

NELSON MANDELA  
UNIVERSITY



FYS @MANDELA  
2020

Your guide to  
**First Year Success**

PORT ELIZABETH



# The importance of *Orientation*

Meet your classmates plus  
First Year Success Mentor(s)  
before your Academic  
sessions start.

Equip you with skills to  
attain your qualification in  
record time!!!!

Get to know the Mandela  
campuses, facilities,  
environment and understand  
university terminology.



Helps you explore all the  
different tools and resources  
to support you on your  
university journey.

You will feel confident  
and prepared  
to start your  
university adventure.



Greater awareness of diversity and  
will help you to understand and  
respect all the different cultures at  
the university.

You will  
build social  
relationships  
with: Buddies,  
peers and staff.



# YOUR GUIDE TO **First Year**

**2020**

## **IMPORTANT**

### **The way forward**

Read this guide before you arrive on campus to have an idea of what to expect.

### **Contact us**

If you are unsure about anything, do not hesitate to contact us:

Tel: +27 41 - 504 3654/3595

E-mail: Duncan.Estrais@mandela.ac.za OR

Zintle.Magele@mandela.ac.za OR

Litemba.Ndendela@mandela.ac.za

Call Nelson Mandela University Contact Centre on +27 41 - 504 1111 OR

See: Useful contact details @ Nelson Mandela University in this guide

*Please note: Registration information can be found in the Registration Guide.*



**Orientation.mandela.ac.za**



**How2\_Mandela: Thrive**

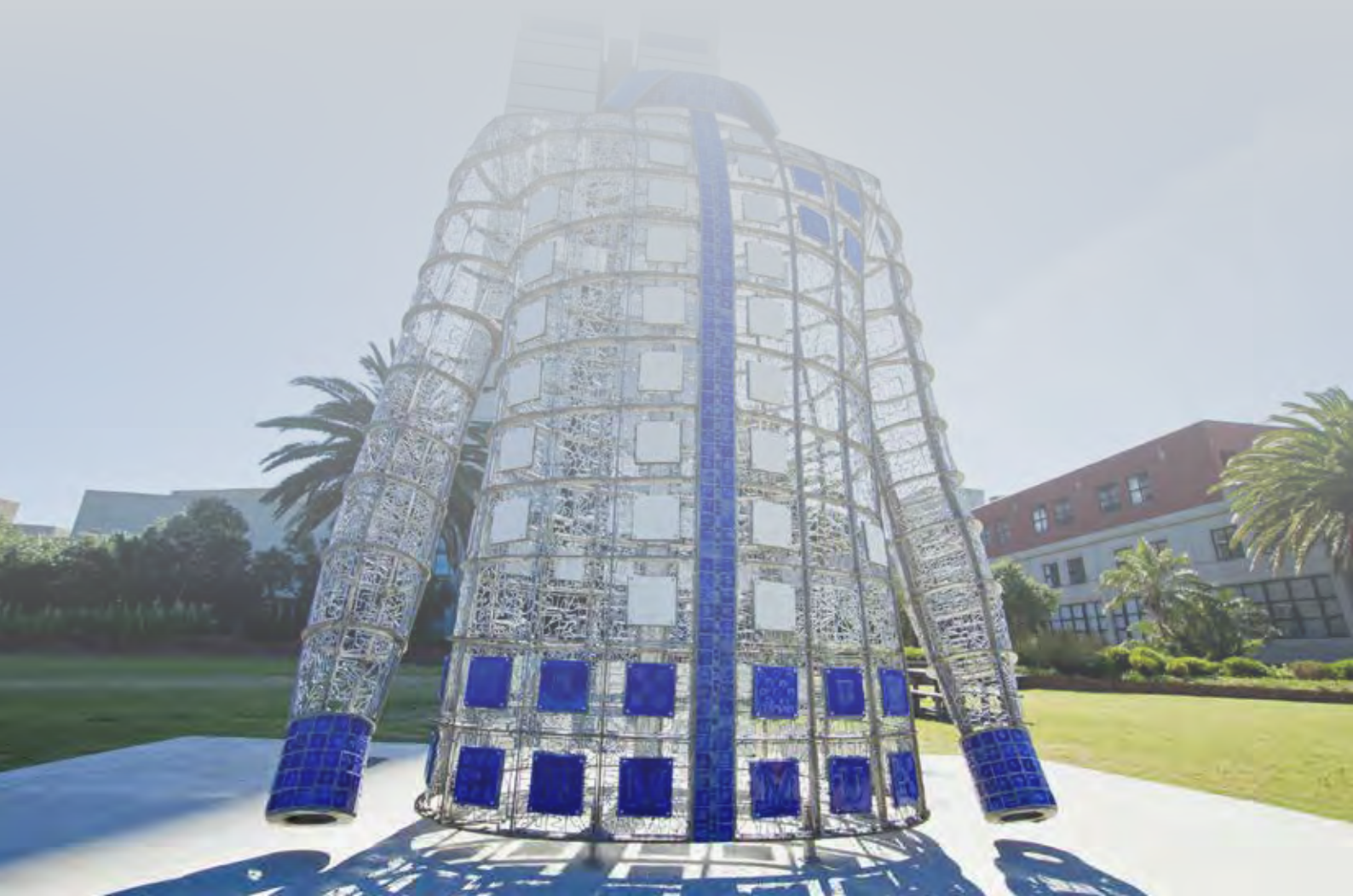


**@how2\_mandela**



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## Numbers You Might Need

### Accounts (Payments & Queries)

Cashier (S)	041 504 2513
Student Accounts (S)	041 504 4364
Cashier (N)	041 504 3224
Cashier (2nd Ave)	041 504 3838
Cashier (M)	041 504 1287

### Arts & Culture

Main Office	041 504 2508
Student Societies (S)	041 504 3561

<b>Biokinetics Centre</b>	041 504 2603
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<b>Central Admissions Office</b>	041 504 1415
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### Campus Health Service

South	041 504 2174
North	041 504 1149
Second	041 504 3762
Missionvale	041 504 1373
George	044 801 5125

<b>Contact Centre</b>	041 504 1111
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### Universal Accessibility & Disability Services (UADS)

041 504 2313

### Emergencies (all hours)

Security (North)	041 504 2342
Security (South)	041 504 2482/ 2009 (9999 from campus)
Security (N)	041 504 3636/3483
Security (2nd Ave)	041 504 3710
Security (M)	041 504 1231/1439
Security (Bird Street campus)	041 504 4785
Security (Ocean Sciences )	041 504 4948

### Exams Office

Examinations Office (N)	041 504 1000
Examinations Office (2nd Ave)	041 504 3876
Examinations Office (M)	041 504 3216

Postgraduate Examinations (N)	041 504 9968/ 4326/3326
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### Financial Aid Office

Bursaries and loans (N) (NSFAS)	041 504 3182
Bursaries and loans (M)	041 504 1242

### Unit for Co - Operative Education

South	041 504 2619
North	041 504 3540
Info Desk	041 504 2208

<b>Help Desk: ICT Queries</b>	041 504 3000
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### Library

General enquiries (S)	041 504 2294/4315
General enquiries (N)	041 504 3410/2298
General enquiries (2nd Ave )	041 504 3851
General enquiries (M)	041 504 1269

### Office for

<b>International Education</b>	041 504 2161
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### Sport

Sport Bureau (S)	041 504 2165
Madibaz Sport	041 504 3505
Facilities Consultant (S)	041 504 2555
Sport Manager (M)	041 504 1244

### Emthonjeni -

### Fountain of Student Wellness

South Campus	041 504 2511
North Campus	041 504 3222
Second Ave Campus	041 504 3854
Missionvale Campus	041 504 1106

<b>Student Records</b>	041 504 4699
	041 504 4112

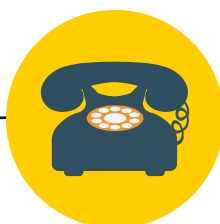
### Student societies and clubs

Karen Snyman	041 504 3561
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<b>Student interests: SRC</b>	041 504 2681
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<b>University Shop</b>	041 504 4371
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**Most of these will be pointed out on the campus tour organised as part of the First Year Success@Mandela programme for first-year students.**









# Plan your Personal First Year Success@Mandela Programme

## My personal orientation programme

(Check your programme dates and venues)

Date and time	Event	Venue
<b>Academic Orientation</b>		
	Registration	
	First Year Success@Mandela: Thrive Buddy programme (2 days)	
	Welcoming Ceremony and Faculty Meet & Greet	
	First Year Success@Mandela: Connect with your Lecturers	
	First Year Success@Mandela: Student-Staff Fun Event	
	First Year Success@Mandela: Maths: What you need to know (BSc and BEng Mechatronics)	
	Know more about your Computer Modules	
	First Year Success@Mandela: Academic Sessions (during first term lectures): <ul style="list-style-type: none"> <li>Note taking</li> <li>Introduction to referencing &amp; plagiarism</li> <li>How to get the most out of lectures</li> <li>Lecture etiquette</li> </ul>	
<b>Wellness Events</b>		
	Rock 'n Roll and Bulges	
	Homesickness and Loneliness Workshop (1st term)	
<b>Social, Cultural and Sport Events</b>		
	Social Consciousness and Sustainable Futures	
	First-year concert	
	Campus Life Festival	
	Residences formations, Sports programme	
	First-year social	



# Safety and Security at Nelson Mandela University

While the university does its best to ensure your safety on campus, you also have a role to play. Be watchful of your belongings, do not display valuable items in public and take precautions to avoid placing yourself at risk.

Theft is the most common crime on campus. The best means of prevention is to reduce or remove the opportunity.

Criminals are particularly interested in students since students tend to have expensive laptop computers, cell phones, iPods and other gadgets – and all of these things are light, portable and very easy to sell and convert into cash. So don't make yourself a vulnerable and easy victim.

Nelson Mandela University is fully committed to maintaining a stable and safe environment to allow students to study with peace of mind. Take care.

The campus has security personnel on duty around the clock. If you feel threatened by anyone or witness anything suspicious, call the central control room on 041-504 3483 or 2009 from any internal campus telephone, 041-504 2482 on South Campus, 041-504 4785 at Bird street Campus, 041-504 3710 at 2nd Avenue Campus, 041-504 4948 at Ocean Sciences Campus, 041-504 1231 on Missionvale Campus and 044-801 5114 at George Campus. There is also an anonymous Crime Line on 041-504 9998.

The MEMEZA! (meaning SHOUT!) Yellow whistle campaign is an anti-gender-based violence initiative to improve our safety. Get your yellow whistle from the libraries and campus clinics.



## Save emergency numbers on your phone

**Central Emergency Line: 041 504 2009**

North Campus:	041 504 3636/2342
South Campus:	041 504 2482
Missionvale Campus:	041 504 1231
2nd Avenue Campus:	041 504 3710
Bird Street Campus:	041 504 4785

The 24 hours crisis helpline operated by Lifeline: 0861322322 or [www.lifelinesa.co.za](http://www.lifelinesa.co.za)





## from the **First Year Success@Mandela Team**

Coming to university for the first time is often an exciting, life-changing experience. However, it can also be challenging and stressful. The transition often involves major changes, like leaving friends and family for the first time, coming to grips with a new course and discovering new ways of doing things and facing new expectations.

As a new university student, you are expected to work independently; you also need to adjust to university teaching methods and to the university-level academic environment, which may be significantly more challenging than your previous educational experiences. In addition, some of you would have to adjust to new living arrangements. It is for some of these reasons that the first year is widely recognised as the most challenging year for a student.

It is therefore normal to experience some difficulties while adjusting to your new life at university. However, we have put strategies in place to assist you in negotiating a successful transition to the demands of higher education. These strategies are devised to assist you to identify resources for learning effectively, to establish relationships with fellow students and lecturing and professional support staff, to improve your academic and life skills necessary to succeed. Respected researchers in first-year transition have found that students who attend transition programmes are more likely to stay in their courses, and also perform better academically.

The First Year Success@Mandela programme for first-year students is the first of these strategies to help

you on your new journey. NB! The programme is much more than showing you where the places are!

The programme will help you at Nelson Mandela University, how2 manage the new challenges you will be faced with, how2 succeed at university, and so on. The First Year Success@Mandela programme is an important transition programme aimed at helping you to settle in quickly and helping you to succeed. We have academic, wellness, social, cultural and sports events planned for you. It is compulsory to attend all academic events and highly recommended that you attend the others.

On your arrival, you will be assigned to a How2 Buddy. The How2 Buddies are senior students who have navigated the path before you, and have been carefully selected and trained to assist you in small groups through your transition.

This programme is only the start of activities designed to assist you to adjust successfully in your transition to university. Your How2 Buddy will also “buddy” you for the first term to support you in the challenges you may face along the way.

The First Year Success@Mandela programme is a crucial kick-off for you. We hope you will make full use of this important opportunity.

Enjoy your university experience. We wish you every success in your studies!

**Warm Regards, The First Year Success Team**



Duncan Estrais



Zintle Magele



Litemba Ndendela

# Message from the Vice-Chancellor

**Welcome to Nelson Mandela University – the only university in the world to carry the name of our former President, an internationally renowned statesman and icon, Nelson Rolihlahla Mandela.**

Your decision to join us will probably be one of the most important decisions in your life.

Here you will find a new world – a new way of life, new knowledge, skills and experiences – and an opportunity to discover yourself, and hopefully the true potential that lies within you.

It is what our iconic namesake, Nelson Mandela, would have wanted – a chance for you to grow in knowledge, to embrace core values of humanity and to always strive towards creating a better, more socially just world.

Nelson Mandela University offers you the space to achieve this and more.

Apart from a vast portfolio of academic programmes, outstanding facilities, research, engagement and other opportunities, the University's values of excellence, integrity, Ubuntu, diversity, responsibility, respect for the natural environment and social justice guide all our actions.

***We encourage you to aspire to these values and strive to serve a cause larger than yourself.***

I encourage you to make the most of the years that lie ahead, for being at a university is a great privilege. I would like to encourage you to participate in all aspects of university life, both within the teaching and learning domain and beyond-the-classroom – in clubs, societies, seminars, public debates, sport, doing voluntary work and participating in the range of programmes and projects we are engaged in in our neighbouring communities and, of course, making new friends.

Ours is a cosmopolitan, international and multicultural university. Take advantage of this by engaging with students and staff from different corners of the earth. Learn from each other and together strive to change the world for the better.

Nelson Mandela University offers a rich and diverse spectrum of academic programmes organised into seven faculties spread across seven campuses in Port Elizabeth and George. Here, you will find dedicated staff members who will be more than willing to assist and guide you in your journey from first to final year of study. Our aim is to foster a student-centred learning experience and we encourage you to make full use of the many opportunities at our University.

The University offers a wide range of learning resources – modern library facilities, online networks with vast databases, enrichment and remedial support programmes, student counselling services, tutoring and advisory services. Make full use of these services, ensuring you have optimal support in pursuit of your academic responsibilities.

Make use of this opportunity to acquire a rich educational experience – one that is not only academic but also socially compassionate – in creating a more socially-just, equal society and a sustainable planet for all.

We thank you for entrusting your dreams with us. It's you who make us want to do better, because it's you, our students, who give our institution a human face – through your achievements, and the choices that you make as a result of having been part of the Nelson Mandela University family.

I wish you an exciting journey. Make the most of it and in the not too distant future, I hope to see you on the Graduation stage!



**All the best for 2020.  
Professor Sibongile Muthwa  
Vice-Chancellor**



**Education**  
*is the*  
**most powerful**  
**weapon**  
*which you*  
*can use to*  
**change the world**

- Nelson Mandela



# Welcome

## from the DVC: Learning and Teaching

### A warm welcome to students in the Class of 2020

You have every reason to feel proud of the fact that you are one of only a few young adults in your age group that has the opportunity to study at university.

However, very soon you will discover that there's a big jump from being a learner in Grade 12 to being a student at Nelson Mandela University. One of the most important challenges you will have to master is adjusting to how learning works at university and the greater independence that is required of you, which comes along with the responsibility to exercise your freedom of choice wisely.

Nelson Mandela University is deeply committed to equity and redress in terms of access to university studies and equity of outcomes. As a result, the university has adopted an "access for success" approach and has a number of mechanisms in place to broaden access and enhance success. Nelson Mandela University's approach to student success has its roots in a 'student lifecycle approach'. Consequently, student support and development is linked to the main stages of the student lifecycle, namely:

- Pre-entry advice and career/programme guidance
- Admissions, registration and transition
- Negotiating the first year of studies
- Progressing and thriving through the study programme
- Preparing for the world of work and life in the 21st century

While a number of development and enrichment opportunities, activities and programmes are provided to students across all years of study, Nelson Mandela University intentionally focuses on growing your success in the first year of your studies to lay a firm foundation on which you can build. Among the activities that we offer first years are:

**1.** A First Year Success@Mandela transition programme, offered before lectures start, to help you to settle into your academic studies and to become part of our campus communities. So, choose to participate in this programme.

**2.** In keeping with our "online first approach" to student support and development, we have a range of resources and videos on websites such as <http://orientation.mandela.ac.za>; <http://counselling.mandela.ac.za> or click on the Academic Success section of the Keys to Success site on the Student Portal: <http://academicsuccess.mandela.ac.za>

**3.** An important component of effective learning in the 21st century and for you to develop as a lifelong learner is to expand the way that you use technology to enhance your learning. This involves more than just learning to use a device (e.g., smartphone, tablet, and laptop) effectively. Being a digitally literate citizen involves, for example, developing competence in searching for and reading online articles and reports; "using digital reproduction to create new, meaningful materials from existing ones; constructing knowledge from a nonlinear, hyper textual navigation; evaluating the quality and validity of information; and have a mature and realistic understanding of the "rules" that prevail in the cyberspace" (Eshet-Alkalai, 2004, p. 93).

Nelson Mandela University has many ways to assist you to develop your digital literacy. For example, all our programmes include a computer literacy module and our Library and Information Services offer a range of opportunities to both enhance your information literacy and to develop and maintain academic integrity when navigating sources and resources in cyberspace. Please approach these modules and opportunities as being critically important to your development as a 21st century citizen and not as being something that is on the margins of your university studies and thus unimportant.

***"It is what we make out of what we have, not what we are given, that separates one person from another."***

Nelson Mandela

**4.** Peer learning opportunities such as Supplemental Instruction (SI), tutorials, mentoring, the First-Year Success programme, and the peer helper initiative, provide you with small group learning experiences facilitated by trained senior students. As first-year classes are often large, some of the most meaningful learning happens when you meet in small groups with your peers.

**5.** As you progress through your studies, grab hold of opportunities to develop yourself holistically both in your learning programme as well as in co-curricular activities outside of the classroom (e.g., get involved in student societies, leadership development, sport, being a peer learning facilitator, community engagement projects, and so on). Nelson Mandela University has a unique Co-curricular Record (CCR) in which the learning outcomes that you develop through co-curricular activities is formally acknowledged.

This means that when you graduate you not only have a transcript of your formal academic activities, but you also have one of your co-curricular learning, which can enhance applications for jobs, prestigious scholarships, and so on. Equally important is the fact that co-curricular activities help you to develop to be the best person that you can be. You need to take responsibility to build the entries on your CCR from your first year onwards aligned to aspects that you want to develop in yourself.


For you to get maximum benefit from your time at Nelson Mandela University, you need to play an active role by:

- Taking responsibility and being accountable.
- Attaining a sense of belonging to the Nelson Mandela University community/communities.
- Being open to personal growth and purpose development.
- Contributing to dynamic learning opportunities.
- Navigating your learning.

**You are at the start of a very exciting moment in your life's journey. Good luck! Make the most of it.**



**Professor Cheryl Foxcroft**  
**DVC: Learning and Teaching**



# JUST FOR Parents

## Message from the First Year Success@Mandela team

Dear Parents

Welcome to the Nelson Mandela University community! We invite you to be our partner in ensuring that your son/daughter benefits from his/her time spent at Nelson Mandela University.

We realise that the transition from school to university can be quite challenging for both parents and students. To ease your family into this new life phase, we would like to invite you and your son/daughter to attend the official **Welcoming Ceremony and Faculty Meet & Greet on Saturday 25 January 2020.**

### IMPORTANT:

Please check for the detailed Welcoming Ceremony and Faculty Meet & Greet programme under the faculty in which your son/daughter will be studying.

Check in which faculty your son's/daughter's course is offered. You can also use the Orientation Website to access and download it using your Smart phones. You will find this information in this Guide. Check carefully on which campus and in which venue your Welcoming Ceremony and Faculty Meet & Greet will be held.

**NB: Please be advised to arrive early to avoid traffic congestion and park in the parking area closest to your Faculty Meet & Greet.**

A Native American adage suggests that parents  
owe their children two things

## ROOTS & WINGS

By helping your son or daughter to *maintain connections* to home through *caring and supportive* communication, you give them **roots**.

Your belief in their ability to succeed, along with your constant encouragement, gives them **wings**.



# Guidelines from the

## First Year Success@Mandela Team

### How to help your son or daughter succeed

Here are specific things you can do to help your son or daughter achieve academic success:

**Encourage them to attend the first-year orientation programme.** Events in this programme provide a critical link between high school and first-year university and are designed to help first-year students build a support network, access campus resources and understand the intellectual expectations of university. Research indicates that students who participate in orientation programmes settle into university life more quickly than those who don't.

**Encourage them to treat academic efforts like a full-time job.** If a full-time student can commit to a 35 to 40-hour academic week (hours in class and hours spent studying), he/she increases his/her likelihood of being successful. Research has shown that students who see university as a part-time job do not fare as well.

**Share the idea that intellectual work can be fun.** University is a major responsibility, but it is also an exciting opportunity for students to experience new ideas. Encourage your son/daughter to take courses that interest him/her. Lecturers and student counsellors can assist in finding courses that both fulfil the requirements for the degree/diploma and spark the student's intellectual curiosity.

**Share that attending class is the first and most important component of student success.** Irrespective of whether or not a lecturer has an attendance policy, it is of vital importance that all lectures are attended. Some courses have very specific attendance requirements that affect the student's year mark. University is expensive and students should strive to get their money's worth from the experience.

**Encourage him/her to get involved in campus activities** since this helps them to network, build relationships and develop leadership skills. This also improves their marketability in terms of future employment.

**Encourage him/her to develop an attitude for success.** A positive attitude will add considerably to the student's success. Parents have significant influence over the new university student's sense of self-confidence and self-worth. To maintain your son's/daughter's confidence, your communications with him/her should always be encouraging.

**Encourage him/her to seek help from the Financial Aid Office** should additional finance for studies be required.

**Encourage him/her to identify problem areas at an early stage** and to seek help to overcome them. Typical examples of problems are:

- Stress experienced from feeling overwhelmed
- Adapting to a new learning and living environment
- Homesickness
- Feeling lonely before friendships and activities become established
- Difficulty managing money
- The challenge of dealing with new-found freedom
- Remind your son/daughter about the importance of attending orientation!



# Glossary

## Getting to grips with university jargon

As you start university so you will be confronted with a whole new vocabulary – words like semester, DP and VC. To make things easier, we've compiled a glossary of terms to help you understand what's happening around you.

For a more comprehensive list please go to Information and Tools on the student portal.

<b>APS</b>	Admission Point Score – points allocated to your school subjects for admission to tertiary institutions
<b>BA</b>	Bachelor of Arts degree
<b>BCom</b>	Bachelor of Commerce degree
<b>BSc</b>	Bachelor of Science degree
<b>BTech</b>	Bachelor of Technology degree
<b>Credit</b>	The recognition obtained when a student passes examinations or tests to comply with conditions needed for completion of a qualification
<b>Dean</b>	Head of a faculty
<b>DP</b>	Duly performed certificate – some academic departments have minimum requirements for course work and class marks, before you are allowed to write the exam. If you have achieved these minimum requirements, you “get” a DP – usually indicated on a class list posted on a notice board before exams start.
<b>DVC</b>	Deputy Vice-Chancellor - those who are second in charge. Nelson Mandela University has three of them.
<b>Faculty</b>	A collection of schools and departments focusing on similar fields of study e.g. Faculty of Science
<b>Faculty administrator</b>	Assists with registration, cancellation of modules
<b>HOD</b>	Head of Department – in charge of a specific academic department
<b>MBA</b>	Master's degree in Business Administration
<b>Module</b>	A self-contained unit of learning that forms part of the course
<b>NSFAS</b>	National Student Financial Aid Scheme, a loan scheme to enable students to borrow money for their studies
<b>Orientation</b>	A period that gives newcomers an opportunity to familiarise themselves with their new university
<b>Postgraduate</b>	What you become when you complete your degree
<b>Registrar</b>	Responsible for student administration and institutional governance.
<b>RPL</b>	Recognition of Prior Learning, the acknowledgement of the knowledge a student possesses as a result of prior learning
<b>Senate</b>	The body that governs academic policies and procedures in respect of teaching, learning, research and academic functions
<b>Semester</b>	First half of the academic year
<b>SRC</b>	Student Representative Council
<b>Undergraduate</b>	If you are doing your first degree, diploma or certificate
<b>VC</b>	Vice-Chancellor, the highest managerial position of a tertiary institution



# Nelson Mandela University In Brief

Nelson Mandela University, a new generation university whose students are nicknamed Madibaz, is named after one of the greatest men of the modern era, Nelson Mandela, popularly known as Madiba.

We'd like to think we share many of the former president's greatest attributes – integrity, honesty, leadership and a zeal for developing our great multicultural nation.

## Our Vision

To be a dynamic African university, recognised for its leadership in generating cutting-edge knowledge for a sustainable future.

## Our Mission

To offer a diverse range of quality educational opportunities that will make a critical and constructive contribution to regional, national and global sustainability.

## Our Values

- Diversity
- Excellence
- *Ubuntu*
- Social justice and equality
- Integrity
- Environmental stewardship

Our enthusiasm at Nelson Mandela University lies in laying the groundwork for life-long learning, by providing you with a first-class education. Nelson Mandela University wants to help you reach your full potential and assist you in making your dreams and aspirations become a reality.

You are one of over 28 000 students spread across six campuses, five of which are in Port Elizabeth and the other in George. We have seven faculties, tip-top facilities and offer a lifestyle that is the envy of many.

## Reasons to be proud

We pride ourselves in:

- Being the only South African university situated in a nature reserve
- Having internationally-recognised quality programmes
- Offering academic support programmes
- along with free personal, career and academic assessment
- Having renowned partnerships with local, national and international companies and other universities
- Being multicultural. Nine per cent of our student body come from outside South Africa
- Producing graduates who are sought-after the world over

Diversity

Excellence

Ubuntu

Social justice  
and equality

Integrity

Environmental  
stewardship










# Faculty administration information

Faculty/Position	Name	Campus	Venue	Tel
<b>HUMANITIES</b>				
Executive Dean	Vacant	South	New Admin Building – Room 0104	2187
Manager: Faculty Administration	Drucilla Nzioki	South	Embizweni – Room 057	3252
Faculty Administrator	Nadeema Azem	South	Embizweni – Room 055	2802
Faculty Administrator	Noxolo Mngonyama	South	Embizweni – Room 054	2855
Faculty Administrator	Nomakhaya Nzuzo	South	Embizweni – Room 056	4608
Faculty Administrator	Tshenolo Thema	South	Embizweni – Room 057	3478
<b>BUSINESS &amp; ECONOMIC SCIENCES</b>				
Executive Dean	Prof Hendrik Lloyd	South	Main Building 0910	3892
Deputy Dean	Prof Michelle Mey	2 <sup>nd</sup> Ave	Room 0260	3824
Manager: Faculty Administration:	Adanaan Smith	South	Bldg 7 - Room 07	3802
Faculty Administrator	Denistia Gert	2 <sup>nd</sup> Ave	Bldg 409 - Room 019	3804
Faculty Administrator	Fundiswa Ngubo	2 <sup>nd</sup> Ave	Bldg 409 - Room 019	3706
Faculty Administrator	Mandisa Mazinyo	2 <sup>nd</sup> Ave	Bldg 409 - Room 019	3707
Manager: Faculty Administration	Xolani Sipoyo	2 <sup>nd</sup> Ave	Building 7 - Room 8	2120
Faculty Administrator	Noluvo Bobi	South	Bldg 7 - Room 30	2801
Faculty Administrator	Manelisi Klaas	South	Bldg 7 - Room 7	2939
Faculty Administrator	Tammy Bulembu	South	Bldg 7 - Room 29	2248
Faculty Administrator	Denistia Gert	South	Bldg 7 - Room 06	4392
Faculty Administrator	Marchele Naidoo	South	Bldg 7 - Room 08	2120
<b>EDUCATION</b>				
Executive Dean	Dr Muki Moeng	South	Bldg 11 – Room 00 05	2953
Deputy Dean	Prof Nokhanyo Mdzanga	South	Bldg 6 – Room 01	4564
Manager: Faculty Administration	Ridaa Salie	South	Bldg 11 – Room 00 06	2125
Faculty Administrator	Jackie Hay	South	Bldg 11 – Room 00 06	4568
<b>ENGINEERING, THE BUILT ENVIRONMENT AND TECHNOLOGY</b>				
Executive Dean	Vacant	North	C Block – Room C252	3283
Acting Dean/Deputy Dean	Prof Dalenca Pottas	North	C Block – Room C252	3955
Manager: Faculty Administration	Jonathan Dorothy	North	C Block – Room C112	3447
Faculty Administrator	Jason Ah Tow	North	C Block – Room C113	3660
Faculty Administrator	Hildegarde Boshoff	North	C Block – Room C112	3446
Faculty Administrator	Vatiswa Mbola	North	C Block – Room C112	3995
<b>HEALTH SCIENCES</b>				
Executive Dean	Prof Lungile Pepeta	South	M&P Bldg – Room 0126	2815
Deputy Dean	Prof Dalena Van Rooyen	South	Ocean Sciences – Room 0216	2112
Manager: Faculty Administration	Nouwaal Isaacs	South	M&P Bldg – Room 0123	2121
Faculty Administrator	Marilyn Afrikaner	South	M&P Bldg – Room 0120	2956
Faculty Administrator	Vanessa Heunis	South	M&P Bldg – Room 0121	2957
Faculty Administrator	Heloise Levack	South	M&P Bldg – Room 0122	2749
<b>LAW</b>				
Executive Dean	Prof Avinash Govindjee	South	Embizweni – Room 114	2190
Deputy Dean	Dr Lynn Biggs	South	Embizweni – Room 0129a	4242
Manager: Faculty Administration	Nikki Terblanche	South	Embizweni – Room 104	2588
Faculty Administrator	Dieketso Billie	South	Embizweni – Room 104	2474
<b>SCIENCE</b>				
Executive Dean	Prof Azwinndini Muronga	South	Life Science Bldg – Room 0211	2873
Deputy Dean	Dr Gaathier Mahed	South	Phys/Chem Bldg – Room 0359b	2243
Manager: Faculty Administration	Lynette Roodt	South	Life Science Bldg – Ground Floor	2268
Faculty Administrator	Fiona Heilbron	South	Life Science Bldg – Ground Floor	2679
Faculty Administrator	Yvonne Tembo	South	Life Science Bldg – Ground Floor	9922

# Faculties at Nelson Mandela University

## In which faculty are you studying?

Faculties appear in alphabetical order as follows:

-  Humanities
-  Business and Economic Sciences
-  Education
-  Engineering, the Built Environment and Technology
-  Health Sciences
-  Law
-  Science

1. Find the course / programme to which you have been admitted.
2. Take note of the faculty within which your course / programme is offered.
3. Take note of the campus on which your course / programme will run (some faculties are split across campuses).

**It is important that you attend the Welcoming Ceremony scheduled for your faculty.**

## Venues at Nelson Mandela University EXPLAINED

Venue numbers are indicated by either 6 or 7 digits: the first two or three digits indicate the building number; the middle two digits indicate the floor level; and the last two digits indicate the room number.

**For example:**

<b>35 0040</b>	building 35; ground floor; room 40
<b>123 0007</b>	building 123; ground floor; room 7
<b>261 0132</b>	building 261; first floor; room 32

Some venues on South Campus also have names, for example, Embizweni (building 9), Old Mutual (building 4) and Sanlam (building 5), while some are referred to by the main academic programme offered there, for example, Music (building 10), Media and Psychology (building 7), Education (building 11), new HMS and Dietetics (building 125).

At North, Second Avenue, Ocean Sciences, Bird Street and Missionvale campuses, venues were previously named after letters of the alphabet, for example, A - M at North; X, Y, Z at Second Avenue; and A, B and DD at Missionvale. Though sometimes still referred to by letters, they have been changed to only numbers, for example, M-block at North Campus is now 261.

# Overview of Faculties



## Humanities

**SOUTH CAMPUS**  
**School of Music, Art and Design**  
 Dip Music  
 BMus

**School of Language, Media and Culture**  
 BA MCC (Media, Communication & Culture)  
 Dip Public Relations Management

**School of Governmental and Social Sciences**  
 BAdmin (Public Administration)  
 BA

**NORTH CAMPUS**  
**School of Music, Art and Design**  
 Introductory Studies  
 Bachelor of Visual Arts

**SECOND AVENUE CAMPUS**  
**School of Governmental and Social Sciences**  
 Dip Public Management  
 \*(including extended programme)  
**School of Music, Art and Design**  
 Bachelor of Visual Arts

## Education

**SOUTH CAMPUS**  
 Bachelor of Education in Intermediate Phase teaching – B Ed (IP)

Bachelor of Education in Senior and Further Education & Training teaching – B Ed (SP/FET)

### MISSIONVALE CAMPUS

Bachelor of Education in Foundation Phase teaching – B Ed (FP)

## Business and Economic Sciences

**SOUTH CAMPUS**  
**BCom**  
 General; General Accounting; Accounting; Industrial Psychology and Human Resource Management; Computer Science and Information Systems; Information Systems and Accounting; Information Systems and Auditing; Information Systems and Business Management; Marketing Management; Hospitality Management; Economics & Statistics; Financial Planning; Logistics and Transport Economics

**BCom in Accounting Science**  
 (Accounting and Business Management / Economics)  
 (Accounting and Law)  
 (Accounting and Computer Science & Information Systems)

**BCom Extended**  
 Financial Planning  
 General: Tourism  
 General: Accounting  
 General: Economics  
 General: Business Management

**BA Human Resource Management**

**BA Development Studies**

**HCert (Accountancy)**  
**HCert (Business Studies)**

**SECOND AVENUE CAMPUS**  
 Dip Accountancy  
 Dip Economics  
 Dip Financial Information Systems  
 Dip Human Resources Management  
 Dip Human Resources Management Extended Programme  
 Dip Inventory & Stores Management  
 Dip Logistics  
 Dip Management  
 Dip Marketing  
 Dip Tourism Management

**Extended Programmes for the following qualifications**  
 Dip: Economics  
 Dip: Logistics  
 Dip: Management  
 Dip: Marketing  
 Dip: Tourism Management

**GEORGE CAMPUS**  
 Higher Cert: Business Studies  
 Dip Management Practice  
 Dip Marketing Management  
 Dip Tourism Management\*  
 Advanced Dip Business Studies\*\*



## Engineering, the Built Environment and Technology

### **NORTH CAMPUS**

#### **School of Engineering**

BEng (Mechatronics)  
BEngTech (Electrical Engineering)  
HCert (Mechatronic Engineering)  
BEngTech (Mechanical Engineering)  
BEngTech (Marine)  
Dip (Operations Management)  
BEngTech (Industrial Engineering)  
BEngTech (Civil Engineering)

#### **School of Civil Engineering and the Built Environment**

Dip (Building)  
B (Human Settlement Development)  
BSc (Construction Economics & Construction Studies)

#### **School of Information Technology**

HCert IT (User Support Services)  
Dip (Information Tech: Support Services)  
Dip (Information Tech: Software Development)  
Dip (Information Tech: Communication Networks)  
B (Information Technology)

#### **School of Architecture**

BAS (Architecture)  
Dip Architectural Technology  
Dip Interior Design

### **GEORGE CAMPUS**

Higher Certificate IT (User Support Services)

## Health Sciences

### **SOUTH CAMPUS**

#### **Human Movement Science**

BHMS (Human Movement Science)  
BHSc

#### **Biokinetics**

Human Movement Science  
Dip Sport Management

#### **Dietetics**

BSc Dietetics

#### **Pharmacy**

BPharm; Higher Certificate in Pharmacy Support; Advanced Certificate in Pharmacy Technical Support

#### **Psychology**

BA (Psych)

#### **Social Development Professions**

Bachelor Social Work

### **NORTH CAMPUS**

#### **Nursing Science**

Bachelor of Nursing Science  
Extended Programme:  
Bachelor of Nursing Science

#### **Medical Laboratory Sciences**

Bachelor of Health Science:  
Medical Laboratory Science

#### **Environmental Health**

Dip Environmental Health (Phasing out)  
Bachelor of Environmental Health

### **OCEAN SCIENCES CAMPUS**

#### **Emergency Medical Care**

BEMC

#### **Radiography**

Dip Radiography (Phasing out)  
Bachelor of Radiography in Diagnostics

## Law

### **SOUTH CAMPUS**

BCom Law  
LLB  
BA LAW  
LLB Extended programme  
Dip: Law Enforcement

### **MISSIONVALE CAMPUS**

Higher Certificate Criminal Justice

## Science

### **SOUTH CAMPUS**

BSc (General)  
BScIS (Computer Science & Information Systems)  
BSc (Human Movement Science and Biochemistry)  
BSc Extended Programmes

### **NORTH CAMPUS**

Dip Analytical Chemistry  
Dip Polymer Technology  
Dip Agricultural Management  
Dip Game Ranch Management  
Dip Chemical Process Technology  
Advanced Dip Analytical Chemistry  
Advanced Dip Agricultural Management  
Advanced Dip Game Ranch Management

### **GEORGE CAMPUS**

Higher Certificate Veldfire Management  
Dip Agricultural Management Dip Forestry  
Dip Game Ranch Management  
Dip Nature Conservation  
Dip Wood Technology  
Advanced Dip Agricultural Management  
Advanced Dip Forestry  
Advanced Dip Game Ranch Management  
Advanced Dip Wood Technology

Plus further study options for degree studies after completing a diploma programme.

# What we can do for you

## Accommodation

### On-campus accommodation

You have chosen to live in well-resourced, professionally staffed, homely accommodation located on a premier site next to the sea. Here you will meet students from a variety of backgrounds and where you will be challenged intellectually, culturally and in the sports arena. Expect to learn a variety of new and exciting skills which will enhance your personal development. Our university residences are a haven for hardworking, diligent, creative and progressive young people. For any queries concerning fees, catering and other concerns, please contact the Residence Admissions and Placements office or visit our website for more exciting and current updated information.

STUDENT HOUSING		
Central Admissions Office	For All Residence Enquiries & Applications	041 504 1415/16 041 504 3690
Campus	Name of residence	Contact numbers
South	Claude Qavane (Xanadu) (first-year males) Solomon Mahlangu (Unitas) (senior males) Sarah Baartman (Melodi) (first-year females) Lilian Ngoyi (Veritas) (senior females)	Manager: 041 504 4547 041 504 2405 041 504 2402 041 504 2485
	Renaissance Postgraduate Student Village (mixed gender)	Manager: 041 504 3941
North	Charlotte Maxeke (Lebombo) (Junior females) Hector Pieterse (Letaba) (Junior males)	Manager: 041 504 9107 Manager: 041 504 3049
	Sanlam Student Village Sanlam Student Village Indwe (Senior females) Ikamva (Senior males) Sol Plaatje (Protea) (mixed gender)	Manager: 041 504 4506 Manager: 041 504 4746 Manager: 041 504 3572
Second Avenue	Yolanda Guma (Oceana) (separate housing for males & females)	Manager: 041 504 3839
George	Residence Halls	Manager: 044 801 5034
	Residential Houses	Manager: 044 801 6136

Call the relevant Manager for general enquiries or visit our website: [mandela.ac.za/studenthousing](http://mandela.ac.za/studenthousing)

### Off-campus accommodation

Students requiring off-campus accommodation may call:		
Campus	Contact person	Contact numbers
Port Elizabeth	E-mail: offcampus.accommodation@mandela.ac.za	Tel: 041 504 4735/6 Fax: 041 504 9661 082 416 3673 (emergencies)

## Arts, Culture and Heritage Department

**South Campus:** 041 504 2508

**George Campus:** 044 801 5098

Arts and Culture is a vibrant unit that makes a substantial contribution to the enhancement of your university experience, contributing to your holistic development and enrichment of campus life. The department provides you with the opportunity to express your talents by joining a wide range of interactive, cultural and active societies. These societies are diverse and include performing arts, dancing, music, drama and choirs.

## Campus Health Service

**South Campus:** 041 504 2174

**North Campus:** 041 504 1149

**Missionvale Campus:** 041 504 1373

**Second Avenue Campus:** 041 504 3762

Medical assistance is available on your campus. When you are not feeling well or are in need of information about any health-related issue, visit Campus Health Services. A comprehensive primary health care service is available on every campus. Various free services are available e.g. HIV testing and treatment, contraceptives, etc. All services are provided by registered health care professionals. Please phone the numbers above to make an appointment to consult with us.

## Teaching Excellence

Our vision is

- To align with your success story.
- To challenge you, the student, to develop your academic strategies and behaviours in order to become confident, independent and successful graduates.
- To create learning communities that will connect and help you grow further in your success journey.
- To support you through different training programmes such as Supplemental Instruction(SI), First Year Success Buddy, mentoring and tutoring, and providing continuous support through our Keys to success programme.

Your story matters! Contact us: Ronelle Plaatjes  
North Campus, R-Block, Room 110,  
Ronelle.Plaatjes@mandela.ac.za 041 504 9055

## Co-Curricular Record

While in university, it is important to not only achieve your goals related to your academics, but also to develop yourself in ways that will help you be a potential employee that employers want to hire. You are encouraged to develop yourself in 16 key areas believed to be traits attractive to employers, both locally and globally. These learning outcomes include:

Whether it be through campus leadership positions like First Year Success Buddies, BtC and Res Mentors or involvement in experiences like societies or community involvement sites, co-curricular activities provide you opportunities in which you can develop these key skills. Additionally, you can receive formal recognition for the learning achieved through these out-of-the classroom activities with the Co-Curricular Record (CCR). The CCR serves as a companion to your Academic Record and formally acknowledges your participation in approved co-curricular activities, including the learning outcomes achieved through participation. It is never too early to start developing yourself for your future career. For more information on the CCR, please contact Kim Elliott at [kelliott@mandela.ac.za](mailto:kelliott@mandela.ac.za)

## Contact Centre - 041 504 1111

[info@mandela.ac.za](mailto:info@mandela.ac.za) | [mandela.ac.za](http://mandela.ac.za)

This one-stop information hub will handle enquiries on study programmes for prospective and current students, support admissions processes, registration support, student account enquiries, information on exam rules; venues and dates and time, graduation support, student orientation, student records and general university and faculty support in directing enquiries to the correct department or employee.





## Financial Aid

The Financial Aid Office is there to assist students financially. Not all students qualify for assistance and financial aid is granted on the basis of certain financial and academic criteria. If you would like to apply for financial aid, please visit one of the following offices:

### FINANCIAL AID OFFICES

Campus	Office	Telephone
North	New Admin Building	041 504 3096
Missionvale	Building G38	041 504 1242
George	Finance Office	044 801 5098/5563

### Do you know about our Scholar Merit scheme?

Scholar merit is an automatic award. It is based on your final Matric or National Senior Certificate results and is calculated according to a point system. For enquiries please phone the Financial Aid offices or visit our university website (mandela.ac.za) for further information pertaining to bursaries & our student merit awards.

### Questions about your student fees or account?

If you are not sure about the financial status of your student account, please visit the Student Fees Accounts department. Make sure you have checked the due dates for payment of accounts and cancellation of modules.

### How does not paying your account affect you?

- You may not be allowed to re-register
- Your exam results / diploma / degree may be withheld
- Your account may be referred to external debt collectors with costs
- You may be evicted from residence.

### Financial planning

Ensure that you have sufficient money on arrival as your bursary might not cover certain expenses such as food, transport and rent. You must have cash for services like printing and photocopying throughout the year. Please read all documentation sent to you by the Financial Aid office. If you are unsure about anything, please contact them. It is important to come prepared.

## Graduate Placement and Co-operative Education

The following offices operate on the South and North campuses to assist with the placement of students for:

- Permanent employment (for graduates)
- Experiential learning
- Service learning
- Internships and learnerships
- Internal student assistant positions
- Ad Hoc placements

Offices	Contact person
South Campus Ground Floor. Main Building, Graduate and Student Placement	041 - 504 2951
North Campus – R block, room 12, Co-operative Education and Service Learning	041 - 504 3540



<http://gradstud.mandela.ac.za/>



@ Nelson Mandela University Graduate and Student Placement



@ Nelson Mandela University Graduate and Student Placement



@ Nelson Mandela University Graduate and Student Placement

## HIV/AIDS Unit

### South Campus

**Director:** Dr Rosemary Chimbala Kalenga 041 504 2344

**Admin assistant:** Anri van der Merwe 041 504 2876

The unit strives to be recognised for its leadership role in driving a sustainable comprehensive response to mitigate the health, and socio-economic impact of HIV & Aids on students, staff and the broader community through governance, teaching and learning, research, community engagement and service provision.

Programmes developed, supported or facilitated by the unit are informed by evidence-based research and have a comprehensive approach encompassing the domains of prevention, treatment, care and support.

Local and international students are encouraged to enquire about and become involved in the various research projects that the unit undertakes.





## Library and Information Services

**South Campus:** 041 504 2281

**North Campus:** 041 504 3410

**George Campus:** 044 801 5004

**Second Avenue Campus:** 041 504 3851

**Missionvale Campus:** 041 504 1269

**Business School:** 041 504 2044

Nelson Mandela University has six libraries, five of which are situated on the Port Elizabeth campuses, and one on the George campus.

All registered students and staff at Mandela are entitled to free membership of the Library and Information Services (LIS). Students must present their student cards annually at the Circulation Desk to register as library users.

### Registered library users have access to the following services at all libraries:

- Short loan collection of books, articles and class notes that are in high demand
- Study collection with multiple copies of prescribed textbooks
- Inter-branch loans of library material between the different campus libraries
- Interlibrary Loans (This service is only available to registered masters and doctoral students and staff)
- Computer work stations for accessing Online Library Catalogue, full-text electronic databases and online journals
- Assistance with and training in finding information for assignments and research
- Self-service photocopiers/printers and areas for reading, studying, group discussion, viewing and listening

A range of Library and Information Services Guides, Posters and the Library Website ([library.mandela.ac.za](http://library.mandela.ac.za)) provide further information about services, facilities and information resources.

## Office for International Education

### South Campus

Tel: 041 504 2161

Building 87, South Campus

[international@mandela.ac.za](mailto:international@mandela.ac.za)

[international.mandela.ac.za](http://international.mandela.ac.za)

Nelson Mandela University is home to more than 1500 international students from over 60 countries around the world. The majority of international students are from the African continent.

Nelson Mandela University's Office for International Education (OIE) is on South Campus. Its main objectives are to comprehensively internationalise the university and to bring the benefits of internationalisation to local students and the local community by establishing mutually beneficial partnerships with like-minded universities across the globe.

One of the strategic imperatives of the OIE is to increase the international footprint of the university, with an emphasis on African engagement but also the expansion of our student recruitment initiatives and partnerships across the globe. All this is done to build global links for our university, add to Nelson Mandela University's diversity and provide both our local and international students with opportunities to extend their academic, research and social networks.

The OIE assists international students and visitors during their time at Nelson Mandela University. Main services offered by the OIE include:

- International student admissions
- Documentation for visas and visa renewal
- International student orientation
- International student finance
- Liaison with faculty, residences and departments on behalf of international students
- Assistance with academic and wellness support
- Intercultural functions, engagement and excursions
- Community engagement

### Study abroad opportunities for South African students

The OIE provides study abroad opportunities to South African second- to final year students registered at Nelson Mandela University. Opportunities are provided to students to enrol for one semester abroad at a partner university. For more information contact [international@mandela.ac.za](mailto:international@mandela.ac.za) or visit the Office for International Education.

## Peer Helping

Peer helping is based on the well-researched fact that students often seek out their friends when they experience concerns, frustrations, or when they have to make decisions. The Peer Help Programme equips carefully selected and trained students to further develop and refine their natural helping skills. Peer Helpers get trained and supervised to provide listening, understanding and support to fellow students (their peers) – and to refer them to available resources. They are also provided with opportunities to organise and implement a range of psycho-educational initiatives in decision-making on matters such as life-style enhancement, career development and employability, as well as learning and academic skills. The ultimate aim of Peer Helping is to assist students in creating beneficial living and learning environments, making their university life as meaningful and enjoyable as it is meant to be!

As a first year student you can benefit from the support provided by Peer Helpers, enquire from the following offices:

**Missionvale Campus:** 041 504 1106

**North Campus:** 041 504 3222

**South Campus:** 041 504 2511

**Second Avenue Campus:** 041 504 3854

## Sport

### *"Success in Sport, Success in Academics, Success in Life"*

While the primary function of Nelson Mandela University is academic, the value of the holistic development of students and establishing of a culture of participation and competition is central to the institution's focus on the well-being of students.

Madibaz Sport offers a wide variety of competitive and recreational sport programmes for students and staff, as well as for the wider university community. These provide opportunities to participate in sport and recreation ranging from informal and social games for fun and enjoyment, to highly competitive leagues where skills are tested against the best in the province and country. In addition, through the various high performance programmes coordinated by the Madibaz High Performance Complex, Nelson Mandela University plays a major role in the process of developing elite and potentially elite players.

Madibaz Sport provides club members with excellent sport facilities, scientifically-based coaching programmes and organisational and administrative support.

**For an application form or more information contact the Madibaz Sport (formerly the Sport Bureau) at:**

Port Elizabeth: 041- 504 2165 or George: 044 – 801 1511

## Emthonjeni - Fountain of Student Wellness

**George Campus:** 044 801 5051 / 801 5168 / 801 5047

**South Campus:** 041 504 2511

**North Campus:** 041 504 3222

**Second Avenue Campus:** 041 504 3854

**Missionvale Campus:** 041 504 1106

### **Who are we?**

We are professionally qualified and experienced Student Counsellors who are registered psychologists and educators. Our team also includes supervised national and international graduate interns-in-training. A team of Peer Helpers (students trained in communication and helping skills) is also available to support you.

### **We offer you:**

- A free, private, confidential, individual professional counselling service
- Numerous group programmes presented in collaboration with your lecturers, other staff and Peer Helpers and packaged in relation to: academic issues, career choice and planning, wellness and personal, social and emotional concerns
- An Orientation Programme for new students
- A variety of self-help pamphlets, web-based materials and DVDs on most of the topics mentioned above.

## Student Governance and Development

**North Campus:** 041 504 3229

**South Campus:** 041 504 3351

**Second Avenue Campus:** 041 504 3894

**Missionvale Campus:** 041 504 1235

**George Campus:** 044 801 5029

This department contributes towards the holistic development of students. Its core functions are the training and development of student leadership, the coordination of student life and events and supporting student governance structures such as the Student Representative Council (SRC). All students are invited to join a society of choice; the 76 societies are categorised as academic, religious, developmental, social responsibility and political.

## BtC – Beyond the Classroom Leadership Development

BtC – Beyond the Classroom Leadership Development (SGD) believes that all students, (not just those who hold formal leadership positions) are potential leaders.

This unit offers workshops that assist in the development of creative, independent, community-minded students who will contribute towards a positive living and learning community and assist in the creation of a vibrant student life and experience at the university. Join the Beyond the Classroom (BtC) Leadership programme which starts early in March. Contact Deidre.Potgieter@mandela.ac.za for further details.

Annual Nelson Mandela Convention- SGD as part of its agenda embraces youth development from the NYP framework point of view and therefore, the initiative is a reflection of annual gathering of young people in youth development spaces and Higher Education spaces to engage on key pillars that contribute to youth development index. The purpose of the initiative is to open dialogue among youth and ensure policy initiatives and programs that reflect co-ordinated strategy for empowerment of youth in general. For more information on it please contact Mr Bernard Sebake on (041) 504 3351, email Bernard.Sebake@mandela.ac.za

Student Entrepreneurship initiatives: SGD leads a practical solution that engenders Nelson Mandela University students to embrace entrepreneurial ethos through practical evidence, which happens through series of seminars, symposiums throughout the year and provision of students with business opportunities both on and off campus through other agencies represent the radical shift to deliver graduates with practical understanding of the socio-economic challenges in the society and add value. For more information on this initiative contact Mrs Karen Snyman on (041) 504 3561, email Karen.Snyman@mandela.ac.za

## Students with disabilities

**South Campus:** 041 504 2313

**E-mail:** disability@mandela.ac.za

Embizweni, ground floor, office number 57

Nelson Mandela University would like to ensure that students with disabilities do not experience unfair discrimination due to their particular challenges. This unit strives to ensure that reasonable accommodation, reasonable adjustment concerning accessibility, examinations and other academic concessions are made to meet your needs. Services currently available include portable devices for recording of study materials and enhancing quality of hearing devices, on-loan wheelchairs for hard-to-negotiate areas, special work areas in the libraries and general computer laboratories equipped with magnification and scanning software, and a wheelchair-friendly vehicle to assist with specific transportation needs.

As every case needs to be individually assessed, please register your special needs with the university's Universal Accessibility & Disability Services as soon as possible, preferably the year prior to registration and application. At your first appointment you will need to provide medical documentation from an appropriate professional. The goal of the consultations between students and the Universal Accessibility & Disability Services is to identify the impact of disability on the student and to maximise opportunities for independent participation.

### We offer:

- Confidential, professional individual consultation sessions
- Workshop and information sessions for students
- A link to support organisations and networks relevant to your disability
- Training on assistive devices and software

Familiarise yourself with the university's Policy on Persons living with Disability, copies of which are available at this unit or on the Portal. Bursaries for students with disabilities are available on an annual basis, upon application through the Financial Aid Office.

## Supplemental Instruction

**All faculties and George campus:**

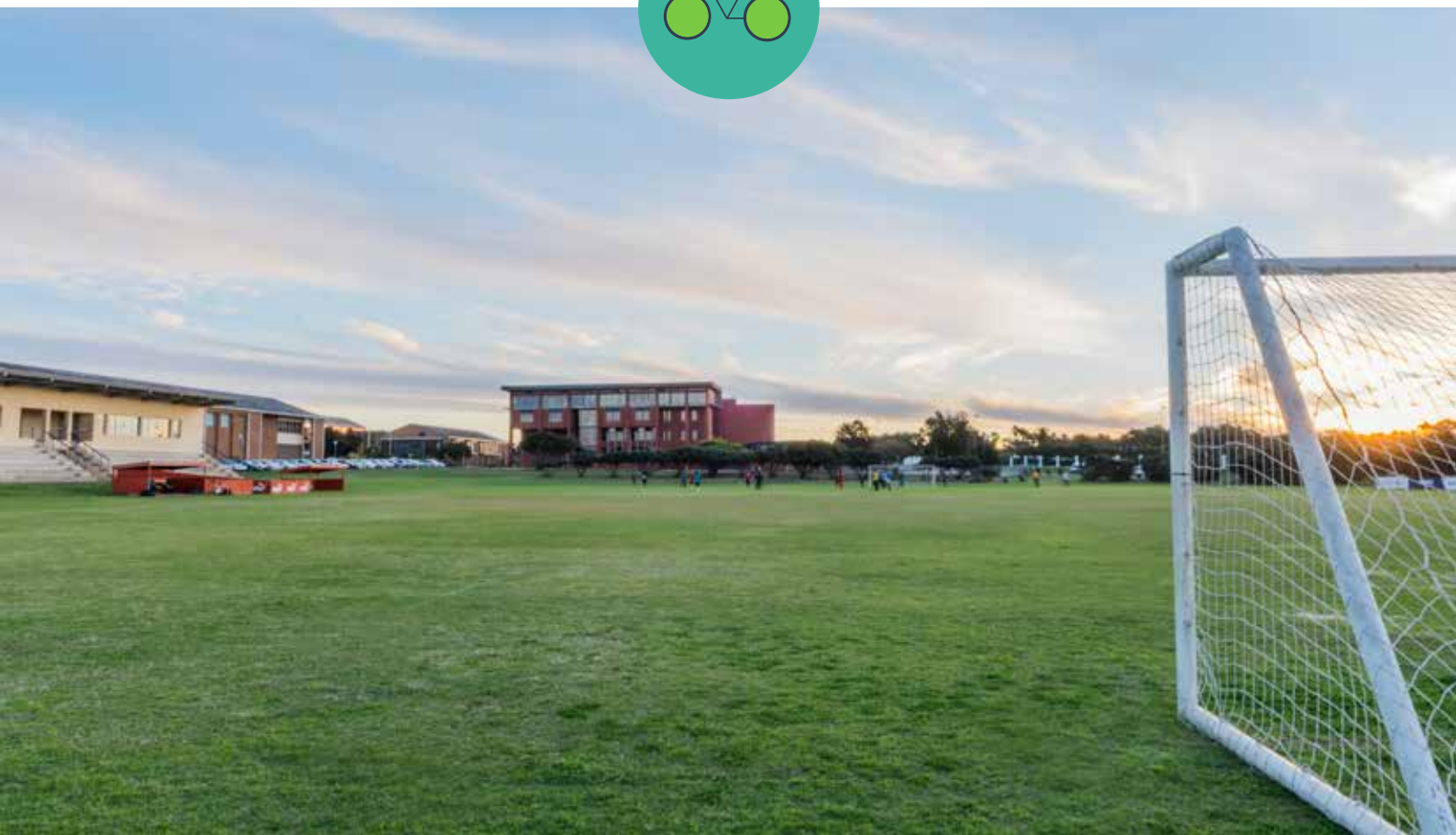
Liesl Smith: 041 504 2118

### What is SI?

SI is a student academic assistance programme that increases student performance and retention. The SI facilitators are senior students themselves, who have successfully completed the course concerned. They offer regular, out-of-class, peer-facilitated sessions after attending the lectures. The programme is offered to all students in the selected courses, predominantly at first-year level.

### Where is it offered?

SI is currently only available in selected courses at the South, North, Second Ave, Missionvale and George campuses. Departmental notice boards and lecture announcements will tell you where to find your sessions. You can also find out more from 10 -0115/17 (M&P Building), South Campus.







## The University Shop corporate gift and clothing store

### **Sanlam Student Village (Main Store):**

shop@mandela.ac.za or 041 504 4371

Mon - Fri 09:00 - 15:30

### **Missionvale Student Centre:**

shopmv@mandela.ac.za or 041 - 504 1369

Tue - Thur 11:00 - 13:00

The University Shop is a project of the Alumni Association and was established as a brand development tool. By wearing Nelson Mandela University branded items, students, staff, alumni and friends can show their affinity and support for the institutional brand. You can visit the

one-stop shop for all university branded clothing, bags, folders and stationery. The best sellers include hoodies, backpacks, caps, golf and t-shirts and pens.

Consultants in the Writing Centres work with your lecturers on the teaching and learning of the different kinds of writing as well the audience, purpose, structure and style of each.

Once they have agreed a writing development strategy with your lecturer, you can phone or email them for an appointment or can email your draft writing to them for advice and feedback.

To email your draft to them, go to your Student Portal and click on their logo to get to the website. At the bottom of the first page, click 'Fill in the registration form' and, after completing the form, upload your draft (with your lecturer's instructions).

Writing Centres do not offer an editing service. If you need an editor, there is a list of editors (with details of how much they charge) on our website.

## Writing Centres

**South Campus:** Room 12, Building 10, Lower Ground Floor: 041 504 2686. Linda.Mostert@mandela.ac.za

Room 14, Building 10, Lower Ground Floor: 041 504 2927.

Writing respondents

**Second Avenue Campus:** Room 015, Building 410: 041 504 3773. Gino.Fransman@mandela.ac.za

**George Campus:** Room 003, Mopani Building, Saasveld Road: 044 801 5105.

Shann.Kieswetter@mandela.ac.za

**Missionvale Campus:** Room 0108, Building 512, 0415041275. Andile.Mhlahlo@mandela.ac.za



# Sexual Harassment

Nelson Mandela University is committed to provide a safe environment with mutual respect and free from all forms of discrimination and harassment, including sexual harassment. Sexual harassment means any unwanted or unwelcome, implicit and/or explicit sexual advances (non-verbal, verbal, physical, etc.) which are offensive and distressing to a person. The university's Sexual Harassment Policy outlines the procedures to deal with sexual harassment complaints by staff and students in a fair and sensitive manner, ensuring that it stays confidential. Anyone who experiences sexual harassment is encouraged to express his or her complaint without fear of prejudice.

## Where to go for help:

### The Campus Health Service on your campus:

South 041 504 2174  
North 041 504 1149  
Second Ave 041 504 3762  
Missionvale 041 504 1374  
George 044 801 5062  
Vuyo Ngcofe, GBV case coordinator, \*51842  
Vuyo Ndita, GBV counsellor, \*51742

[tme.mandela.ac.za/sexual-harassment](https://tme.mandela.ac.za/sexual-harassment)  
E [harassment@mandela.ac.za](mailto:harassment@mandela.ac.za)

# Gender-Based Violence

Gender-Based violence encompasses the spectrum of abuse directed at individuals and groups based on their specific gender role in society. It is experienced disproportionately by women and is perpetrated predominantly by men. Women and girls are the most at risk and most affected by gender-based violence. However, boys and men can also experience gender-based violence, as can sexual and gender minorities. Regardless of the target, gender-based violence is characterised by the use and abuse of physical, emotional, psychological and/or economic power and control. It is well documented that the consumption of substances (e.g. alcohol, drugs) can diminish self-control and exacerbate aggression, and act as catalysts for acts of gender-based violence. Gender-based violence on campus manifests in the following ways:

- Grading or rating of appearance by verbal comment, or wolf whistling, or other noises;
- Stalking and repeated, unwanted requests for dates;
- Derogatory comments, including in relation to people's gender non-conformity;
- Rape; Sexual assault;
- Physical assaults by intimate partners, or against individuals perceived as gender non-conforming;
- Requests/demands for sex in exchange for improved marks, accommodation in residences, or other needs and benefits;
- Spying, or intruding upon women in residences while bathing or dressing;
- Streaking and flashing;
- In abusive relationships, preventing, or interfering with, a partner's studies, including withholding fees; and
- Murder by an intimate partner.

**Break the silence!! No means No!!**

**#IAmAmanda**

**MEMEZA!**

yellow whistle campaign





# First Year Success@Mandela Programme

It is important to remember that your academic year starts with the First Year Success@Mandela programme. Attendance is compulsory. This programme is much more than showing you where the toilets are! Indeed, it is not just that thing where they show you where everything is! It is much more than that. First Year Success is about helping you to make a successful transition from school to university. It is about helping you to bridge this ever-widening gap and to adjust with far greater ease to the huge demands of higher education. Studies have shown that first-year students who attend orientation are more likely to succeed than those who don't. The First Year Success@Mandela programme is designed to give you a kick-start to your university career.

The programme will kick off with First Year Success Programme from **Wednesday, 22 January 2020 to Saturday, 01 February 2020**. Registrations starts **29 January 2020 and ends 31 January 2020**. Lectures commence on **Monday, 3 February 2020** but do remember that the First Year Success@Mandela Programme is the actual start of the academic year for you.

On the first day of your First Year Success@Mandela programme, you will be placed in a small First Year Success group with a First Year Success Buddy who does the same course as you and who will take you through a specially designed programme of adjustment to university – have fun! Your buddy will also support you throughout your first year.

An overview of the First Year Success programme appears at the beginning of this guide. The detailed schedule of the First Year Success programme for your course will be given to you at Registration. Failure to arrive timeously may prevent you from gaining the maximum benefit of the programme, in terms of preparing you for your studies.

The following section provides a summary of **all events offered** in the First Year Success programme. Please note that **academic events** are **compulsory** for all students to attend. The wellness, career, social and cultural events provide an ideal opportunity to meet fellow students, make friends and find out more about university life and are therefore highly recommended. We trust that you will make full use of these important opportunities.



## Academic events (all compulsory)

- Welcoming Ceremony
- Faculty Meet & Greet
- How2@Mandela: Thrive: Buddy Programme (2 days)
- How2@Mandela: Lecturer Connect
- How2@Mandela: Student–Staff Fun Event
- How2@Mandela: Maths Refresher  
(for all BSc and BEng Mechatronics students)
- How2@Mandela: More Academic Sessions  
(Find these on Orientation website):
  - \* Note taking
  - \* Introduction to referencing & plagiarism
  - \* How to get the most out of lectures
  - \* Lecture etiquette



## Social, cultural and sports events

- Byways to Highways
- First-year concert (*show off your talents!*)
- Campus Life Festival:
- Residences' formations
- Sports programme
- First-year social

## Wellness events

- AccessAbility (*covered in Buddy programme*)
- Rock 'n Roll and Bulges





# About the programme

## Academic events

### WELCOMING CEREMONY

On this day, new students and their parents are welcomed by the Vice-Chancellor (VC). The VC is the Principal or Chief Executive Officer of the university. Please take note of the campus and venue where your faculty will meet, firstly for the Welcoming Ceremony, and secondly, for the Faculty Meet & Greet that follows, where refreshments will be served.

### FACULTY MEET AND GREET

After the VC's welcoming address and refreshments, students and parents move off to the Faculty Meet & Greet. Carefully check in which venue your faculty will meet. Here you'll be welcomed by the Dean of the faculty and be given an opportunity to meet your lecturers, who will provide you with information about your programme (course of study).

Parents are encouraged to attend these events since they offer great insight in terms of academic expectations and, in particular, registration.

NB: EACH STUDENT ENROLS IN A SPECIFIC FACULTY. YOU NEED TO CHECK IN WHICH FACULTY YOUR PROGRAMME (COURSE OF STUDY) FALLS.

### FIRST YEAR SUCCESS@MANDELA:LECTURER CONNECT

Here you will be addressed by the Head of Department or School (or Head of Academic Programme) in which you will be studying (faculties are divided into various schools or departments). You will also be addressed by your lecturers and be informed about the textbooks required, what the course entails, course requirements, career options available, and so on.

### FIRST YEAR SUCCESS@MANDELA:BUDDY PROGRAMME

On the day of your First Year Success@Mandela Thrive programme, you'll be divided into small groups of first-year students doing the same course. Your group will be led by a senior student called your How2 Buddy. Your Buddy will take you through a programme of academic orientation organised by the orientation staff at Student Counselling. You will learn how2 make a success of your stay at Nelson Mandela University by finding out about:

- Adjusting successfully to the demands of university life
- Resources to help with you with finances, career decisions and health, and workshops to help you



*Your First Year Success Buddy will "buddy" you for the first term, helping you to make a smooth transition to university.*

with study skills, managing your workload, etc.

- University terminology (all those acronyms!)
- Your new campus - you will be given a tour of the campus to orientate yourself so you don't miss your first lecture!
- Using the library - this is a must for academic success
- How to log onto your e-mail, using the student portal and finding your notes online
- Your timetable
- Challenges you may face in this course and how to overcome them

Your First Year Success Buddy will "buddy" you for the first term, helping you to make a smooth transition to university. You will meet informally once every fortnight over lunch or coffee to chat about your concerns and challenges. Your First Year Success Buddy will also be available to you via e-mail, Facebook, or Whatsapp to find out how you are doing, and to support you in any way.

### **FIRST YEAR SUCCESS@MANDELA: STUDENT - STAFF FUN EVENT**

At this event you will have some fun with your lecturers and get to know them better, so that you will find it not such a daunting task to consult with them about your studies. It will also help you develop a sense of belonging. For most faculties this will follow immediately after your Connect with your Lecturers meeting (check your timetable for when this event will take place).

### **FIRST YEAR SUCCESS@MANDELA: MATHS REFRESHER**

(for all BSc and BSc Mechatronics students only)

Given the challenges of the new school curriculum, the Maths Refresher will provide you with a good start to the Maths module in these courses, refreshing Matric Maths and bridging the gap between high school Maths and first-year university Maths.

challenges that students with disabilities/special needs may encounter. Please register your disability/special needs request with this Unit, as early as possible, during the year prior to application so that we can assist you. Please familiarise yourself with Nelson Mandela University's Policy on Disability, which is available from the Universal Accessibility & Disability Services (UADS) website <http://disability.mandela.ac.za/Home>. Services offered to students include:

- Co-ordination of placement into adapted on-campus student housing
- Volunteer Buddies
- Provision of adapted transport (available in and around campus)
- Facilitation of assistive technology and portable devices
- Facilitation of the NSFAS Disability bursary
- Facilitation of links with relevant support organizations.

## **Wellness events**

### **ROCK 'N ROLL AND BULGES**

Sounds interesting? You bet! Come and hear some more...

### **DIFFERENTLY ABLE STUDENTS / SPECIAL NEEDS**

Mandela would like to ensure that you do not experience any unfair discrimination as a result of your disability while you are a student here. We strive to make reasonable adjustments concerning accessibility, examinations and other academic concessions, in order to meet your needs. The Universal Accessibility & Disability Services (UADS) attends to the needs and

### **SOCIAL CONSCIOUSNESS**

The Social Consciousness & Sustainable Futures (SCSF) session seeks to give students a platform to allow them to question ways of thinking, knowing and being. The session will discuss questions related to the social, political, legal, ecological and economic issues of the world. SCSF aims to allow students to better understand their social responsibility, challenging them to use their skills and qualifications to better serve society. The session is presented in a diverse and interactive way. The introductory session will be developed into a module after orientation, for which students would need to sign up to become a part of the programme thereafter.







## Social, cultural and sport events

### CAMPUS LIFE FESTIVAL (later in February)

This festival consists of a series of events: Campus Life concert, a sports programme and the first-year social.

### CAMPUS LIFE CONCERT

*What good is sitting alone in your room? Come hear the music play!*

Most of you are probably too young to know this song by Liza Minnelli. Nevertheless, come and showcase your talent! Can you sing, dance, play a musical instrument, recite poetry or perform magic? The Campus Life concert is a HUGE event. If you are just going to watch, get there early as this event is jam-packed!

### SPORTS PROGRAMME

On the last Saturday in February there is a sports programme for first-year students along with dance formations by the residences at the university Stadium, South Campus. Witness the precision and dramatic displays. Following this, there is usually a rugby match, Nelson Mandela University versus an opposition university. Come and show support for your team! Go Mandela!

### CAMPUS LIFE AFTER-PARTY

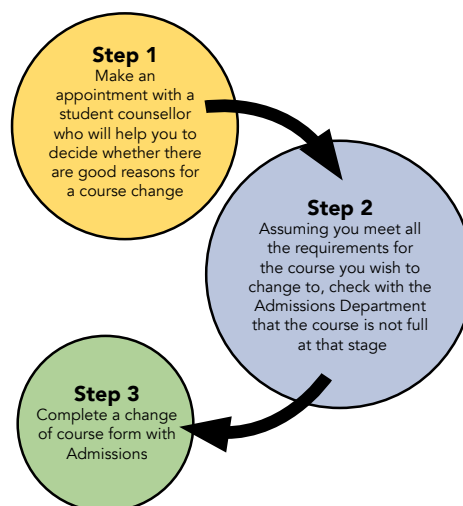
At the end of this day, join the party at the first-year social. Relax and let your hair down. Well, be careful as well ...

## Looking ahead

### HOMESICKNESS & LONELINESS WORKSHOPS

Are you missing Mama's food, your friends, your pet cat and the dog? Seriously, missing home and being lonely when you leave home for the first time is very real and not a good feeling. One misses one's culture and the comforts of home and having one's family and old friends close. You are not alone. So come and join others and let our team help you deal with this. These workshops will be offered later in the term. Enrol at Student Counselling on your campus.

### THINKING OF CHANGING YOUR COURSE?



# Know more about **Computer Modules**

## **PROGRAMMING FUNDAMENTALS (WRA101)**

Lecturer: Prof Jean Greyling (Embizweni Building, room 9 0211)

Textbook: To be confirmed.

First lectures: Monday, 03 February, 14:05;

Thursday, 06 February, 09:05

Practicals: Tuesday or Wednesday, 15:25-16:35

## **COMPUTING FUNDAMENTALS (WRFC101/ WRFV101)**

Lecturer: Marinda Taljaard (Embizweni Building, room 9 0229)

Textbook: To be confirmed

First Lectures: Week of 03 February (four duplicate lectures to choose from)

First Practicals: Week of 10 February

## **SCHEDULING OF LECTURES AND PRACTICALS INTO PERSONAL TIMETABLE**

South Campus students:

Collect scheduling form at first lecture and bring to labs from Wednesday to Friday during first week of lectures to choose lecture and practical sessions and collect study guide.

## **APPLICATION FOR EXEMPTION**

South Campus students:

If you have been successful in prior learning opportunities in Computer Science – Computing and/or Programming Fundamentals – you may apply to write a competency test(s). Submit applications to Dudu Fani (in Embizweni Room 0214 - Tel: +27 41 504 2530) – closing date: Friday, 15 February 2019. There is an administrative cost involved and an exemption fee. Please note that you must still register for the module(s) in the Vodacom Indoor Sports Centre on the required registration date for your degree/diploma.

Missionvale Campus students:

If you have been successful in prior learning opportunities in Computer Science – Computing and/or Programming Fundamentals – you may apply to write a competency test(s). Submit applications to Dudu Fani (in Embizweni Room 0214 - Tel: +27 41 504 2530) – closing date: Friday, 15 February 2019. There is an administrative cost involved and an exemption fee. Note that you must still register for the module(s) in the Vodacom Sports Centre on the required registration date for your degree/diploma







# Get the most out of Studying

## Avoid distractions

Before you start studying, find a quiet space where you won't be disturbed



## Use study groups effectively

Groups help make new concepts easy to understand, assist in completing assignments quickly and the students help teach each other



## Review notes and class material regularly

Successful students review what they've learned regularly in the effort of making new concepts easier to understand. After making notes, keep your work organised—have a system.



## No two people learn the same way

We all learn differently and over time you will find study techniques and strategies that suit you.

## Avoid procrastinating

Procrastination leads to rushing and rushing is the number one reason for mistakes.



## Set specific goals

Setting study goals to work towards will give the study session a sense of direction and ultimately make the session more productive



## Plan when to study

Successful students schedule specific times throughout the week for studying - and they stick to it! **Keep your eye on assignment and test dates**



## Don't cram

It is important to remember that if you want to be successful, you should avoid cram sessions but have short, regular study sessions



## Pre-read the material before lectures

This is the first step in studying. It helps you familiarise yourself with terms used in class and helps you gain a basic understanding of the topic. It helps you follow the lecture more easily.







# STUDENT FRIENDLY GUIDE TO STUDENT DISCIPLINARY CODE

## A STUDENT SHALL BE GUILTY OF MISCONDUCT IF HE/SHE DELIBERATELY OR THROUGH NEGLIGENCE:

- Conducts himself/herself in such a way, which either in fact is or could be prejudicial to the good name of the University, the maintenance of order and discipline at the University, or the proper performance of the work of the University;
- Infringes any rule or policy of the University applicable to students;
- Refuses to submit to the authority of any legitimate decision of the Council, the Senate, or other authoritative body or staff member of the University;
- Encourages a fellow student to commit any act of misconduct;
- Conducts himself/herself in any other respect in an unbecoming, improper or disgraceful way on any of the University campuses or elsewhere as a student of the University;
- Takes into the examination or test room, or has in his/her possession whilst in the room, any books, memoranda, notes, devices, or any paper whatsoever, except such answer books or other books or papers or devices as have been authorised by the invigilator;
- Aids or attempts to aid another candidate or obtains or attempts to obtain aid from another candidate or communicates or attempts to communicate in any way with another candidate during an examination or test;
- Uses University computers or other equipment in an unauthorised or inappropriate manner;
- Commits an act of plagiarism, including the copying of another student's assignment, or copyright infringement;
- Uses, possesses or distributes alcohol on University premises without obtaining the necessary approval from the relevant University authority;
- Uses, possesses or distributes drugs illegally on University premises.

Conviction in a criminal court shall be prima facie proof of misconduct, where applicable.

Please visit below link to peruse the  
policy.

<http://studev.mandela.ac.za/studev/media/Store/documents/SRC/3-203-Discipline.doc>

# Keeping up with your Lecturers

## Go to Class Prepared

*"Always have a plan and believe in it. Nothing happens by accident" - Chuck Knox, NFL Coach*

1. Pre-read ahead of class to help you follow the lecturer and lecture content more easily. This is also the first step in the study process.
2. Use a file/binder to keep notes organised. Pages can be removed for later review and Handouts can be inserted for cross-referencing.
3. Read assigned material and previous class notes. Make notations about material or concepts you don't understand. Look up unfamiliar vocabulary to make understanding easy.

## Improve Your Listening Skills

*"Learn how to listen and you will prosper even from those who talk badly" - Plutarch (A.D. 46-120)*

1. Start by entering the classroom with a positive attitude. Approaching lectures with a positive attitude allows you to be open-minded and enables you get the most out of the information presented.
2. Make a conscious effort to pay attention. Concentrate on concentrating.
3. Switch off your phone at the start of a lecture. Being offline for 40 minutes won't kill you :)
4. Adapt to whatever direction the lecturer takes. Try to stay present even when the lecturer digresses from the main topic. "Zoning out" makes you lose out.

## Take Effective Notes

*"Learn, compare, collect the facts." - Ivan Petrovic Pavlov (1849—1936)*

1. Start each new lecture on a new page. Date and number each page.
2. Write on one side of the paper.
3. Leave blank spaces for comments.
4. Bring highlighters to class. Highlighting notes will help remind you of its importance later.
5. Develop a system of acronyms, abbreviations or symbols that you can use at your own discretion
6. Note all unfamiliar vocabulary
7. Summarise or paraphrase your notes as much as possible.

## Pay Close Attention to Content

*"There is a great difference between knowing a thing and understanding it" - Charles Kettering (1876—1958)*

1. Knowing what and how to write down is sometimes difficult. Rely on details, facts, explanations and don't forget examples that are mentioned. One should also pay attention to information that is repeated by the lecturer or words that have been spelled out or emphasised. Listen to the lecturer's tone of voice for emphasis.

## Review and Edit Your Notes

*"Ideas won't keep; something must be done about them" - Alfred North Whitehead (1861—1947)*

Reviewing your notes is an important part of note-taking and essential to increasing your learning capacity. It is advised, by accomplished academics, to review notes within 24 hours of taking them. Going over your notes regularly will help increase and maintain memory retention.



1

## Schedule

Set aside a schedule . Mark all fixed commitments such as class attendance and tutorials . Add in study time for each day, and then for research , projects and assignments.

2

## Use a Planner

A planner can be an effective and easy way to help you organise your time. Enter your daily lecture timetable. Make use of your diary to plan for the year. Enter main events such as Exams, Assignments, Tests and Sport Fixtures, etc. You will need to plan your time every Week.

3

## Avoid Marathon Study Session

A couple of hours each day will help you to remember more than 8 hours at once. Schedule your study time over 5-6 days instead of packing it into 1-2 days.

4

## Be Flexible with your time

Relax and enjoy the extra time you discovered. Spare some time for recreational and co-curricular activities such as sports, hobbies and interests.

# Tips for Time Management



# My Student Budget Planner

Tips to budgeting the Mandela way

## Step 1 Monthly Income

Family Support	
Student Loans	
Wages	
Savings	
Other	
<b>TOTAL</b>	<b>R</b>

## Step 3 Direct Expenses

Accommodation	
Meals	
Books and Supplies	
Entertainment	
Other	
<b>TOTAL</b>	<b>R</b>

## Step 2 Grants

Bursary	
Scholarship	
NSFAS	
<b>TOTAL</b>	<b>R</b>

## Step 4 Remaining Balance

Monthly Income +	
Grants +	
Direct Expenses	
<b>TOTAL</b>	<b>R</b>

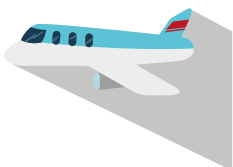
See the link below for the online fee estimation:  
[mandela.ac.za/Academic/Courses-on-offer/Career-study-fields](http://mandela.ac.za/Academic/Courses-on-offer/Career-study-fields)



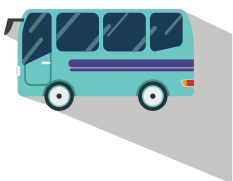




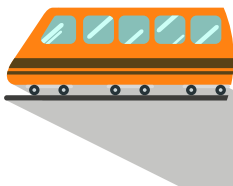
# On the Go Transport



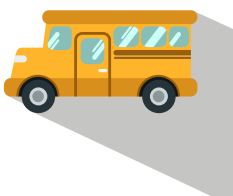
The Port Elizabeth airport is about a ten-minute drive from the University. You can get to the campus by shuttle or cab. Find the numbers for different cab services below.



The main long-distance bus services travelling to Port Elizabeth are Translux, Greyhound, Intercape and City-To-City. They all stop at Greenacres Shopping Centre and the train station in the city centre. You can travel from Greenacres to Nelson Mandela University with a public bus, by cab/UBER or by mini-bus taxi. From the train station, you can take a public bus or mini-bus taxi, which can be found right across the road from the station



The Algoa Bus Service as well as a mini-bus taxi service runs from the Norwich Terminal across the road from the train station. Alternatively, you can take a cab or UBER.



A mini-bus taxi service runs from Greenacres Shopping Centre to the university, between 07:30—18:00. They will transport you to the city centre (Norwich Terminal), where you transfer to a different mini-bus taxi that will take you to the University

## Campus Shuttle Service

The Nelson Mandela University offers a shuttle service which runs through Summerstrand all the way to places like Uitenhage in efforts of making the university more accessible to everyone. Shuttles are available at South, North, Second Avenue and Missionvale campuses and run on a specific timetable.



Parking discs will be handed out during Registration

### Cab Services

Air Taxi: 0822113874; Beach Cab: 0834761079;  
Sisa: 0764260145; Hunter Cabs: 0415855500

### Shuttle

Blunden 0414514803; Van Rensburg Shuttle Services 0415834435 or 0836543242. Alternatively, enquire at the Info Centre at the airport.

### Algoa Bus Service

0414041200 or 0801421444 - Free call for timetable information

# Troubleshooting guide

(With some fun and some serious causes and solutions!)

PROBLEM	POSSIBLE CAUSE	SOLUTION
Nervous about being at varsity	<ul style="list-style-type: none"> <li>· Not sure if I'll make it; not sure what to expect</li> <li>· I'm the first person in my family to come to varsity</li> <li>· Don't know anyone</li> </ul>	<ul style="list-style-type: none"> <li>· Attend First Year Success Programme; find your First Year Success buddy; go to Student Counselling</li> <li>· See above</li> <li>· Join How2 to make friends quickly; add us on Facebook or follow us on Instagram.</li> </ul>
Missed orientation	<ul style="list-style-type: none"> <li>· What's orientation???</li> <li>· Not cool to attend orientation</li> <li>· Got better things to do</li> <li>· Not registered yet</li> <li>· Was busy with Admission or Financial Aid</li> <li>· Did not have bus/taxi fare</li> <li>· I have a part-time job; had to work</li> <li>· No place to stay yet</li> <li>· Couldn't find the orientation venue</li> </ul>	<ul style="list-style-type: none"> <li>· Contact the orientation team; inbox us.</li> <li>· WHAT???!!!</li> <li>· Ja, surfing 101 will help you pass!</li> <li>· Get moving!</li> <li>· Join a group asap</li> <li>· Find out about late orientation</li> <li>· Heard of swapping shifts?</li> <li>· Should've planned ahead?</li> <li>· Ever heard of asking?</li> </ul>
Failed a test, module or exam	<ul style="list-style-type: none"> <li>· What test??? Were we writing today?</li> <li>· Didn't attend most lectures</li> <li>· Turned up at wrong venue</li> <li>· Allocated too little time to study</li> <li>· Didn't understand the work</li> <li>· Didn't have the right notes</li> <li>· Don't have a good study method</li> <li>· Babalas (SA slang for hangover)</li> </ul>	<ul style="list-style-type: none"> <li>· Use your free university diary - write in it!</li> <li>· This is not a correspondence university – attend class</li> <li>· Make sure you know the venue, join the campus tour in How2!</li> <li>· You can't watch ALL the series ALL the time ...</li> <li>· Attend time management workshop - see Keys to Success on Student Portal</li> <li>· Talk to lecturer; Join SI; form study group; talk to mentor or buddy</li> <li>· Its high time you got organized</li> <li>· Attend note-taking workshop</li> <li>· Attend study workshop - see Keys to Success on Student Portal</li> <li>· Zero sucks!</li> </ul>
Missed a test or an exam	<ul style="list-style-type: none"> <li>· Oops! Had the wrong date/time</li> <li>· Sick</li> <li>· Grandma was sick</li> <li>· Test clashed with your hot date</li> <li>· Huh? No teachers to remind me?</li> <li>· My cat went missing</li> </ul>	<ul style="list-style-type: none"> <li>· Double check ahead of time</li> <li>· Provide medical certificate</li> <li>· Sorry, no excuse</li> <li>· Score points with g/friend - but how will that help you pass Chem 101?</li> <li>· You're a big boy now! Use your diary</li> <li>· 0 sucks, hey!</li> </ul>
Missed lectures	<ul style="list-style-type: none"> <li>· Eish, 7:45 is too early!</li> <li>· Not an important subject</li> </ul>	<ul style="list-style-type: none"> <li>· Partying until 03:00 the night before is not an option</li> <li>· Get up earlier</li> <li>· All subjects are important. Attend all classes!</li> </ul>
Feeling homesick	<ul style="list-style-type: none"> <li>· No friends</li> <li>· Different culture</li> <li>· Missing Mama's food</li> <li>· Missing my boyfriend</li> </ul>	<ul style="list-style-type: none"> <li>· Join How2 to make friends quickly</li> <li>· Talk to a student counsellor</li> <li>· Attend Homesickness Workshop</li> <li>· Join a club or society</li> <li>· Attend Diversity Workshop</li> <li>· You'll survive ...</li> <li>· Absence makes the heart grow fonder</li> </ul>
Don't have the finances to pay for the rest of my course	<ul style="list-style-type: none"> <li>· Course fees don't come cheap</li> <li>· Did not make provision long ago</li> <li>· Parents do not have the means</li> </ul>	<ul style="list-style-type: none"> <li>· Pop in at Financial Aid for assistance</li> <li>· Get a loan or bursary, or a part-time job</li> </ul>
Didn't do well in assignment	<ul style="list-style-type: none"> <li>· Wasn't sure what to do</li> <li>· Oops, didn't know I was supposed to reference</li> <li>· Didn't know lecturers subtract marks for late submission</li> <li>· Academic terminology not clear – haaibo, can't lecturers speak plain English?</li> <li>· Lost course outline</li> </ul>	<ul style="list-style-type: none"> <li>· Speak to your lecturer ahead of time</li> <li>· Visit the Writing Centre</li> <li>· Plagiarism is a BIG no, no!</li> <li>· Read referencing rules – see Infowise</li> <li>· Get organized!</li> <li>· Use your free university diary</li> <li>· Talk to other students or SI Leader</li> <li>· Read, read, read ...</li> <li>· Being organised contributes to success</li> </ul>
Don't know what to expect in tests/exams	<ul style="list-style-type: none"> <li>· Didn't attend lectures</li> <li>· Lecturer was vague about test</li> </ul>	<ul style="list-style-type: none"> <li>· Speak to lecturer, buddy, mentor or seniors</li> <li>· Get hold of old question papers (library or intranet)</li> </ul>

PROBLEM	POSSIBLE CAUSE	SOLUTION
Don't understand section of the work	<ul style="list-style-type: none"> <li>· Didn't attend class</li> <li>· Lecturer doesn't explain the work properly</li> </ul>	<ul style="list-style-type: none"> <li>· Life's tough, hey ... attending lectures is your job, old chap.</li> <li>· Consult lecturer &amp; other students</li> <li>· Attend SI</li> <li>· Prep for class - pre &amp; post read</li> </ul>
Don't know where to find notes on the university intranet	<ul style="list-style-type: none"> <li>· Don't know how to use the intranet or the university portal</li> </ul>	<ul style="list-style-type: none"> <li>· Attend How2</li> <li>· Ask lab assistant for help</li> </ul>
Didn't get a DP	<ul style="list-style-type: none"> <li>· What's a DP?</li> <li>· Didn't hand in assignment</li> <li>· Failed class tests</li> <li>· Poor attendance</li> </ul>	<ul style="list-style-type: none"> <li>· Find out sooner rather than later</li> <li>· Yeah, you should have done it!</li> <li>· See you next year bud.</li> <li>· So you didn't know you get marks for attending lectures?</li> </ul>
Excluded from exam (EBEIT)	<ul style="list-style-type: none"> <li>· Received a warning!</li> <li>· Failing your subjects</li> </ul>	<ul style="list-style-type: none"> <li>· See a student counsellor at your campus</li> <li>· Join a study group or attend a study skills workshop</li> </ul>
Poor study skills	<ul style="list-style-type: none"> <li>· Don't know what your learning style is</li> <li>· This is not high school – parrot fashion does not work</li> <li>· Studying the night before is not studying</li> </ul>	<ul style="list-style-type: none"> <li>· Speak to a student counsellor</li> <li>· Attend a study skills workshop</li> </ul>
Not checking your university e-mails	<ul style="list-style-type: none"> <li>· Do we have e-mail?</li> <li>· Not sure how</li> <li>· Using your personal e-mail (gmail etc)</li> </ul>	<ul style="list-style-type: none"> <li>· So now you know ...</li> <li>· Ask your buddy or lab assistant</li> <li>· Failing to check university mail will result in missing out on important information</li> </ul>
Don't know photocopying system	<ul style="list-style-type: none"> <li>· Not familiar with university system</li> </ul>	<ul style="list-style-type: none"> <li>· Ask your How2 buddy</li> </ul>
Not enjoying my course	<ul style="list-style-type: none"> <li>· Don't understand the work or course</li> <li>· It's not what I thought it would be</li> <li>· Not my first choice</li> <li>· Not challenging enough</li> </ul>	<ul style="list-style-type: none"> <li>· See your buddy or SI leader</li> <li>· See a Student Counsellor</li> </ul>
Wrong course choice	<ul style="list-style-type: none"> <li>· A girl I liked was doing the course ...</li> <li>· Because my dad said so</li> <li>· Didn't have enough information</li> <li>· Followed the money instead of my passion</li> </ul>	<ul style="list-style-type: none"> <li>· She's dating your best friend – look where that got you!</li> <li>· Dads can be tough. See a Student Counsellor</li> <li>· See a Student Counsellor</li> <li>· Eish!</li> </ul>
Will I get a job when I graduate?	<ul style="list-style-type: none"> <li>· That depends ...</li> <li>· Poor academic record</li> <li>· Poor planning for after graduation</li> <li>· No work experience</li> </ul>	<ul style="list-style-type: none"> <li>· Develop personal skills beyond the classroom</li> <li>· Develop yourself holistically</li> <li>· Get good general knowledge</li> <li>· Join a club or society; become buddy, mentor or SI leader</li> <li>· Work hard from first year</li> <li>· Develop yourself from first year</li> <li>· Get a part time job; visit Graduate Placement office</li> </ul>





# How to *thrive* in 1<sup>st</sup> year

10 guidelines that you should follow to make the best of your time at varsity:

1 Go to all orientations including the campus tour.

2 Get organised by buying an organiser, a big wall calendar, etc to help you know when assignments are due.

3 Go to class and don't skip the 07:45am lecture. You'll receive vital information about what to expect in tests, changes in due dates, etc

4 Seek a balance between social and academic life

5 Get involved on campus like joining a society and making plenty of friends

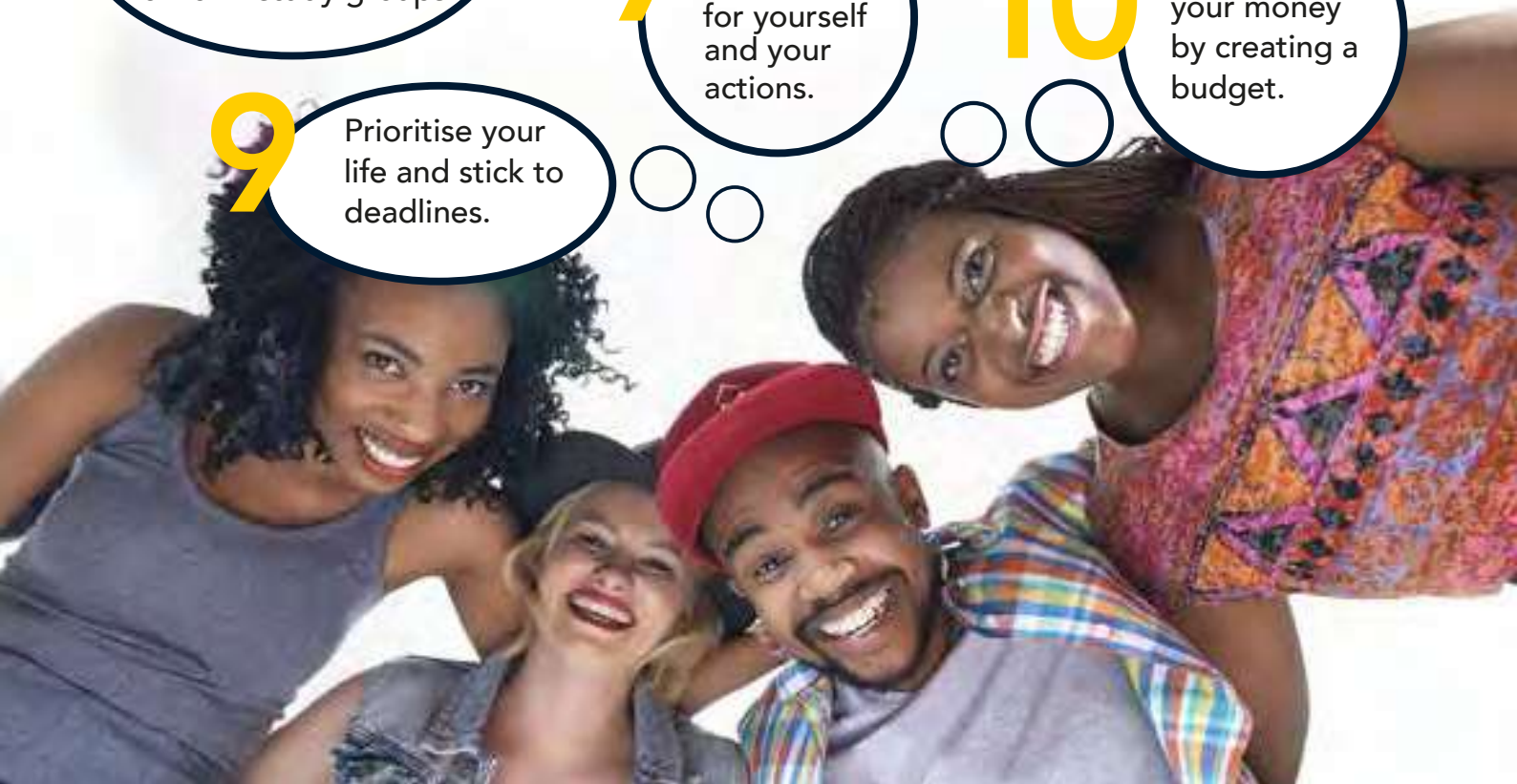
8 Make connections with students in your classes.

6 Take advantage of the study resources on campus like tutors (SI) or form study groups.

7 Take responsibility for yourself and your actions.

10 Keep track of your money by creating a budget.

9 Prioritise your life and stick to deadlines.



# Student to Student What to Expect



“At first I thought the programme was to merely guide me, helping me find my way both on and off campus but there was more to orientation. I learnt how to not just survive but thrive as a first year student. I could achieve this by simply just pre-reading, attending lectures, post-reading and summarizing. I am genuinely thankful for my buddies and for the programme as a whole because it has and still is helping me in becoming the best student and best version of myself that I could possibly be. - Luyanda Khombisa, Polokwane, 1st year BCom Accounting”



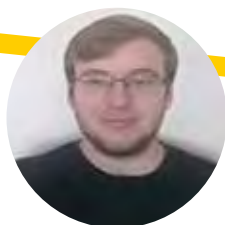
“There are very few who can say that they weren't anxious during the first few days of orientation. I was one of those nervous people. Mainly because I wanted to meet new people, people who by the end of the year would be my friends. Going on the tour around the campus provided an opportunity to speak to many of my classmates who have become my friends. I remember the inside jokes that our First Year Success Buddy shared with us and even though it took almost a year to understand, I find myself laughing at them now. Orientation in a nutshell was a chance for me to



connect with a small group of people and get to know the university in a way that is different to that of a high school perspective” - Zara Poorun, Port Elizabeth, 1st year Bachelor of Architectural Studies



“The First Year Success programme was essential in helping me adapt to university life. It equipped me with all the tools needed for success at Nelson Mandela University. I recommend the orientation program to all first years”  
- Jarrod Belstead, Port Elizabeth, 1st year IT (Software Development)



My experience at my first year orientation was great. I made friends who became my support group, which made university less daunting. The games were great fun and helped me get rid of all my anxiety. The orientation helped me to understand “basic” things such as my timetable, what Supplemental Instruction (SI) is and how to access the Moodle and Student Portals  
- Danielle Lotter, Port Elizabeth, 2nd year LLB



Totally had an awesome kick-start of varsity life; with the ice-breakers to ease each student's nerves to enable them to be comfortable around each other. The games which were informative, as well as the relevant information I needed about the course I was studying, the faculty and the campus at which I was based. It was a beneficial experience and absolutely worth attending...”



– Azwindini Hilton Mashapa, Johannesburg, 2 Year Nursing





# After School Chill-outs

## FOOD ON THE MOVE

All the major fast food outlets can be found at various points in The Bay. You can order in food from McDonald's, which is 24-hour and has a drive-thru, KFC & Barney's Tavern located at Shark Rock Pier. There are many other franchises such as Wimpy, Debonairs and Steers, located mainly in the Boardwalk or Summerstrand area. These restaurants deliver. There are also food trucks spread out across the different campuses where you can get food at affordable prices.

## EATING OUT

If you just fancy something light, reasonable and close by, then try:

- Debonairs Pizza
- Roman's Pizza
- Charlie's
- Nandos
- Steers
- La Fiesta
- Rocco Mama's
- Mike's Kitchen
- Baakens Valley Market @ Tramways Building: first Saturday every month
- Goodnight Market @ Tramways Building: monthly gathering of PE's top artisanal food vendors on selected Thursday nights

Around Missionvale Campus:

- Lifa & Mafa Braai Place

## EATING IN

Feeding the inner man/woman is pretty important, so we've put together students' favourite food spots. If you don't have the time and need a quick bite to eat then head for:

- Rendezvous, Cassies and Flavas Halaal Café at South Campus next to the Kraal
- Van's Tuckshop at the taxi rank at South Campus
- South Campus/Cafeteria
- Flavas Halaal Café, North Campus
- 2nd Avenue Cafeteria
- Missionvale Campus cafeteria in the Student Life Centre
- Food trucks on various campuses

## BOOZIN' AND CRUISIN'

And when your thirst and hunger need a boost, you might want to check out the following PE hotspots:

- Barney's Tavern
- BeerShack
- Company
- News Cafe
- Cubana
- Finnezz
- Savages Fine Foods
- This Is Eat
- Cubata
- The Dockside
- White Tiger

## SHOW ME ENTERTAINMENT

Student life is not just about studying, eating and boozing ... There are other forms of entertainment namely:

- Boardwalk (Summerstrand): movies, ten pin bowling, go-karts, putt putt, arcade, casino etc.
- Walmer Park and Greenacres Shopping Centres have cinemas and many restaurants
- Seaview Lion and Game Park
- Opera House in Central has many theatre performances all year round
- Paintballing around PE
- The PE beaches - Loads of free fun in the sun
- Baywest Mall - Ice-skating, movie theatres, game arcade and restaurants
- Music performances at the University hosted by the Music Department
- Park Run @ Hobie Beach
- Volunteering with 67Hours

## SHOW ME THE SHOPS

There are other ways to spend the weekend as a student, why not explore the malls and shopping centres in Port Elizabeth such as:

- Walmer Park Shopping Centre
- Greenacres Shopping Centre
- Baywest Mall
- Kenako Mall
- Cleary Park Shopping Centre
- Pier 14 Shopping Centre
- Govan Mbeki Street has many shops that offer variety and affordability



# Social Media Guidelines

You may not realise it, but responsible use of social media is a very important issue. When communicating on social media channels, you are potentially putting yourself out there for the world to see – not just your friends as you may think. Here are some guidelines to help you to act responsibly as a student of Nelson Mandela University.



## Do's:

- ▶ Post your accomplishments and achievements
- ▶ Display your passions!
- ▶ Show your service
- ▶ Share your travels



## Don'ts

- ▶ Indicate any illegal activity
- ▶ Expose too much skin
- ▶ Parade your personal displays of affection
- ▶ Be overly negative

## Facebook privacy settings

Do you know how to change your Facebook privacy settings? Have you ever considered the fact that people you don't even know are able to view your Facebook profile and every status update, comment, or photo you post or get tagged in? Have you ever considered the fact that your lecturers, professors, advisors, parents, employers, etc. can view everything you post on Facebook?

Eight points to remember when posting on social media channels:

1. Will anyone really care about this content besides me?
2. Will I offend anyone with this content? If so, who? And does it matter?
3. Is this appropriate for a social portal, or would it best be communicated another way?
4. Will I be OK with absolutely anyone seeing this?
5. Is this post too vague? Will everyone understand what I'm saying?
6. Am I using this as an emotional dumping ground? Should I maybe use a different outlet?
7. Am I using too many abbreviations in this post and starting to sound like a teenager?
8. Is this reactive communication or is it well thought-out?

**NB!** If you bring the university into ill-repute in your social media posts, you may find yourself with disciplinary action being taken against you. So please think before you post and remember that your personal brand could be at stake!



**Like us on Facebook (@MandelaUni)**



**Follow us on Twitter (@MandelaUni)**



**Watch us on YouTube (@MandelaUni)**





**It's a good idea to get involved ....  
Join a society to develop yourself fully**

#### RELIGIOUS SOCIETIES

ACTS (Assoc of Catholic Tertiary Students)	APOSTOLIC FAITH MISSION
ANGLICAN SOCIETY	BANTU CHURCH OF CHRIST ASSOCIATION
BELIEVERS LOVE WORLD	CHI ALPHA CAMPUS MINISTRIES
CHRISTIAN STUDENTS ASSOCIATION	CITY OF LIGHT STUDENT MINISTERIES
COMPLETE LIFE IN CHRIST	ENLIGHTENED CHRISTIAN GATHERING
FAMILY CHRISTIAN FELLOWSHIP	GOD'S REVIVAL MOVEMENT
JESUS DOMINION INTERNATIONAL	JOS (Jesus the Only Solution)
LIGHTHOUSE CHAPEL INTERNATIONAL	METHSOC
MUSLIM STUDENT ASSOCIATION	NEW APOSTOLIC STUDENT SOCIETY
RUCC FORCE CAMPUS MINISTRIES	SCO
TASA (Twelve Apostles)	SDASM
UCAN (United Christians at NMU)	UPRESS (Presbyterian)
VISION UNLIMITED	WELLS OF LIFE
WORD OF LIFE	ZCCSF (Zion Christian Church Student Fellowship)
YOTKOG	

#### POLITICAL SOCIETIES

EFFSC	SASCO
DASO	

## ACADEMIC SOCIETIES

AGRICULTURE SOCIETY	AGRICULTURE SOCIETY
BLACK LAWYERS ASSOCIATION	BLACK LAWYERS ASSOCIATION
BLACK TEACHERS ASSOCIATION	BLACK TEACHERS ASSOCIATION
CONSTRUCTION MANAGEMENT SOCIETY	CONSTRUCTION MANAGEMENT SOCIETY
ECONOMICS SOCIETY	ECONOMICS SOCIETY
ENVIRONMENTAL HEALTH	ENVIRONMENTAL HEALTH
FINANCIAL PLANNING	FINANCIAL PLANNING
HMS (HUMAN MOVEMENT SCIENCE)	HMS (HUMAN MOVEMENT SCIENCE)
HUMAN RESOURCES	HUMAN RESOURCES
LAW STUDENT SOCIETY	LAW STUDENT SOCIETY
LIFE DIET SOCIETY	LIFE DIET SOCIETY
LOGISTICS	LOGISTICS
MANAGEMENT SOCIETY	MANAGEMENT SOCIETY
MARINE & MARITIME ASSOCIATION	MARINE & MARITIME ASSOCIATION
TOURISM	

## DEVELOPMENTAL SOCIETIES

ABASA (Advancement of Black Acc Students)	ABSIP
AFRICAN YOUTH INTERVENTION	AIESEC
AMNESTY INTERNATIONAL	BMF NMMU CHAPTER
BORN FREE MOVEMENT	Business & Economic Sciences Forum
Business Womans Ass. Student Chapter	COMMUNITY AMBASSADORS SOCIETY
DEBATING	ELOQUOR (LGBTI)
EMBO BLACK MOVEMENT	ENACTUS
ENVIRONMENTAL HEALTH	GAVELIERS CLUB
GLAM SQUAD (Modelling, Grooming, Fashion)	GREEN CAMPUS INITIATIVE
IAISA	MASIFUNDE
OVA AGENTS	PBICT (Progressive Blacks in ICT)
PROMATHS ALUMNI SOCIETY	SA RED CROSS SOCIETY
STUDENT ALUMNI SOCIETY (SAS)	UNAKO
UNASA	YOUTHQUAKE

NB: New societies may be added and some may be dissolved due to inactivity.







# Desired Graduate Attributes Profile

Through benefitting from a life-changing educational experience, Nelson Mandela University graduates and diplomates will be known for demonstrating:

## **In-depth disciplinary/interdisciplinary knowledge**

- The ability to engage in the expanding knowledge base of their disciplines/ professions. Excellence in both the art and science of their disciplines/professions.
- Awareness of the latest advances in and technical competencies required by their disciplines/professions.
- Leadership in the production of new knowledge and understanding through inquiry, critique and synthesis.
- An appreciation of the interdisciplinary nature of knowledge that combines breadth and depth of understanding.
- An awareness of the global context of their disciplines/professions.

## **Social awareness and responsible citizenship**

- Commitment to ethical conduct, social awareness and responsible citizenship.
- An acknowledgment of and respect for constitutional principles and values such as equality, equity, quality, humanity, diversity and social justice.
- Respect for and awareness of the environment in all its manifestations.
- A commitment to improving local, national and global environmental sustainability.

## **Adaptive expertise**

- The ability to apply knowledge and skills in a range of contextual and conceptual frameworks.
- Ability to anticipate and accommodate change, ambiguity and differing views.
- Self-management including the ability to work autonomously, exercise initiative, and apply time management and organisational skills.
- The capacity to sustain intellectual curiosity and a willingness to improve personal performance through self-reflection, the pursuit of lifelong learning, and building networks.

## **Creativity and innovation**

- Ability to think creatively and to generate a range of innovative ideas that are appropriate to the particular context.
- Innovation in their approach to and solution of complex problems.
- Commitment to innovative thinking to advance scholarly excellence.

## **Critical thinking**

- Openness to new ideas.
- The ability to understand, interrogate and apply a variety of theoretical and philosophical positions and objectively assess the merits of competing and alternative perspectives.
- The capacity for critical reflection.

## **Intra- and interpersonal skills**

- Self-awareness.
- The ability to relate to and collaborate with others, individually or in teams, to exchange views and ideas and to achieve desired outcomes.
- The ability to function in a multicultural and multilingual context.

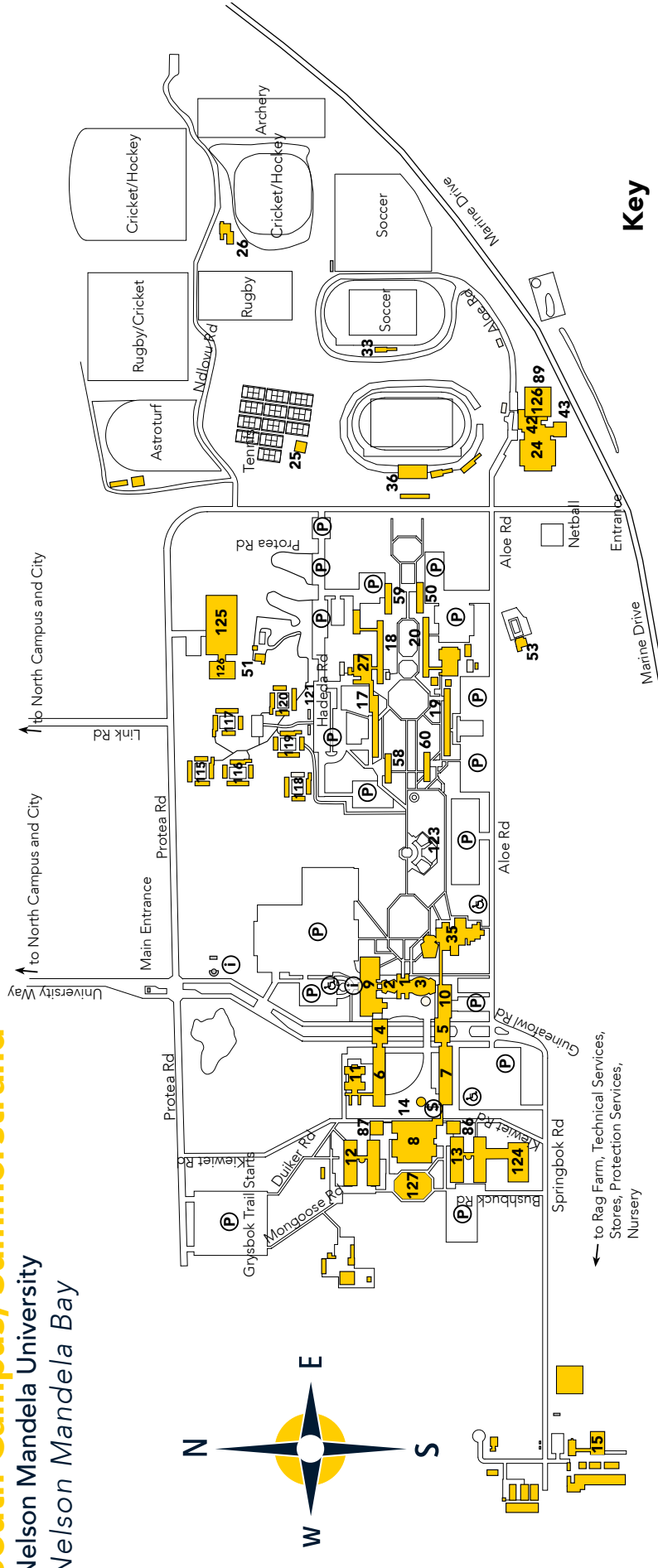
## **Communication skills**

- The ability to articulate ideas and information confidently and coherently in visual, verbal, written and electronic forms to audiences of different sizes in a range of situations.
- Respect for the multitude of voices, stories, perspectives and knowledge systems.

# South Campus, Summerstrand

## Nelson Mandela University

### Nelson Mandela Bay



#### Key

- Information
- Parking
- Disabled Parking
- ATM

- 1 Main Building
- 2 Council Chamber
- 3 Auditorium
- 4 Old Mutual Lecture Halls
- 5 Sanlam Lecture Halls
- 6 Education, Writing Centre & ABSA Computer lab
- 7 M & P Building
- 8 Library & School of Architecture
- 9 Embizweni
- 10 Music
- 11 Education
- 12 Biological Sciences
- 13 Physics & Chemistry
- 14 Food Court
- 15 Technical Services/Procurement
- 17 Unitas Main Block
- 18 Veritas Main Block
- 19 Xanadu Main Block
- 20 Melodi Main Block
- 24 Indoor Sport Centre & Sport Offices
- 25 Tennis Clubhouse
- 26 Cricket Clubhouse
- 27 Study Centre (Veritas)
- 33 Soccer Clubhouse
- 35 Building 35 (Universet Lecture Halls)
- 36 Stadium & Clubhouse
- 50 Melodi Annex
- 51 Unitas/Veritas Clubhouse & Pool
- 53 Xanadu/Melodi Clubhouse & Pool
- 58 Unitas Annex
- 59 Veritas Annex
- 60 Xanadu Annex
- 89 Underwater Clubhouse
- 86 Goldfields South
- 87 Goldfields North (International Office)
- 115-120 Renaissance Postgrad Student Village
- 121 Housing Administration
- 123 Building 123
- 124 Centre for High Resolution Transmission Electron Microscopy (CHRTEM)

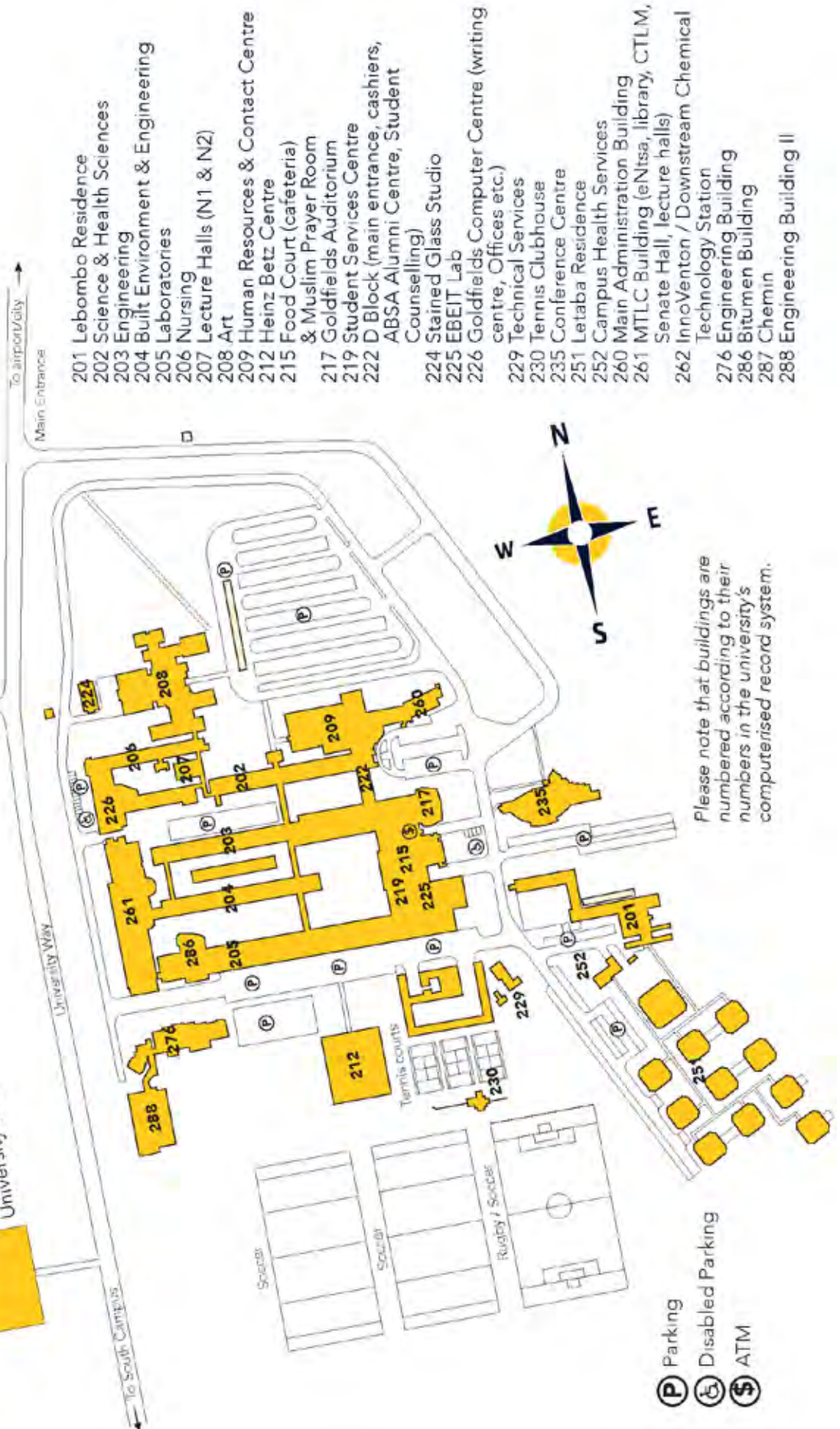
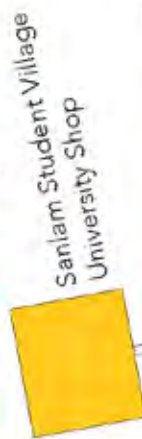
- 125 Human Movement Science
- 126 Dietetics
- 127 Life Sciences

Please note that buildings are numbered according to their numbers in the university's computerised record system.

# North Campus, Summerstrand

Nelson Mandela University

Nelson Mandela Bay

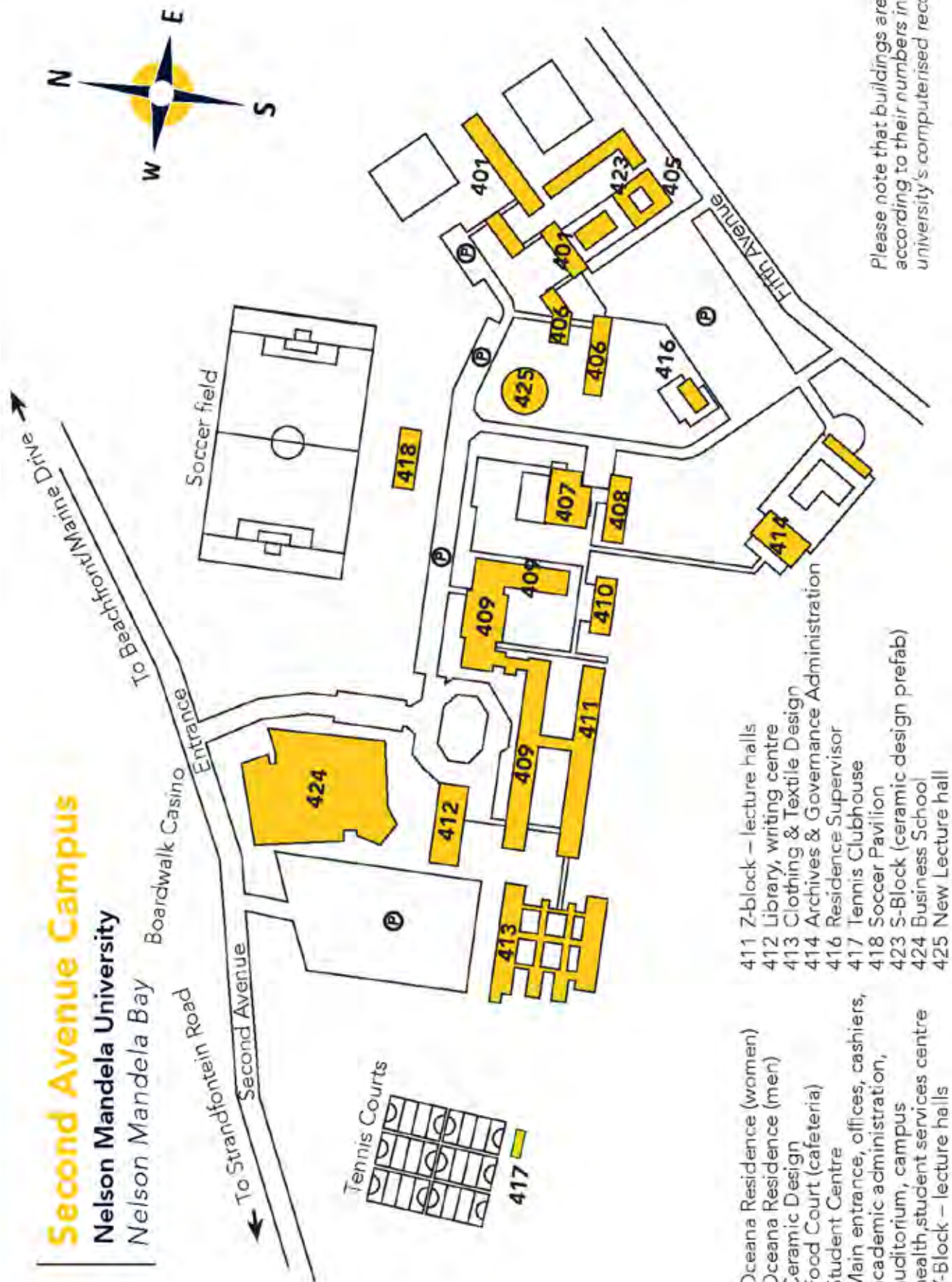




## Second Avenue Campus

Nelson Mandela University

Nelson Mandela Bay



# Missionvale Campus

## Nelson Mandela University

Nelson Mandela Bay



- 501 Main Entrance, clinic, registration
- 502 Administration offices
- 503 Conference Hall
- 504 Technical Services
- 506 Ekaya Student Centre
- 507 Education, Geography, Nursing
- 508 Lecture Hall A
- 509 Lecture Hall B
- 510 Lecture Hall C
- 511 Indoor Centre & cafeteria
- 512 Chemistry and Physics buildings
- 513 Psychology
- 519 Study Centre, Writing Centre & Computer labs
- 520 Library
- 521 Pavillion
- 523 Education Admin Building
- 524 Education Admin Building
- GH Green Houses

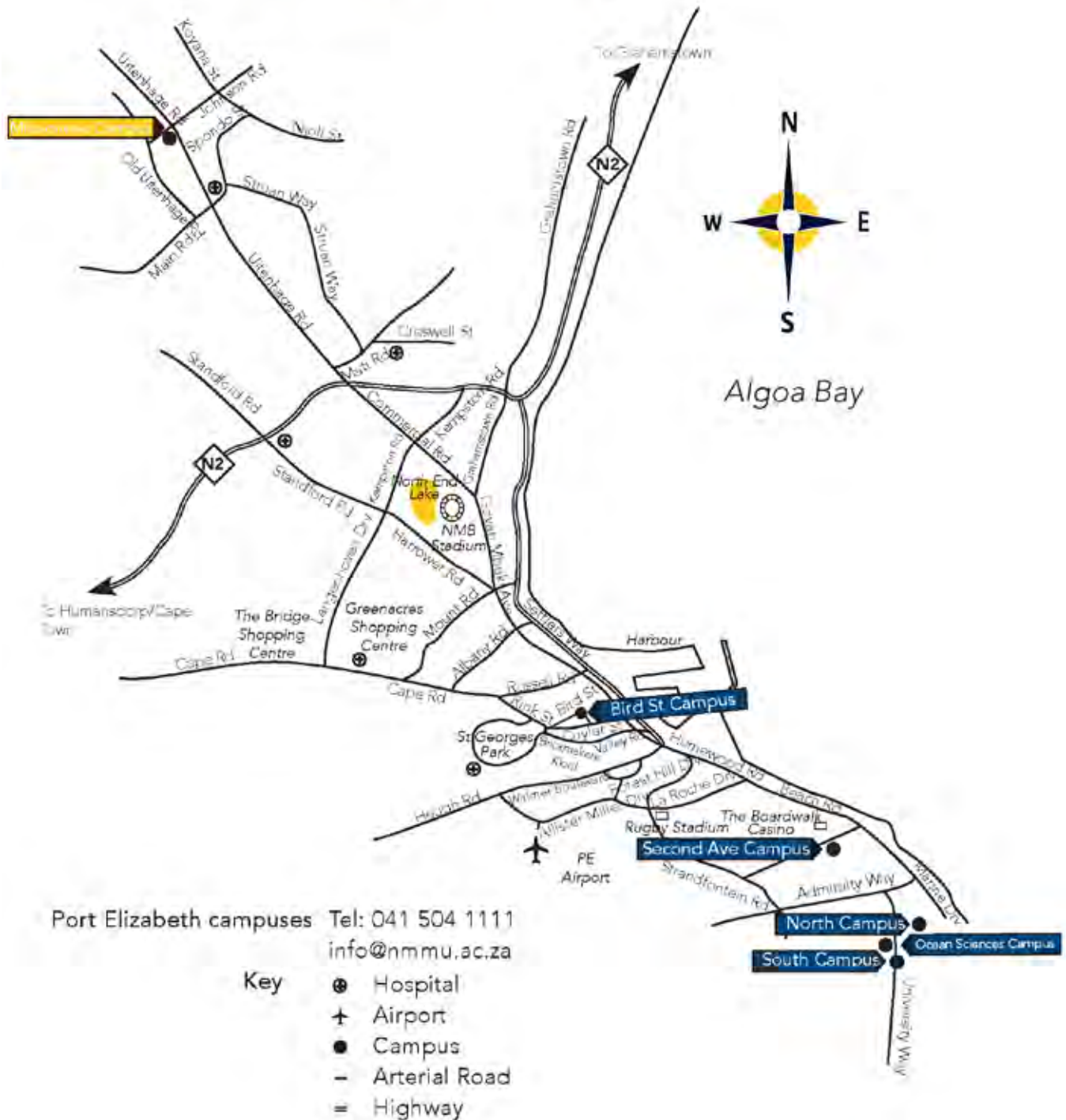
Please note that buildings are numbered according to their numbers in the university's computerised record system.



## Inter-campus map

Nelson Mandela University  
Nelson Mandela Bay

### Nelson Mandela University





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# University Shop

**Your one stop shop for all your Nelson Mandela University branded clothing, corporate gifts, bags and memorabilia!**

The University Shop is an Alumni project supported by the University Alumni Association that aims to promote and develop the Nelson Mandela University brand. View our range of corporate clothing, gifts, bags, folders and memorabilia.

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**Missionvale Campus** Main Entrance // **Govan Mbeki - The Hub On Rodney** 9 Rodney St





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## PORT ELIZABETH

Nelson Mandela University, Sanlam Student  
Village, University Way, Summerstrand

**TEL:** (041) 583-3171

**Email:** [vspe@vanschaik.com](mailto:vspe@vanschaik.com)

Nelson Mandela University Missionvale  
Campus, Uitenhage Rd, Missionvale

**TEL:** 087 087 8119

**Email:** [fiona.jason@vanschaik.com](mailto:fiona.jason@vanschaik.com)

Nelson Mandela University Second Ave  
Campus, 2nd Avenue, Summerstrand

**TEL:** (041) 504-3752

**Email:** [elmarie.killian@vanschaik.com](mailto:elmarie.killian@vanschaik.com)



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