr Sean Abrahams, Mr Gcinumzi Haduse, Ms Asanda Makumese  
Residence Facilities Officer: 021 650-2781  
Reception: 021 650-3952  
Students: 021 650 4614/9/20/21/22/  
23/25

#### **Groote Schuur Mansions** (59 students)

Location: Main Road, Rondebosch  
Warden: Mr Glenn von Zeil  
Residence Facilities Officer: 021 650-3947/8

#### **Liesbeeck Gardens** (434 students)

Location: Durban Road, Mowbray  
Warden: Ms Nomakhaya Kamwendo  
Assistant Warden: Mr Gaontebale Nodoba  
Residence Facilities Officer: 021 650-5967  
Reception: 021 650-3958  
Students: 021 685-4708/09/10/11/12



**Obz Square** (555 students)

Location: 129 Cnr Main & Penzance Road,  
Observatory, 7925

Warden: Associate Professor Muthama  
Muasya

Assistant Warden: Ms Yaliwe Clarke

Residence Manager: 021 404 7794

Residence Facilities Officers: 021 404 7781/  
404 7782

Reception: 021 404-7791

Students: 021 404 7716/23/24/41/64/65/96  
/97/98/99/7907/08/09

**The Woolsack** (206 students)

Location: Off Woolsack Drive, Middle  
Campus

Warden: Associate Professor John Akokpari

Residence Facilities Officer: 021 650-3977

Reception: 021 650-3978

Students: 021 650-4675/8/9/80

## Third Tier: Self-catering Accommodation (Co-ed)

**North Grange** (49 students)

Location: Main Road, Mowbray

Warden: Dr Mlenga Jere

Residence Facilities Officer: 021 650-4992

**Forest Hills (F Block)** (42 students)

Location: Main Road, Mowbray

Warden: Dr Mlenga Jere

Residence Facilities Officer: 021 650-4992

**Obz Square** (325 students)

Location: 129 Cnr Main & Penzance Road,  
Observatory

Warden: Associate Professor Kevin Thomas

Assistant Warden: Mr Athi Matinise

Residence Manager: 021 404-7794

Residence Facilities Officer: 021 404-7648

Reception: 021 404-7791

Students: 021 404-7723/99/7907/08/09

**Rondeberg Flats** (30 students)

Location: Main Road, Rondebosch

Warden: Dr Mlenga Jere

Residence Facilities Officer: 021 650-4992

**TB Davie Court** (27 students)

Location: Main Road, Rondebosch

Warden: Dr Mlenga Jere

Residence Facilities Officer: 021 650-4992

Warden: Dr Mlenga Jere

Residence Facilities Officer: 021 650-4992

**J P Duminy Court** (42 students)

Location: Main Road, Rosebank

Warden: Dr Mlenga Jere

Residence Facilities Officer: 021 650-4992

**Edwin Hart Complex** (33 students)

Location: Avenue Road, Mowbray

Warden: Dr Mlenga Jere

Residence Facilities Officer: 021 650-4992

**Free-standing houses** (30 students)

Locations: Rondebosch, Rosebank,  
Mowbray areas



## STUDENT WELLNESS SERVICE (SWS)

**Location:** Ivan Toms Building, 28 Rhodes Avenue, Mowbray

**Phone:** 021 650-1020 (health appointments); 021 650-1017 (counselling appointments)

**Website:** <http://www.uct.ac.za/students/health/wellness/clinical/>

**Clinic Hours:** Mon – Wed; 08h30 – 16h30 Thurs 09h30 – 16h30 Fri 08h30 – 16h30

### Services offered by the Health Team:

- Clinical consultations offered with either a Nurse or Medical Practitioner in a confidential, holistic Primary Health Care setting. All staff are qualified, accredited Medical or Nurse Practitioners.
- Emergencies will be assessed by a practitioner and referred appropriately.
- Dispensary – medication is sold at cost price, on a strictly cash basis. Patients must consult a practitioner before they purchase medication. SWS does not operate as a pharmacy.
- HIV Pre and Post Test Counselling is offered free to all students.

VCT (Voluntary Counselling & Testing) is available at the following sites:

SWS offices – appointment required and is approximately one hour.

Drop-in service at Sports Centre. No appointment required and consultation is 20 minutes. Open Mondays to Fridays 10.30 – 15.00.

Rapid HIV test result available 15 minutes after counselling.

Information is confidential.

Some of the problems for which SWS can provide assistance include:

- Reproductive health i.e. STI, pregnancy, contraception, PAP smears;
- Managed Medical conditions-Asthma, Diabetes, Hypertension, HIV, Tuberculosis;
- Extra-time assessments and Deferred exams/academic appeals;
- Accident insurance/sports injury claims - insurance to cover accidental injury;
- Referrals – physiotherapists, dentists, X-Rays, Tertiary Hospitals, Private Hospitals and specialists;
- Travel advice – Malaria prophylaxis and prevention;
- Minor surgical procedures – suturing, incision and drainage of abscesses;

### Do you have to pay?

Consultations with a Nurse Practitioner are R25 cash but free to students on financial aid.

Consultations with a Medical Practitioner are charged at Medical Aid Rates. Strictly by appointment. All missed appointments not cancelled within 12 hours are charged for.

Students receiving a financial aid package from UCT do not pay to see a Medical Practitioner when referred by a nurse practitioner but they are still responsible for paying cash for their medication.

HIV testing, STI medication and basic contraceptives are free.

**Services offered by the Counselling Team:**

- Counselling and psychological therapy is offered by qualified, experienced and accredited psychologists. It is not only giving advice or providing solutions. It is more a process through which one person helps another through purposeful conversations in a confidential, professional, supportive and understanding atmosphere;
- During the first, and possibly second, appointment – sessions are 50 minutes long – the psychologist will explore the client's difficulties with them and reach a thorough understanding of their challenges;
- The psychologist will then share his/her initial understanding of the situation and, in collaboration with the client, design a way forward. This may include agreeing to a course of focused, active and brief-term individual therapy, which usually consists of 6 to 8 sessions;
- SWS offers mostly individual therapy, but a student may also attend group therapy. This is an opportunity to work on problems in a confidential environment with peers;
- Some of the problems for which assistance can be provided include: adjusting to UCT, homesickness, stress and anxiety such as exam and social anxiety, depression and suicidal feelings, personal development, relationship issues, academic appeals and disciplinary hearings, rape and sexual assault, harassment, family problems and troubling past experiences, loss of someone close to the student, applications for concessions for learning difficulties;
- Any other emotional, family, social or personal problem.

**Appointments**

An appointment can usually be arranged within a day or two.

SWS is busiest just before exam times, but will have psychologists on standby for emergencies.

To make an appointment contact SWS either by telephone or visit their offices and speak to the receptionist.

**Do you have to pay?**

Fees are on a sliding scale from R20 to R120 and are highly negotiable.

**EMERGENCY NUMBERS – PSYCHIATRIC CRISIS & EMERGENCY SUPPORT**

C23 Psychiatric Emergency Unit 021 404-2175  
Groote Schuur Hospital

Life Line 021 461-1111 /3

Suicide Helpline 0800 567 567

Childline (Freecall) 0800 055 555

RapeCrisis 021 447-9762



## DISABILITY SERVICE

**Location:** Level 4, Steve Biko Students' Union, North Lane, Upper Campus

**Phone:** 021 650-2427

**Fax:** 021 650-3794

**E-mail:** [Reinette.popplestone@uct.ac.za](mailto:Reinette.popplestone@uct.ac.za)

**Website:** <http://www.uct.ac.za/services/disability/>

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 works together with students and staff to facilitate the removal of barriers facing disabled students and staff.

Some examples of the Disability Service's work include:

- Advocacy and counselling on disability issues
- Support in transforming attitudinal barriers that may be encountered
- Access to inaccessible venues and designated disabled parking
- Access to lecture and study material in alternative format for people with sensory impairments
- Fully accessible transport between residences and lectures
- Accessible residential accommodation
- Resource centre: literature and material related to disability studies and disability research.
- Facilitation of extra time applications and/or other accommodations around exams for students with disabilities

Students with specific learning and psychosocial disabilities can also access support at the Disability Service.



## DISCRIMINATION & HARASSMENT OFFICE (DISCHO)

**Location:** The Cottage, Lovers Walk, Lower Campus South

**Phone:** 021 650-3530

**Fax:** 021 650-2944

**Website:** <http://www.uct.ac.za/services/discho/>

**Hours:** 08h00 – 16h00 Monday – Thursday 08h00 – 15h00 Friday

**Speed dial extension within UCT:** 8519

**24/7 Standby No.:** 072 393 7824

If you are feeling harassed or being discriminated against, tell DISCHO about it.

**Assistance is available**

DISCHO is a group of supportive people, such as Student Support Officers (SSOs), Sexual Harassment Advisors (SHAs) and Anti-Discrimination Advisors (ADAs), who can help with complaints. They will discuss your options and support the decision you make to resolve the matter.

**Complaint Mechanism**

- UCT policies provide for different ways of resolving a complaint
- The complainant can choose an option
- The applicable disciplinary procedure governing the respondent will be followed

At DISCHO, all efforts will be made to ensure that complainants do not feel that their grievances are ignored or trivialised, or fear reprisals.

**Where and How to find DISCHO?**

Director: Mr Francois Botha

Phone: 021 650-5948

E-mail: Francois.Botha@uct.ac.za

Legal Counsellor: Ms Rashieda Khan, Phone: 021 650-3530

E-mail: Rashieda.Khan@uct.ac.za

Location: The Cottage, Lovers Walk, Lower Campus South.

**Services Offered**

- Office of first report for sexual offenses & racial discrimination
- Advise support and court preparation in related procedures such as domestic violence applications/ trials and sexual offences
- Assistance and support in student tribunals and disciplinary hearings
- Fair treatment and assistance for both complainants and respondents
- Workshops and awareness campaigns

DISCHO will:

- Treat all complaints and interviews as confidential
- Endeavour to have all matters resolved satisfactorily
- Make reasonable attempts to finalise matters as quickly as possible
- Liaise and refer matters to other support services, such as counseling, mediation and No Contact Orders
- Be available after hours for incidents of rape.

**HELP UCT put a STOP to discrimination and harassment!!!**

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## EDUCARE CENTRE

**Location:** Nursery Road, Upper Campus

**Phone:** 021 650-3522

**E-mail:** [marilyn.petersen-sanders@uct.ac.za](mailto:marilyn.petersen-sanders@uct.ac.za)

**Hours:** 7h30 to 17h30

Started on campus by the Women's Movement in 1978, the Centre provides pre-primary facilities for the children of staff and students, and has an enrolment of over 85 children. It is situated in a pleasant mountainside setting, with ample outdoor play areas.

The Centre caters for six groups: from infants/toddlers (3 months to 3 years) to pre-primary (3 to 5 years). It is open throughout the year and closes only for two weeks between Christmas and New Year.

The Centre employs highly trained staff. Each class teacher has a co-worker. A structured programme is followed and extra-mural activities, which compliments the curriculum. Fees are on a sliding scale according to parents' income.



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## FACULTY OFFICES

UCT has six Faculties (listed below). The staff of the Office of the Faculty in which you are registered are able to answer queries about:

- curricula (degree programmes)
- adding or withdrawing from courses
- matric exemption
- supplementary/deferred exams
- transferring to another degree
- leave of absence procedures
- credits/exemptions
- or any administrative problems you might have within the faculty.
- Your faculty should always be notified of any change in your address.

Academic advisers / student advisers or curriculum advisers advise students on how to complete their curricula and on any problems they might have with their curricula. They may be contacted directly or through the Faculty Office.

Each faculty publishes a faculty handbook, which lists its rules for degrees, descriptions of its programmes, outlines of courses, names of academic and administrative staff, the lecture timetable (in some cases) and other important information such as minimum requirements for admission to the next year of study.

**FACULTY OF COMMERCE**

Location: Leslie Commerce Building, Engineering Mall, Upper Campus

Undergraduate: 021 650-4375/5748

Postgraduate: 021 650-4371

General Enquiries: 021 650-2696

Fax: 021 650-4369

E-mail: [com-faculty@uct.ac.za](mailto:com-faculty@uct.ac.za)

Website: [www.commerce.uct.ac.za](http://www.commerce.uct.ac.za)

**EDUCATION DEVELOPMENT UNIT**

Phone : 021 650-3866

Website : <http://www.educommerce.uct.ac.za/>

**FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT**

Location: Level 5, New Engineering Building, Ring Road, Upper Campus

Phone: 021 650-2699

Fax: 021 650-3782

E-mail: [ebe-faculty@uct.ac.za](mailto:ebe-faculty@uct.ac.za)

Website: [www.ebe.uct.ac.za](http://www.ebe.uct.ac.za)

**FACULTY OF HEALTH SCIENCES**

Location: Barnard Fuller Building, Medical School, Anzio Road, Observatory

Phone: 021 406-6346

Fax: 021 447-8955

E-mail: [fhs-admiss@uct.ac.za](mailto:fhs-admiss@uct.ac.za)

Website: [www.health.uct.ac.za](http://www.health.uct.ac.za)

**FACULTY OF HUMANITIES**

Location: Beattie Building, University Avenue South, Upper Campus

Undergraduate: 021 650-2717

Fax: 021 686-7469

E-mail: [hum-ugrad@uct.ac.za](mailto:hum-ugrad@uct.ac.za)

Postgraduate: 021 650-2691

Fax: 021 650-5751

E-mail: [hum-postgrad@uct.ac.za](mailto:hum-postgrad@uct.ac.za)

Website : [www.humanities.uct.ac.za](http://www.humanities.uct.ac.za)

### **FACULTY OF LAW**

Location: Wilfred and Jules Kramer Building, Middle Campus  
Phone: 021 650-5648/3086/7  
Fax: 021 650-5608  
E-mail: law-studies@uct.ac.za  
Website : www.law.uct.ac.za

### **FACULTY OF SCIENCE**

Location: Room (A) 200, Level 2, PD Hahn Building, Chemistry Road, Upper Campus  
Postgraduate: 021 650-2713  
Fax: 021 650-2710  
E-mail: sci-science@uct.ac.za  
Website : www.science.uct.ac.za

### **GRADUATE SCHOOL OF BUSINESS (GSB)**

Location: Breakwater Campus  
Enquiries: Career Services Office, Room G25, Breakwater Campus  
Phone: 021 406-1911/1491/1338/9  
Fax: 021 406-1070/0865449614  
E-mail: info@gsb.uct.ac.za / admissions@gsb.uct.ac.za  
Website: www.gsb.uct.ac.za

### **CENTRE FOR HIGHER EDUCATION DEVELOPMENT**

Location: Level 5, Hoerikwaggo Building, North Lane, Upper Campus  
Phone: 021 650-2645  
Fax: 021 650-5045  
E-mail: ched@uct.ac.za  
Website: www.ched.uct.ac.za





## FEES OFFICE

**Location:** Level 3, Wilfred & Jules Kramer Law Building, Middle Campus

**Phone:** 021 650-1704

**Fax:** 021 650-4768

**Hours:** 09h00 – 15h30 (except Thursdays 09h30 – 15h30)

**E-mail:** [fnd-feeeng@uct.ac.za](mailto:fnd-feeeng@uct.ac.za)

**Website:** <http://www.uct.ac.za/apply/fees>

**Student Internet Self Service is accessed at:** <http://studentonline.uct.ac.za>

Alternatively, using the UCT website, navigate to either Current Students > Undergraduates > Online services & resources, or Current Students > Postgraduates > Postgraduate and postdoctoral studies hub and select "Student Administration Self Service". Log in using your UCT student number and network password.

The Fees Office deals with enquiries regarding students' academic fee accounts. Enquiries about residence fees should be directed to the Student Housing Office. The International Academic Programmes Office handles enquiries regarding international tuition fees. The Human Resource Department handles enquiries regarding staff tuition rates.

External bursary, loan and scholarship refunds are made through the Fees Office, after deduction of fees due in accordance with sponsors' instructions.

Dates for payment of fees can be found in the Student Fees handbook, which is available on the UCT website (see above) or from the Fees Office. Fees can be paid at the Cashier's Office, Level 3, Wilfred & Jules Kramer Law Building, (hours as above) or by direct bank transfer. Credit card payments can be made directly to the student fees account via the UCT website URL: <http://payonline.uct.ac.za> at the Cashier's Office by the cardholder, or by completing the form at the back of the Student Fees Booklet and faxing it to the Cashiers Office: +27 21 650 5093.

Registered students are responsible for updating their contact information on the student system and can change their address on the web via the Student Self Service bar on the UCT website (see above).

Students who qualify for graduation must check at the Fees Office for any outstanding balances on their fee accounts, or check their fee accounts on the web via the Student Self Service bar on the UCT website (see above).



## FINANCIAL AID

(see Student Financial Aid: Undergraduate – page 20, Postgraduate – page 45)



## HIV & AIDS UNIT (HAICU)

**Location:** Ivan Toms Building, 28 Rhodes Avenue, Mowbray (Located next to the Student Wellness Service)

**Phone:** 021 650-1006

**Fax:** 021 650-3600

**Website:** [www.haicu.uct.ac.za](http://www.haicu.uct.ac.za)

The UCT HIV and AIDS Programme aims to prevent the further spread of HIV on campus and supports students living with HIV and AIDS. HAICU is involved in HIV and AIDS interventions in terms of:

- HIV/AIDS policy
- A peer education programme called ACEs (AIDS Community Educators)
- Interactive workshops
- Media and awareness events
- Curriculum integration
- Researching HIV risk behaviour at UCT

Get in touch with HAICU, or join the peer education and mentoring programme, ACEs (AIDS Community Educators).

For your information, UCT has a policy on HIV infection and AIDS, which you can access at: [http://www.uct.ac.za/downloads/uct.ac.za/about/policies/hiv\\_aids\\_policy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/hiv_aids_policy.pdf)

### **Information, counselling and advice:**

If you need...

- More information about HIV and AIDS
- To talk to someone who will listen in confidence
- To be referred to a health care professional

... you can visit the HAICU office or give a call on 021 650-1006.

Staff members are available to talk to you if you are worried about being tested and want to know what will happen... If you are not sure how to respond to a friend or family member who has disclosed their positive status to you... If you had unprotected sex and need to know more about HIV or other sexually transmitted infections?

If you would like to have an HIV test, please visit the Drop-in Service at the Sports Centre, Upper Campus (10h00 – 15h00). Alternatively you can book a one-hour appointment with the Student Wellness Service (SWS) on 021 650 1020.

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## INSURANCE

**Location: Room 307, Bremner Building**

**Phone: 021 650-2204**

**Fax: 021 650-5683**

**E-mail: [Debbie.Erasmus@uct.ac.za](mailto:Debbie.Erasmus@uct.ac.za)**

All students are covered under the Group Personal Insurance scheme, which provides cover for students against UCT-related personal injuries resulting from accidental causes. Further information can be obtained from the Student Insurance Administrator, Student Wellness Service, Ivan Toms Building, Mowbray (Phone: 021 650 1020).

There is a full statement of the conditions attached to the scheme in Handbook 3 General rules and policies.

The owner of a motor vehicle is personally liable for any damage that he or she may cause to other persons or their property.

UCT will under no circumstances accept responsibility for loss or damage to students' possessions and does not offer or sponsor any sort of personal effects insurance plan for students. Students are urged to take out their own "householder" insurance, especially if they are bringing computers and/or other expensive electronic equipment with them.



## INTERNATIONAL ACADEMIC PROGRAMMES OFFICE (IAPO)

**Locations: Level 3, Masingene Building, Middle Campus**

**IAPO Mobility Centre, Ivan Toms Building, Matopo Road, Mowbray**

**Phone: 021 650-2822/3740**

**Fax: 021 650-5667**

**E-mail: [int-iaapo@uct.ac.za](mailto:int-iaapo@uct.ac.za)**

**Website: <http://www.uct.ac.za/about/iaapo/overview/welcome/>**

IAPO empowers internationalisation at UCT by being the partner and first port of call for internationalisation at the university. IAPO welcomes close to 5000 international students to the university each year and provides many core functions and services which include:

- establishing and maintaining partnerships with leading universities worldwide
- promoting the Afropolitan vision by initiating agreements with African universities
- running the Semester Study Abroad programme
- coordinating funded consortium mobility programmes with African and worldwide partners such as:
  - o the University Science, Humanities and Engineering Partnerships in Africa (USHEPiA) programme and the Intra-ACP European Commission funded Africa Regional International Staff/Student Exchange (ARISE): Food Security and Sustainable Wellbeing mobility scheme.

Through these targeted interventions UCT provides access to higher education for postgraduate students on the continent and maintains and enhances linkages with higher education institutions and research networks worldwide

- o the MasterCard Foundation Scholars Program - an initiative that will provide academically talented yet economically disadvantaged young people from developing countries – particularly from Africa – with access to quality and relevant secondary and university education.
- working closely with student leadership structures and sponsoring certain international student societies' events
- handling all enquiries regarding admission and fees for Semester Study Abroad students, International Occasional Students and Affiliates, as well as enquiries regarding fees for Full Degree international students
- running orientation programmes for new international students
- running the pre-registration process for all international students
- providing assistance and support on non-academic issues to all international and SADC students, including those studying for UCT undergraduate and postgraduate degrees
- providing a central contact point for all international students
- assisting students with visas and study permit information
- providing information and assistance on housing matters, including an off-campus housing resources list, specifically for international students
- serving as a resource centre for UCT staff and students on international universities and exchange opportunities abroad
- partnering with the Confucius Institute at UCT which promotes the learning of Chinese language and culture as well as a broader understanding of China in South Africa.



## JAMMIE SHUTTLE

**Location:** Tugwell Terminus, Baxter Road, Rondebosch

**Phone:** 021 685-7135

**Fax:** 021 685-7138

**E-mail:** [jshuttle@uct.ac.za](mailto:jshuttle@uct.ac.za)

A unique shuttle service, called the Jammie Shuttle, is available free to all UCT students and staff members. A fleet of 26 buses operate according to a strictly controlled schedule.

Shuttles are available for hire to the UCT community. Students and staff can also book shuttle rides to and from the airport. Each bus is fitted with a monitoring system that allows its location to be constantly checked.

The benefits of using the service are obvious – no cost to the passenger, no battling with traffic and parking, you can use the time to chat to friends and read, and you're doing your bit for the environment. The scheduled service is available on weekdays, weekends and holidays, during

both term time and vacation. It also includes a late-night service.

Timetables and route maps are available on the UCT website at <http://www.uct.ac.za/students/services/jammie/maps/>.

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



## LIBRARIES

**UCT's main library is the Chancellor Oppenheimer Library, which forms a U-shape around Jameson Hall on the Upper Campus. If you are an undergraduate Science, Engineering, Commerce, or Humanities student, most of your learning material will be found in the main library. There are also branch libraries for Law, Music, Health Sciences, Art and Drama, Botany, the Built Environment, Jewish Studies, and Special Collections.**

On the Libraries' home page at <http://lib.uct.ac.za> you will find links to resources, information about services, tips, rules, tutorials, and other useful information; but you can also visit the main library, or your special branch library, for a tour conducted by one of the librarians. These tours will teach you how to find books and other materials in the Libraries and show you the resources on offer. Tours are conducted at the start of each academic year, but librarians are ready to answer your questions at any time.

UCT Libraries offer much more than books. There is internet access, full-text databases which allow you to find articles in hundreds of journals with a single search query, as well as videos, tapes, DVDs and CDs.

There is also an online catalogue which lets you search for books in UCT's Libraries and other tertiary libraries in the Western Cape. Librarians are always available to show you these resources and help you to use them.

You can borrow up to 6 items at a time if you are an undergraduate or 12 if you are a postgraduate. You need your student card to gain access to the Libraries and to borrow items, and you can also use it to make photocopies and print in all Libraries. You will find the Libraries' Rules in Book 3 of the University's handbook series, General Rules and Policies, or on the Libraries' web page.

### **Chancellor Oppenheimer Library**

**Location: Upper Campus**

**Phone Enquiries**

**Information Desk: 021 650-3703/4**

**Loans Desk: 021 650-3118/3120**

Most materials in Commerce, Engineering, Humanities, or the Sciences are likely to be here. In addition to books, there are journals (magazines) which provide very detailed and current information, DVDs, CDs, videos, and electronic databases. These databases allow you to search for journal articles as well as books.

You can borrow material at the Loans Desk in the Hub (Phone: 021 650-3118/3120).

The Inter-Library Loans Department is also in the Hub (Phone: 021 650-3113) and can obtain materials from other libraries if you need them.

The most important place in the Library if you are an undergraduate is likely to be the Short Loans Centre in the Hub (Phone: 021 650-3117). Here your lecturers put the most important readings for your courses. These can be issued for up to three hours during the day, or overnight for use at home.

Another useful section is the Knowledge Commons (Phone: 021 650-4313). The Knowledge Commons is located at the main entrance to the Chancellor Oppenheimer Library. It provides undergraduates with a "one-stop-shop" for access to electronic learning and research resources, plus office software to process their work. Qualified Library staff and skilled Student Navigators offer a service that is available 74 hours a week. <http://undergraduateservices.lib.uct.ac.za>

**Library Hours:**

**Term Hours** (including the short mid-term vacations):

Mon-Thurs: 08h00-22h00; Fri: 08h00-18h00; Sat: 09h00-17h00.

Opening hours are extended during study week and exams.

**Vacation Hours** (mid-year and year-end vacations):

Mon-Fri: 08h30-17h00; Sat: 09h00-12h30

**Bolus Herbarium Library**

**Location:** H W Pearson Botany Building, University Avenue, Upper Campus

**Phone:** 021 650-3774

**Website:**<http://www.lib.uct.ac.za/bolus/>

The library of the herbarium contains a comprehensive collection of works relating to South African systematic and geographical botany, and numerous European and American serial publications and botanical works.

**Term-time:** Mon-Fri: 08h45-16h00

**Vacations:** Mon-Fri: 09h00-13h00

### Brand van Zyl Law Library

**Location:** Wilfred & Jules Kramer Law School, Middle Campus

**Phone:** 021 650-2708

**Website:** <http://www.lib.uct.ac.za/law/>

In addition to a comprehensive collection of legal materials, this branch houses the Brand van Zyl Collection of antiquarian Roman and Roman-Dutch law books.

**Term-time:** Mon-Thurs: 08h00-22h00; Fri: 08h00-17h00; Sat: 09h00-17h00

**Vacations:** Mon-Fri: 08h30-17h00; Sat: 09h00-12h00

### Built Environment Library

**Location:** Centlivres Building, Upper Campus

**Phone:** 021 650-2370

**Website:** <http://www.lib.uct.ac.za/architecture/>

This branch library serves the School of Architecture, Planning & Geomatics and the Department of Construction Economics & Management. The physical collection comprises books, videos, DVDs, journals, departmental theses and student projects. Facilities include PCs for searching library resources and dedicated computers housing Cape Town GIS data. The library has wireless network, printers and photocopiers, and a group study room for student work.

**Term-time:** Mon-Thurs: 08h30-18h00; Fri: 08h30-17h00; Sat: 09h00-13h00

**Vacations:** Mon-Fri: 08h30-13h00, 14h00-17h00

### Government Publications

**Location:** Level 4 South, Chancellor Oppenheimer Library, Upper Campus

**Phone:** 021 650-3177

**Website:** <http://www.lib.uct.ac.za/govpubs/>

This department houses a centralised collection of official documents, primarily from southern African countries.

**Term-time:** Mon-Fri: 08h00-17h00; Sat: 09h00-13h00

**Vacations:** Mon-Fri: 08h30-17h00; Sat: 09h00-12h30

### Hiddingh Hall Library

**Location:** Hiddingh Campus, Orange Street, Cape Town

**Phone:** 021 480-7135/7139

**Website:** <http://www.lib.uct.ac.za/hiddingh/>

This branch library serves the Departments of Drama, History of Art and Fine Art. The physical collection comprises books, videos, and journals. Facilities include PCs and Macs, wireless network, printer and photocopiers, audio visual viewing room and access to UCT Libraries e-books, e-journals and electronic research databases.

**Term-time:** Mon – Thurs: 08h30–18h00; Fri: 08h30–17h00; Sat: 10h00–13h00

**Vacations:** Mon – Fri: 08h30–17h00

### **Institute of Child Health Library**

**Location:** Red Cross Children’s Hospital, Rondebosch

**Phone:** 021 658-5353

**Website:** <http://www.lib.uct.ac.za/ich/>

This is a branch of the Health Sciences Library specialising in all aspects of paediatrics.

**Term-time:** Mon–Fri: 09h00–17h30

**Vacations:** Mon – Fri: 09h00–17h00

### **Jewish Studies Library**

**Location:** Rachel Bloch House, Engineering Mall, Upper Campus

**Phone:** 021 650 3779

**Website:** <http://www.lib.uct.ac.za/jewish/>

This library contains books and periodicals relating to Jewish life and civilisation.

(Closed on Saturdays and Jewish holidays.)

**Term-time:** Mon – Fri: 08h30–15h00

**Vacations:** Mon – Fri: 08h30–13h00, 14h00–15h00

### **Health Sciences Library**

**Location:** Anzio Road, Observatory

**Phone:** 021 406-6138

**Website:** <http://www.lib.uct.ac.za/medical/>

This branch serves the joint staff of the Faculty of Health Sciences and UCT teaching hospitals and students in the health sciences. It is housed in a separate building adjacent to the Faculty of Health Sciences and contains material relating to health sciences.

**Term-time:** Mon – Thurs: 08h30–22h00; Fri: 08h30–18h00; Sat: 08h30–12h30

**Vacations:** Mon – Fri: 08h30–17h00; Sat: 08h30–12h30



## W H Bell Music Library

**Location:** South African College of Music, Lower Campus

**Phone:** 021 650-2624/2229

**Website:** <http://www.lib.uct.ac.za/music/>

This branch library serves the South African College of Music and the School of Dance. It has an extensive collection of books, periodicals and recordings related to music and dance.

**Term-time:** Mon-Thurs: 08h30-19h00; Fri: 08h30-17h00; Sat: 09h00-12h00

**Vacations:** Mon-Fri: 08h30-13h00, 14h00-17h00

## Research Commons

**Location:** Level 6 South, Chancellor Oppenheimer Library, Upper Campus

**Phone:** 021 650-4473

**Websites:** <http://lib.uct.ac.za> <http://researchcommonsblog.uct.ac.za/>

The Research Commons is a well-appointed facility specifically designed to cater for the information and workspace needs of senior postgraduates, Postdoctoral Research Fellows and academic staff. The Research Commons offers spacious workstations with high-end PCs and an excellent selection of software applications; laptops for use within the Commons; high-speed internet connections; printing, scanning, and copying facilities; a seminar room for collaborative work; and a comfortable lounge where users can relax and network with colleagues. Experienced library staff are on hand to assist with patrons' information needs and to arrange consultations with subject specialists as needed.

**Term-time:** Mon – Thurs: 08h30–19h00; Fri: 08h30–18h00; Sat: 09h00–13h00

**Vacations:** Mon – Fri: 08h30–17h00; Sat: 09h00–12h30

## Research Wing

In order to deliver specialist services to postgraduate students and researchers, the Libraries have created a Research Wing extending over three floors in the Chancellor Oppenheimer Library. Here you will find subject librarians available for consultations on all stages of your research, special research collections, and a well-equipped, quiet, comfortable haven for study, research, and writing. You can scan, photocopy, and print here too.

## Special Collections

**Location:** Jagger Library Building, Chancellor Oppenheimer Library, Upper Campus

**Phone:** 021 650-4089

**Website:** <http://www.lib.uct.ac.za/specialcollections/>

**Term-time:** Mon – Fri: 08h30–18h00; Sat: 09h00–13h00

There are several research collections in Special Collections, primarily of use for postgraduates. Undergraduate access is by arrangement.

### African Studies Collection

This extensive collection provides research and reference resources on Africa, with Southern Africa coverage being particularly strong. The collection includes books and journals, pamphlets, maps and posters.

### Manuscripts and Archives

A rich collection of original research material relating to the political, social, cultural and economic history of South Africa and of the Western Cape in particular. The collections include UCT departmental, staff and student publications and photographs.

### Rare Books & Special Collections

These collections consist of various collections of a rare or specialised nature, including the Kipling collection and the Antarctic collection.

### Visual Archives

Collections of work by leading South African photographers, as well as a large collection of film, both archival and commercial.



## LSSA-LEAD SCHOOL FOR LEGAL PRACTICE

**Location:** 1st Floor, Burge House, Belmont Office Parks, 14 Belmont Road, Rondebosch

**Phone:** 021 650-4481

**Fax:** 021 650-4484

**E-mail:** [Dawn.Arendse@uct.ac.za](mailto:Dawn.Arendse@uct.ac.za)

**Website:** [www.lssalead.org.za](http://www.lssalead.org.za)

**Hours:** 12h00 – 12h30

The School for Legal Practice caters for postgraduate law students who have to fulfil practical requirements for their course of study. Thus, it assists by providing candidate attorneys for the University court system at no cost. Appointments are made only at 10h00 or at 12h00 on weekdays. The School does not assist staff.



## MEDIA LIAISON

**Location:** Department of Communication and Marketing, Welgelegen, Middle Campus

**Phone:** 021 650-4846

**Fax:** 021 650-3780

**Website:** <http://www.uct.ac.za/services/communication/contact/>

The Media Liaison section is part of the Department of Communication and Marketing and is responsible for liaison with the media and for the production of the *Monday Paper*, *UCT News* and various information materials about the University. Media Liaison staff are available to give students advice on planning publications and publicising student events.

UCT's Home Page (<http://www.uct.ac.za>) is maintained by this section.

### The Monday Monthly and Online Daily News

Phone: 021 650-5816

Fax: 021 650-3780

E-mail: [newsdesk@uct.ac.za](mailto:newsdesk@uct.ac.za)

Online Daily News continuously appears on the UCT website during term time and covers news, events and developments on campus for the campus community and beyond.

The *Monday Monthly* is a print publication that takes an in-depth look at events, research, opinions and news emerging from the UCT community. The paper includes a free classified ads section and a list of current events. The *Monday Monthly* is accessible through the Internet at UCT's Website, which is located at <http://www.uct.ac.za>.

### Marketing

Location: Department of Communication, and Marketing Welgelegen, Middle Campus

Phone: 021 650-3759

Fax: 021 650-3780

Website: <http://www.uct.ac.za/services/communication/markprom/>

The marketing section is responsible for the university's strategic corporate marketing programmes. It supports this through paid-for advertising, promotional campaigns and management of UCT's overall brand implementation.

The section also supports faculties, departments and students within UCT with advice and support in marketing and promoting their initiatives.

### Online Communication

Location: Department of Communication, and Marketing Welgelegen, Middle Campus

Phone: 021 650-3757

Fax: 021 650-3780

Website: <http://www.uct.ac.za/services/communication/ocu/>

The Online Communications section (OC) provides support to the UCT community for web development and management in a number of specific areas:

- consultation on web development
- UCT's web policy
- the management of the UCT corporate website

The Online Communications section and ICTS are working on the Web Renewal Project, which aims to put in place an official UCT web content management system. Before embarking on any web development please consult the UCT's web policies and the ICTS website for more information on the project and the options that are available to UCT staff and students.

## **Varsity Newspaper**

(see Student Societies, pg 53)

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## **MEDICAL EMERGENCIES – ER24 PARAMEDIC SERVICE**

**Phone: 084124 / UCT internal 8110**

UCT has an agreement with ER24 for a 24-hour emergency call-out service to all campuses.

In the event of a medical emergency, ER24 will provide trained personnel to transport the affected person to hospital if required. The cost for this transport will be for that individual's medical aid or personal account.

The following features are included in this service:

- Medical staff are available 24 hours a day, seven days a week, to offer medical advice.
- A 24-hour counselling service is available in the event of trauma, poisoning, emergencies related to suicide, substance abuse, bereavement or rape.
- 24-hour response to any emergency.
- All calls are confidential. Campus Protection Services (CPS) will be informed that an ER24 call has been received on campus, but the nature of the call will not be revealed.

Steps to follow in a medical emergency:

- The call can be initiated by the individual who is ill or injured, or any other concerned person.
- When you make your call, please provide the following information:
  - What is wrong?
  - Where is the person?
  - Who is with the person?
  - Are there any hazards or dangers in the area?
- ER24 will advise on any immediate actions to be taken. It will dispatch an ambulance if necessary.

- ER24 will advise CPS of the call and verify that an ambulance is on the way.
- CPS will meet the ambulance at an identified point and escort it to the exact location.

Queries or comments regarding the services to be forwarded to [ohs@uct.ac.za](mailto:ohs@uct.ac.za).

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## POST OFFICE (RHODES GIFT)

**Location:** Students' Union Interspace Building, University Avenue North, between Otto Beit and Computer Sciences Building, Upper Campus

**Postmaster:** 021 685-5460

**Fax:** 021 689-7817

**Website:** [www.postoffice.co.za](http://www.postoffice.co.za)

Hours: Monday to Friday – 08h00 to 16h30; Wednesday – 08h30 to 16h30

Closed Weekends and Public Holidays

The Post Office offers the following services:

- Mail: postage stamps, envelopes, international mail, registered mail, post boxes, postal parcels, philately.
- Logistics: courier service
- Banking: savings, transactional, investment.

Other services: Money transfers, social grant pay-outs, account payments, airtime, faxing and photocopying, certification of documents.

Card and coin public telephones are available outside the post office and in the Chancellor Oppenheimer Building.

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## POSTGRADUATE CENTRE & FUNDING OFFICE (PGC&FO)

**Location:** Level 3, Otto Beit Bldg, University Avenue North, Upper Campus

**Phone:** 021 650-3622

**Fax:** 021 650-4352

**E-mail:** [pgfunding@uct.ac.za](mailto:pgfunding@uct.ac.za)

**Website:** <http://www.uct.ac.za/apply/funding/postgraduate/applications/>

The PGC&FO, which is part of the Department of Research, administers several different categories of financial assistance for research-related postgraduate degrees and, to a lesser extent, for Honours and course-work postgraduate degrees. In addition to this the PGC&FO manages the registration and administrative processes for the postdoctoral sector.

The PGC&FO publishes a detailed listing of funding opportunities in Handbook 14: Financial Assistance for Postgraduate Study and Postdoctoral Research, in UCT's series of handbooks.

Students and prospective students who wish to apply for financial assistance are required to complete a separate formal application. Information and application forms can be downloaded from the PGC&FO website at:

<http://www.uct.ac.za/apply/funding/postgraduate/applications/>

Financial assistance offered to UCT students through the PGC&FO is available only to students who are registered for full time study. Students who are employed for more than 20 hours per week are ineligible for UCT-sourced funding. Because it is not possible for the university to provide full-cost bursaries or loans to Honours, Master's and Doctoral students, those who are financially needy are required to seek financial assistance from alternative and external sources.

It is important that final-year students proceeding to the Honours degree are aware that NSFAS loans and financial-aid packages are NOT available at postgraduate level. Therefore, such students who successfully apply for postgraduate funding must note that they will not receive funding that covers the full cost of attendance. A limited number of scholarships are available to international and refugee students each year. Students and prospective students are cautioned, however, that these awards do not cover the full cost of attendance and they are advised to seek external financial support.

Prospective international postgraduate students are required to apply to the appropriate academic department at UCT before applying for funding through the PGC&FO. Applications for UCT International and Refugee Scholarships must be submitted by the closing date of 31 July in the year preceding the intended year of registration.



## POSTGRADUATE STUDIES

**Location:** Otto Beit Building, Level 2, Room 2.04, University Avenue North, Upper Campus

**Phone:** 021 650 3171; 021 650 3835

**E-mail:** [pgstudies@uct.ac.za](mailto:pgstudies@uct.ac.za)

**Website:** <http://www.uct.ac.za/students/postgraduates/administration/>

**Twitter:** @UCTpostgrads

The Office of Postgraduate Studies was established in 2013 to support students, supervisors and administrative staff in enhancing the postgraduate experience. It aims to provide leadership in policy-making and coordination of processes across the broad field of postgraduate studies at UCT, thus contributing directly to the attainment of the University's four objectives: creation and co-ordination of an efficient university-wide platform for postgraduate students; increase of the absolute number of postgraduate students in a meaningful way; reduction in the time from registration to graduation of Master's and PhD students; and increase in the number of publications produced by Master's and PhD students.

The Office maintains a consolidated postgraduate hub website, disseminates information about postgraduate studies and coordinates an extensive range of academic and professional development seminars, workshops and retreats for postgraduate students and postdoctoral

fellows across all disciplines. In addition, it offers weekly meeting groups around Massive Open Online Courses for which students register free of charge. An online booking schedule for all the available seminars, workshops, retreats and courses is available on the postgraduate hub.

In order to strengthen the postgraduate community through opportunities for interaction, the Office organizes an orientation of all 1st year PhDs, followed by a PhD breakaway for all 2nd year PhDs and a session for all final year PhDs. In addition, an annual Research Expo is organized that showcases postgraduate researchers at UCT.

In addition, the Office actively pursues global partnerships that involve postgraduate student mobility and international research opportunities.



## SHAWCO (STUDENTS' HEALTH & WELFARE CENTRES ORGANISATION)

**Location:** Steve Biko Building, Level 5, Upper Campus

**Phone:** 021 650-4522

**Fax:** 021 650-5739

**E-mail:** [zukiswa.mathebula@uct.ac.za](mailto:zukiswa.mathebula@uct.ac.za)

**Website:** [www.shawco.org](http://www.shawco.org)

SHAWCO provides a unique opportunity for community involvement, personal development and work readiness to ALL students. Get involved in volunteering, research or service-learning, and have a life-changing experience while changing another person's life forever!

### SHAWCO Head Office

Location: Braemar Cottage, Faculty of Health Sciences, Anzio Road, Observatory 7925

Phone: 021 406-6740

Fax: 021 406-6741

E-mail: [info@shawco.org](mailto:info@shawco.org)

Andrew Kinnear, a medical student, started SHAWCO in 1943 as a UCT volunteer organisation with the assistance of Dr Golda Selzer of the University of Cape Town's medical school. The Organisation now has more than 1,800 dedicated student volunteers per year who continue to serve and learn with community in a variety of meaningful ways. SHAWCO is divided into two main sectors: Education and Health, with a third staff sector which coordinates the SHAWCO community centres, project support, transport, community relations, administrative oversight, enterprise development and funding.

**SHAWCO Education** – the Education Sector operates out of five historic community centres with a rich history of community engagement. There are two centres in Khayelitsha, and centres in Manenberg, Nyanga and Kensington.

The 13 student volunteer projects run both out of the centres and out of schools throughout Cape Town. Projects work with age groups that range from grade R kids to grade 11s. Projects

are predominantly academic, focusing on life orientation, numeracy and literacy at a junior level, and subject-specific tutoring for senior school.

Other projects have special-interest focuses, such as sport and health, arts and legal awareness. Through these projects SHAWCO hopes to empower scholars to think critically and creatively, to provide safe and productive after-school activities and to improve understanding of concepts taught in the school curriculum.

**SHAWCO Health** runs mobile health clinics in several areas of Cape Town. At the moment SHAWCO Mobile Clinics operate in over four informal settlements spread across Cape Town. There are also occasional one-off clinics for flood victims, or other groups in need of medical attention.

**UCT RAG** – Remember And Give – is a fundraising arm of SHAWCO and consist of a vibrant group of students that raises money through sponsorships and corporate events. More information is available on page 57.



## SPORTS INJURIES CENTRE

**Location: The Sports Centre (Upper Level), Rugby Road, Upper Campus**

**Phone: 021 650-3560 or 021 686-7777**

**Fax: 021 685-7810**

**Hours: Mon–Fri 08h00–17h00**

The Sports Injuries Centre is an independent facility where sports injuries as well as other complaints such as back and neck complaints can be diagnosed, treated and rehabilitated by physiotherapists and biokineticists. The Centre treats UCT students and staff and members of the public.

If necessary, referrals are made to other medical practitioners. Appointments are generally 45 minutes long, inclusive of treatment and exercises.

Medical aid rates are charged.

Students without medical aid can submit a claim to the UCT Supplementary Health Fund for minimal financial cover. Students may only claim if accidentally injured while participating in a UCT sports event or training session, or if injured on campus.



## STA TRAVEL

**Location: 14 Main Road, Rondebosch**

**Phone: 021 686-6800**

**Fax: 021 685-4044**

**E-mail: [uct@statravel.co.za](mailto:uct@statravel.co.za)**

**Website : [www.statravel.co.za](http://www.statravel.co.za)**



STA Travel is an international company established in 1979, with over 400 branches in 21 countries and Travel Help Desks in over 75 countries, offering travel arrangements at affordable prices for students and youth. The STA Travel Blue Ticket is the world's most flexible, re-routable and usable airline ticket, and is valid for up to 15 months. With the STA Travel ISIC Card, you qualify for numerous discounts on travel, entertainment, concert tickets, restaurants and more.

The STA Travel IBS and Youth Hostel accommodation is affordable and properties have been hand-picked, tried and tested by young people for young people. With the STA Travel Work and Holiday options, numerous packages are on offer to ensure the best, most trouble-free working holiday ever and the exclusive STA Travel Youth Travel Insurance is designed with the young traveller in mind.



## STUDENT DISCIPLINE

**Location: Registrar's Legal Secretariat, Room 145, Bremner Building**

**Phone: 021 650-2191**

**Fax: 021 650-2138**

The Legal Counsellor administers the University's system of student disciplinary tribunals and can advise students on disciplinary issues and related matters.

The rules relating to student discipline at the University, namely disciplinary jurisdiction and procedures, are contained in Handbook 3 General rules and policies.



## STUDENT FACULTY COUNCILS

**Each faculty has an undergraduate and postgraduate Student Faculty Council, which is elected on an annual basis by, and composed of, registered undergraduate or postgraduate students who have completed at least one semester within that faculty.**

Student Faculty Councils form a crucial link between the students, academics and staff members within their faculties and are tasked with representing their student body on numerous faculty committees and structures, such as the Faculty Board and the Dean's Advisory Committee.

They are to serve the interests of students within their faculties, primarily by coordinating class or departmental representatives and creating environments conducive to fostering academic excellence, but also through initiatives in the areas of transformation, safety and wellness, and social responsiveness.

All Faculty Councils have pigeonholes at the Societies Centre, Level 5, Steve Biko Students' Union Building, Upper Campus. In addition, please see their individual office contact details below.

**COMMERCE STUDENTS' COUNCIL**

Location: Level 3, Leslie Social Science Building

E-mail: [csc@myuct.ac.za](mailto:csc@myuct.ac.za)

**POSTGRADUATE COMMERCE STUDENTS' COUNCIL**

E-mail: [pgcsc@myuct.ac.za](mailto:pgcsc@myuct.ac.za)

**ENGINEERING & THE BUILT ENVIRONMENT STUDENTS' COUNCIL**

Location: Office 3.37, Level 3, Menzies Building

Phone: 021 650-3548

E-mail: [ebesc@myuct.ac.za](mailto:ebesc@myuct.ac.za)

**POSTGRADUATE ENGINEERING & THE BUILT ENVIRONMENT STUDENTS' COUNCIL**

Location: Office 3.38, Level 3, Menzies Building

E-mail: [pgebesc@myuct.ac.za](mailto:pgebesc@myuct.ac.za)

**HEALTH SCIENCES STUDENTS' COUNCIL**

Location: Ground Floor, Barnard Fuller Building

Phone: 021 406-6429

E-mail: [hssc@myuct.ac.za](mailto:hssc@myuct.ac.za)

**POSTGRADUATE HEALTH SCIENCE STUDENTS' COUNCIL**

Location: Medical Alumni Club, Level 2, Barnard-Fuller Building

E-mail: [pghssc@myuct.ac.za](mailto:pghssc@myuct.ac.za)

**HUMANITIES STUDENTS' COUNCIL**

Location: 27B Beattie Building

Phone: 021 650-2139

E-mail: [hsc@myuct.ac.za](mailto:hsc@myuct.ac.za)

**POSTGRADUATE HUMANITIES STUDENTS' COUNCIL**

E-mail: [pghsc@myuct.ac.za](mailto:pghsc@myuct.ac.za)

**LAW STUDENTS' COUNCIL**

Location: Level 2, Kramer Law Building Phone: 021 650-4723

E-mail: [lsc@myuct.ac.za](mailto:lsc@myuct.ac.za)

**POSTGRADUATE LAW STUDENTS' COUNCIL**

Location: Office 5.16 Kramer Law Building

E-mail: [pglsc@myuct.ac.za](mailto:pglsc@myuct.ac.za)

**SCIENCE STUDENTS' COUNCIL**

Location: Office 4.18, P.D.Hahn Building

E-mail: [ssc@myuct.ac.za](mailto:ssc@myuct.ac.za)

**POSTGRADUATE SCIENCE STUDENTS' COUNCIL**

E-mail: [pgssc@myuct.ac.za](mailto:pgssc@myuct.ac.za)



## STUDENT LEARNING CENTRES

Multi-purpose Student Learning Centres provide students with access to study facilities for informal small group work, computer micro-laboratories and other study resources, as well as facilities for social and cultural activities and office space for student government and student societies

### UPPER CAMPUS STUDENT LEARNING CENTRE (UCSLC)

**Location:** 4th Floor, Steve Biko Students' Union building, Upper Campus

**Phone:** 021 650-5005

**Website:** <http://www.icts.uct.ac.za/modules.php?name=News&file=article&sid=6138>

**Hours:** Mon – Thurs: 08h00–02h00; Fri: 08h00–18h00,

**Vacation Hours:** Mon – Fri, 09h00–16h00

This lab is divided into four areas:

Discretionary use area	36 PCs
Jeanette Curtis Schoon Room (Teaching Lab 1)	20 PCs
Dulverton (Teaching Lab 2)	20 PCs
Dulverton (Teaching Lab 3)	20 PCs

The teaching labs can be booked for teaching in units of 20, 40 or a maximum of 60 PCs.

The discretionary use area is accessible to all UCT students:

- Fitted, entry-level computers, for individual work and training;
- Nashua printer/copier available - owned and maintained by Campus Copy & Print;

3 mini-labs (classrooms) fitted with data projectors and whiteboards, available for computer-based training, revision and practice sessions.

### STUDENT HOUSING AND RESIDENCE LABS

**Phone:** 021 650 4126/4236

**Website:** [www.icts.uct.ac.za/modules.php?name=News&file=article&sid=6818#Who\\_can\\_use](http://www.icts.uct.ac.za/modules.php?name=News&file=article&sid=6818#Who_can_use)

Students residing at Forest Hill, Liesbeeck, Obz Square, Rochester and Clarinus residences may use the lab facilities available in the respective residences.

UCT staff may only book a lab for either teaching purposes or to conduct competency based testing. Bookings are done via the online booking system via the website.

Residence	Opening Hours		PCs
	Term Time	Vacation (Only applies to March & September vacation)	
Clarinus	Mon – Thurs: 12h00 – 01h00 Fri – Sun:	Mon – Sun: 12h00 – 22h00 12h00 – 22h00	33 PCs
Forest Hill	Mon – Thurs: 12h00 – 02h00 Fri – Sun: 12h00 – 22h00	Mon – Sun: 12h00 – 22h00	40 PCs
Liesbeeck	Mon – Thurs: 12h00 – 01h00 Fri – Sun: 12h00 – 22h00	Mon – Sun: 12h00 – 22h00	39 PCs
Obz Square	Mon – Thurs: 12h00 – 01h00 Fri – Sun: 12h00 – 22h00	Mon – Sun: 12h00 – 22h00	35 PCs
Rochester	Mon – Thurs: 12h00 – 01h00 Fri – Sun: 12h00 – 22h00	Mon – Sun: 12h00 – 22h00	35 PCs

## BAXTER STUDENT LEARNING CENTRE

**Location:** Cecil Road, next to Baxter Hall

**Phone:** 021 650-4126/4236

**Hours:** Mon – Thurs 10h00–24h00; Fri 10h00–22h00; Sat – Sun 10h00–22h00

This Centre contains:

- three workrooms available for group work, seminars and quiet study;
- a multi-purpose classroom fitted with 23 computers, three whiteboards and a data projector for computer-based training, meetings and presentations;
- a computer laboratory fitted with 56 entry-level computers and 10 CD-ROM drive computers for individual and group project work and training;
- a high capacity laser printer;
- a social space

Students and staff must have a valid student card and an access card in order to use the Centre. Access cards are obtainable at the UCT Access Control point in the Robert Leslie Social Sciences Building for a refundable deposit of R25. Students can register for courses in computer literacy and other computer-based courses at the UCCLC



## STUDENT RECORDS OFFICE

**Location:** Ground Floor, Level 4, Masingene Building, Middle Campus

**Phone:** 021 650-3595

**E-mail:** [reg-records@uct.ac.za](mailto:reg-records@uct.ac.za)

The Enquiries Counter, staffed by the Student Records Office, assists students in a number of administrative areas, including:

- academic transcripts
- re-admissions
- certificates of registration
- identification of students who fail to produce their student cards at examinations
- travel concession forms

Students applying for deferred exams can obtain the necessary forms at the Enquiries Counter.

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## STUDENTS' REPRESENTATIVE COUNCIL (SRC)

**Location:** Steve Biko Students' Union, Level 7

**Phone:** 021 650-3537/8/9; 021 650-3665; 021 650-5000/2

**Fax:** 021 650-5051

**E-mail:** [Zola.Tame@uct.ac.za](mailto:Zola.Tame@uct.ac.za)

**Website :** <https://www.uct.ac.za/students/src/>

The student body elects the Students Representative Council (SRC) annually. UCT SRC consists of 17 members. Its role is to address any problems that you might encounter during your time at UCT, from accommodation to parking to academic exclusion. The SRC will also run several projects in the students' interest, where your participation will be much needed. Feel free to pop in to the SRC offices during the week.

### Student Assembly

The Student Assembly (SA) is the advisory and debating organ of the UCT student body, with the SRC as its executive. The SA is comprised of all members of the SRC and of elected constituents of student societies, faculty councils, sports codes, house committees and other sectors.

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## STUDENT SOCIETIES

**Location:** DSA Helpdesk, Level 5, Steve Biko Students' Union

**Phone:** 021 650-3541

**E-mail:** [societies@uct.ac.za](mailto:societies@uct.ac.za)

There are over 100 societies that cater for students' cultural, religious and special interests. No student may resign from a society after registering as a member. Instead, membership of a student society expires automatically at the end of the year. Membership fees will be debited to the student's fee account or may be paid in cash.

Society registration forms are available from the societies' stalls on the Plaza during Orientation Week and, after that, from the DSA Helpdesk, Level 5, Steve Biko Students' Union. The procedure for forming a student society at UCT may be obtained from the Co-ordinator: Societies and Day House.

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## TRAFFIC OFFICE

**Location:** P&S Building (off Madiba Circle South)

**Phone:** 021 650 3121

**Administration Office:** 021 650 3640/3312/3313

**Traffic Operations Control:** 021 650 3314

**Visitor Reception Information Kiosk:** 021 650-3121

**Medical School Traffic Office:** 021 650 6581

Students, from their second year onwards, may park on campus in unmarked bays for students. Bays for disabled students can be obtained through the Disability Unit. (A valid doctor's certificate is required.)

The parking areas that you are allowed to use are indicated on the parking disc, which is purchased from the Traffic Administration Office after you have registered. Cash, credit card and debit card may be used to purchase parking discs.

First year students are not allowed to bring a motor vehicle, other than a motorbike, on to University property. This rule is strictly observed except in certain cases such as physical disability.

The Traffic Court operates from the same office as the Traffic Administration. Fines are paid at the Traffic Administration Office. Information on set of student traffic rules is available at the Traffic Administration Office.

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## UBUNYE

**Location:** Level 6, Steve Biko Students' Union.

UBUNYE is a student-run development agency that co-ordinates three community development projects utilising student volunteers to participate in local educationally disadvantaged schools.

The three projects are:

**Township Debating League:** teaching debating in schools to promote critical thinking, life skills and general knowledge. Learners also participate in local and provincial debating tournaments.

**Inkanyezi:** promotes life skills, personal development and career development for high school learners through mentorship, information and skills workshops.

**Teach Out:** provides supplementary teaching and tutoring in Mathematics, Science, Biology and English.



## UCT GRADUATE SCHOOL OF BUSINESS CAREERS SERVICE OFFICE

**Location:** Breakwater Campus, Portsworld Road, Waterfront

**Enquiries:** Career Services Office, Room G25, Breakwater Campus

**Phone:** 021 406-1340 / 406-1039

**E-mail:** [careers@gsb.uct.ac.za](mailto:careers@gsb.uct.ac.za)

The facility is available to all students registered for the Masters of Business Administration (MBA), Executive MBA, Master of Commerce in Development Finance, Master of Philosophy (by Dissertation) in Inclusive Innovation and Postgraduate Diploma in Management Practice, offered at the Graduate School of Business.

### **Services include:**

Situated close to the GSB Library, the Career Services offers a broad range of resources, expertise, information and services to promote career development. Managed by two full time members of staff, the Careers Service takes pride in assisting students and graduates in their search for employment. Each year, the Service introduces students to leading recruiters in South Africa, and increasingly globally, equipping them with the confidence and tools to manage their future careers, by offering a range of services, including CV writing, interview coaching, career planning workshop.

### **In addition Career Services offers:**

- Job Posting where vacancies via the Careers Portal
- One-on-one career coaching
- CV writing critique
- CV writing workshops which will provide students with skills to write their CV and covering letter
- Mock interview program which will offer students the ideal opportunity to improve interviewing skills and interview techniques which are specific to a particular industry such as case interviewing
- An on-campus recruitment program focusing on facilitating employment opportunities with companies
- Networking opportunities such as industry panel discussions inviting industry to tell you how to direct your application for employment.
- Connecting with alumni of the school.
- Online tools to equip them with career information on career profiles and industries.
- In addition to this use the career resources which are available in the library and the career portal.
- Marketing a professional profile through the GSB Online Resume.
- Provision of links to local and international recruiters.



## UCT LAW CLINIC

**Location:** Room 3.13, Kramer Law School Building, Middle Campus

**Phone:** 021 650-3775

**Fax:** 021 650-5665

**E-mail:** [uctlawclinic@uct.ac.za](mailto:uctlawclinic@uct.ac.za)

**Website:** [www.lawclinic.uct.ac.za](http://www.lawclinic.uct.ac.za)

**Hours:** 08h30 – 12h30 and 13h30 – 16h30

The UCT Law Clinic operates as a fully functional law practice 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.

Final year students who work at the Law Clinic register for the Legal Practice course (DOL4500H), which allows them the opportunity to work as legal advisors under the supervision of the Clinic's attorneys. The students take instruction from clients and learning is largely experiential. Skills learnt include how to consult and communicate with clients, communication and organisational skills, file management, trial advocacy, to list just a few.

The Law Clinic is accredited by the Cape Law Society and adheres strictly to its guidelines with regard to professional conduct.

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## UCT RADIO

**Location:** Studio, Level 3, Robert Leslie Building, Upper Campus.

**Phone:** 021 650-3550

**Studio-Line:** 021 650-5399

**Fax:** 021 686-1870

**Website:** [www.uctradio.co.za](http://www.uctradio.co.za)

UCT Radio is a self-sufficient, student run station that broadcasts 24 hours a day, 7 days a week, from the UCT Upper Campus station on 104.5FM or via the online streaming platforms. Programming consists of Cape Town's best music, regular news bulletins, UCT stories, entertainment and more. There is a student intake at the beginning of the year, where new students can apply to join the family. Here they will gain practical skills in all broadcasting aspects, artist management, marketing and advertising.

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## UCT RAG

**Location:** Steve Biko Students' Union, Level 5, Upper Campus

**Phone:** 021 650-3525/3654

**Fax:** 021 650-3527

**E-mail:** [hr@uctrag.co.za](mailto:hr@uctrag.co.za)

**Website:** <https://www.uct.ac.za/students/services/community/RAG/>



UCT RAG is a fundraising organisation that is involved in student life and committed to development. It is run by a group of 80 enthusiastic and dedicated volunteers, who with the help of the Project Co-ordinator and RAG secretary organise a variety of events throughout the year. These RAG committee members are chosen from a pool of over 150 applicants and are among the most dynamic of student leaders at UCT. RAG is generally viewed as the most visible society at UCT. Each RAG member is committed to making his or her project a success and each year new levels of professionalism are brought into each event. All the money that RAG raises is donated at the end of each year to SHAWCO (Students' Health And Welfare Centres Organisation). Funds raised by RAG are allocated to SHAWCO's student-run projects in education and health.

RAG events can be divided into three categories:

- The Student events, which include the orientation week parties, the exciting RAG Olympics and the slightly more upmarket Day at the Races among others.
- Corporate events, which are becoming increasingly more popular, and the most successful of which are the Golf Day on the Rondebosch Golf Course.
- The Community events, which have become symbolic of the public image of RAG. The sale of Sax Appeal is eagerly anticipated each year by the large majority of Cape Town's residents.

UCT RAG has 3 key objectives that the Executive strives to achieve every year, and they are: to raise as much money as possible, to develop the skills of the students who work on the committee, and to provide entertaining events for the target market while ensuring RAG members have fun. It is with these aims in mind that the committee shapes the way that RAG functions and keeps the individuals motivated. Partnerships with RAG's major sponsors like Pick 'n Pay Peninsula Beverages and SAB are vital components in ensuring that everything runs smoothly and RAG is hoping to develop many more relationships like this in the future.

RAG is a dynamic organisation that brings new levels of personal growth to the students who become involved with it. Its functioning is dependant on the dedication of the volunteers who have time after time proven that being a student is all about shared adventures and learning the rewards of teamwork and commitment.



## UCT STORE

**Location: Level 3, Steve Biko Students' Union, next to Food Court.**

**Phone: 021 650-2485/6/7**

**Fax: 021 650-5771**

Stockist of UCT prescribed, recommended and reference text books.

UCT Store is geared to service the needs of students, alumni, staff and departments. You will find an extensive range of:

- UCT-branded apparel and memorabilia
- Stationary, digital and technical stationery
- Gifts and pharmaceuticals

Additional in-store facilities include:

- Accounts
- Eduloan
- ATM
- Airtime



## VARSITY NEWSPAPER

**Location:** Societies Centre, Level 5, Steve Biko Students' Union

**Email:** [editorial@varsitynewspaper.co.za](mailto:editorial@varsitynewspaper.co.za)

**Phone:** 021 650 3543

**Website:** <http://varsitynewspaper.co.za/>

*Varsity* is the official student-run newspaper at UCT. Established in 1942, it is recognised as an important development agency on campus. The newspaper comes out every second Tuesday, with 12 editions in the year.

*Varsity* strives to represent the student voice on many issues. It covers various aspects of student life under four sections - news, opinions, features and sports.

Members of the Varsity collective are all UCT students who have chosen to be part of the team on an entirely voluntary basis. Students are encouraged to contribute articles to the newspaper regularly, or on an ad hoc basis. In addition to sharpening their journalistic skills, students can also be involved in the operations side of the newspaper such as advertising, marketing, finance, design skills, operations and HR.



## WRITING CENTRE

**Location:** Level 6, Steve Biko Students' Union building, Upper Campus

**Phone:** 021 650 5021

**E-mail:** [Gadija.Arend@uct.ac.za](mailto:Gadija.Arend@uct.ac.za)

**Facebook:** UCT Writing Centre

**Hours:** Mon – Fri from 09h00 – 16h00

**Online Booking:** [www.uct.mywconline.com](http://www.uct.mywconline.com)

The Writing Centre offers a free consultancy service to undergraduate and postgraduate students as individuals or in small groups at any stage of their writing of assignments, theses,

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reports, articles. This is not an editing or typing service, but a learning experience directed towards helping students to improve the quality of their writing. Towards this end, the Centre contributes to research into the nature of academic writing in various disciplines and assists academic staff to teach writing within the particular disciplines.

Students are able to book appointments online with their preferred email address and password. Writing Centre consultants are all senior postgraduates that have gone through and continue to go through training sessions whom are not discipline specific. Consultations range from task analysis (30 minutes) to longer writing pieces (1 hour). The Writing Centre believes that all students can improve their writing, whether they are highly experienced writers or complete novices.

The Writing Centre is a project within the Language Development Group in the Centre for Higher Education Development.

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