



# The Toolbox

**A Handbook for  
Undergraduate Student  
Experience**

**The Future  
Reimagined**

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## INTRODUCTION

The University of Johannesburg (UJ) extends a warm welcome to you. We are excited that you have now joined the UJ community and we trust that you will find your stay enriching both academically and socially.

### About UJ

The University of Johannesburg is a comprehensive institution. As a comprehensive institution, UJ has one college and seven faculties offering degree and diploma qualifications. UJ is one of the largest residential universities in South Africa and has four sites of delivery.

#### These campuses are:

- **Auckland Park Bunting Road Campus (APB)**,  
Bunting Road, Cottesloe
- **Auckland Park Kingsway Campus (APK)**  
at the corner of Kingsway and University Road
- **Doornfontein Campus (DFC)**  
at the corner of Siemert and Beit Streets
- **Soweto Campus (SWC)**  
at Old Potch Road, Soweto

### Vision

An international university of choice, anchored in Africa, dynamically shaping the future.

### Mission

Inspiring its community to transform and serve humanity through innovation and collaborative pursuit of knowledge.

## Values

### IMAGINATION

- Shaping the future
- Thinking independently
- Developing a cosmopolitan identity
- Exhibiting ambitions and drive
- Adopting entrepreneurial approaches

### CONVERSATION

- Learning together from our diversity
- Making wise decisions collectively
- Engaging meaningfully with others
- Displaying mutual respect
- Leading consultatively

### REGENERATION

- Developing sustainably through creative contribution
- Introspecting for renewal
- Innovating for common good
- Making positive changes
- Taking advantage of overlooked opportunities

### ETHICAL FOUNDATION

- Treasuring academic freedom seeking balance in pursuit of knowledge
- Facing challenges with courage and earning trust
- Acting responsibly by being fair, consistent and transparent
- Participating in and helping the community (\*Ubuntu)

#### The six strategic objectives are:

1. Excellence in research and innovation.
2. Excellence in teaching and learning.
3. An international profile for global excellence and stature.
4. Enriching student-friendly learning and living experience.
5. Active national and global reputation management.
6. Fitness for global excellence and stature (GES)

## KNOW YOUR FACULTY

The University of Johannesburg has one college and seven faculties, namely College of Business and Economics; Faculty of Art, Design and Architecture; Faculty of Education; Faculty of Engineering and the Built Environment; Faculty of Health Sciences; Faculty of Humanities, Faculty of Law; and Faculty of Science.

### Faculties offer the following services:

- Queries related with registration
- Certifying of documents
- Module additions
- Module cancellations
- Academic appeals
- Applications for special and sick examinations
- Request for additional subjects
- To change majors or degrees
- Request academic records
- Graduation certificates if not attended the graduation
- Application queries that cannot be answered by Student Enrolment Center



## COLLEGE OF BUSINESS AND ECONOMICS

Executive Dean's Office:  
A Ring 1, Ground floor, APK

College offices:

Campus	Location	Contact Details	Email Address
APB	A Red Block	011 559 1348	AskCBE@uj.ac.za
APK	A Ring 2	011 559 2492 or 011 559 2475	
SWC	Ukhamba Building   second floor	011 559 5592 or 011 559 5559	

### School of Management

#### Department of Finance and Investment Management

APK	A Ring 5	011 559 2040 or 011 559 4682	mdowelani@uj.ac.za
SWC	GNA132	011 559 4555	maryanne@uj.ac.za
SWC	GNA134	011 559 5129	ashleyg@uj.ac.za

#### Department of Industrial Psychology and People Management

APB	C Blue 7	011 559 1346	agnesma@uj.ac.za
APK	D Ring 4	011 559 2642	calvinm@uj.ac.za or tshegom@uj.ac.za
SWC	Ukhamba Building   first floor	011 559 5052	evem@uj.ac.za

#### Department of Transport and Supply Chain Management

APB	K Green	011 559 1179	soniav@uj.ac.za
APK	D Ring 7	011 559 2086	wendyb@uj.ac.za

#### Department of Business Management

APB	A Green 16	011 559 2022	amandamp@uj.ac.za
APK	D Ring 520	011 559 7446	hermanb@uj.ac.za
SWC	ADD 320	011 559 5005	amasakale@uj.ac.za

Campus	Location	Contact Details	Email Address
<b>School of Accounting   Department of Accountancy</b>			
APK	D Ring 6	011 559 3153	accountancy@uj.ac.za
<b>Department of Commercial Accounting</b>			
SWC	Robert Sobukwe Building	011 559 5080	assistantswc@uj.ac.za
<b>School of Consumer Intelligence and Information Systems   Department of Applied Information Systems</b>			
APB	Block G 4	011 556 1375	nomusas@uj.ac.za
<b>Department of Information and Knowledge Management</b>			
APK	A Ring 5 bridge	011 559 2183	infoman@uj.ac.za
<b>Department of Marketing Management</b>			
APB	K Red 1	011 599 1414	sadieb@uj.ac.za
APK	C Ring 6	011 559 3200	fdangor@uj.ac.za
APB	K Red 1	011 559 1424	aavenant@uj.ac.za
<b>School of Economics</b>			
APK	D Ring 2	011 559 2046	yolandib@uj.ac.za
SWC	Robert Sobukwe Building	0115597468	blmodau@uj.ac.za
<b>School of Public Management, Governance and Public Policy</b>			
APK	A Ring 4	011 559 3225	jmathekganye@uj.ac.za
SWC	uKhamba, ADD 104	011 559 5025	tmajam@uj.ac.za
<b>School of Tourism and Hospitality</b>			
APB	STH	011 559 1038	rakgadi@uj.ac.za



## FACULTY OF ART, DESIGN AND ARCHITECTURE (FADA)

### Departments

- Department of Architecture
- Department of Fashion
- Department of Graphic Design
- Department of Industrial Design
- Department of Interior Design
- Department of Jewellery Design and Manufacture
- Department of Multimedia
- Department of Visual (Fine) Art
- Graduate School of Architecture



### Physical location and contact details

Campus	Location	Contact Details	Email Address
Architecture Department   APB	APB FADA Building, Ground Floor	011 559 1115	lluthuli@uj.ac.za
Fashion Department   APB	FADA Building, Ground Floor	011 559 1022	antoinettee@uj.ac.za
Graphic Design Department   APB	FADA Building, 1st Floor	011 559 1117	eldam@uj.ac.za
Industrial Design Department   APB	FADA Building, Ground Floor	011 559 1022	antoinettee@uj.ac.za
Interior Design Department   APB	FADA Building, Lower Ground Floor	011 559 1115	lluthuli@uj.ac.za
Jewellery Design and Manufacture Department   APB	FADA Building, Lower Ground Floor	011 559 1125	ajoubert@uj.ac.za
Multimedia Department   APB	FADA Building, 1st Floor	011 559 1117	eldam@uj.ac.za
Visual Art Department   APB	FADA Building, 1st Floor	011 559 1117	eldam@uj.ac.za
Graduate School of Architecture (GSA)   APB	FADA Building, 1st Floor	011 559 1196	areddy@uj.ac.za



## FACULTY OF EDUCATION

### Departments

#### Department of Childhood Education

SWC – Robert Sobukwe

#### Department of Education and Curriculum Studies

APK – B Ring 4

#### Department Education Leadership and Management

APK – B Ring 4

SWC – Robert Sobukwe Building

#### Department of Educational Psychology

APK – B Ring 4

SWC – Robert Sobukwe Building

#### Department of Science and Technology Education

APK – B Ring 4

### Physical location and contact details

Campus	Location	Contact Details
APK	B Ring 3	011 559 3251
SWC	Robert Sobukwe Building, GNA 202	011 559 5562



## FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT

### Departments

#### School of Engineering

Department of Electrical and Electronic Engineering Science  
APK: B2 Lab 24

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

Department of Construction, Management, and Quantity Surveying  
DFC: John Orr Building 6th floor

#### Department of Civil Engineering Science

APK: B1 Lab A

#### Department of Town and Regional Planning

DFC: John Orr Building 6th Floor

#### School of Mechanical and Industrial Engineering

Department of Mechanical Engineering Science, APK: B4 Lab 2

#### Department of Mechanical and Industrial Engineering Technology

DFC: John Orr Building 7th Floor

#### Department of Quality and Operations Management

DFC: John Orr Building 2nd Floor

#### School of Mining, Metallurgy and Chemical Engineering

#### Department of Mining and Mine Surveying

DFC: John Orr Building 3rd Floor

#### Department of Engineering Metallurgy

DFC: John Orr Building 3rd Floor

### Physical location and contact details

Campus	Location
APK	B Labs
DFC	PERSKOR Building

Miss Katlego Lokhele:

klokhele@uj.ac.za

cc.febeassociate@uj.ac.za

011 559 6070

198f, Maropeng Building, Doornfontein Campus

#### FEBE Administration:

011 559 6588/011 559 2599

Email: web-engineering@uj.ac.za



## FACULTY OF HEALTH SCIENCES

### Departments

#### Department of Biomedical Science

John Orr Building 7th Floor, North-West Wing

#### Department of Chiropractic

John Orr Building 7th Floor, North-West Wing

#### Department of Emergency Medical Care

John Orr Building, South-West Wing

#### Department of Environmental Health

John Orr Building 7th Floor, South-West Wing

#### Department of Complementary Medicine

John Orr Building 7th Floor, North-West Wing

#### Department of Human Anatomy and Physiology

John Orr Building 2nd Floor, South-West Wing

#### Department of Medical Imaging and Radiation Science (MIRS)

John Orr Building 6th Floor, South-West Wing

#### Department of Nursing

John Orr Building 6th Floor, North-West Wing

#### Department of Podiatry

John Orr Building 7th Floor, North-West Wing

#### Department of Sports Movement Studies

John Orr Building 7th Floor, South-West Wing

### Physical location and contact details

Campus	Location	Contact Details	Email Address
DFC	John Orr Building	011 559 6925	webhealthscience@uj.ac.za

### We have the following clinics

Podiatry  
Optometry  
Biokinetics  
Chiropractic  
Homeopathy Health Centre  
Radiography

#### All relevant info is on our website:

<https://www.uj.ac.za/faculties/health/>

<https://www.uj.ac.za/faculties/health/#>



## FACULTY OF HUMANITIES

Departments (all situated on the APK Campus)

Location	Contact Details	Email Address
<b>Department of Anthropology and Development Studies</b>		
D Ring 5	011 559 4454/2859	joycef@uj.ac.za
<b>Department of African Languages</b>		
Departmental Secretary 011 559 3210 nmangole@uj.ac.za		
B Ring 7	011 559 2774	lphinda@uj.ac.za
<b>Department of Communication and Media Studies</b>		
B Ring 6	011 559 4526	itgumbi@uj.ac.za
<b>Department of English</b>		
B Ring 7	011 559 2063	nosis@uj.ac.za
<b>Department of History</b>		
A Ring 2	011 559 2001	sithembilet@uj.ac.za
<b>Department of LanCSAL</b>		
B Ring 5	011 559 2694	trudis@uj.ac.za / avantonder@uj.ac.za
<b>Department of Philosophy</b>		
B Ring 7	011 559 2337	nmarks@uj.ac.za
<b>Department of Politics and International Relations</b>		
B Ring 2	011 559 2896	risrael@uj.ac.za
<b>Department of Psychology</b>		
C Ring 4	011 559 3123	vadonis@uj.ac.za
<b>Department of Religion Studies</b>		
A Ring 6	011 559 3259	clouw@uj.ac.za
<b>Department of Social Work and Community Development</b>		
C Ring 6	011 559 2804	socialwork@uj.ac.za
<b>Department of Sociology</b>		
C Ring 6	011 559 2879	bonisiwem@uj.ac.za
<b>Department of Strategic Communication</b>		
B Ring 6	011 559 3613	alidak@uj.ac.za

Physical location and contact details

Campus	Location	Contact Details
Faculty office:		
APK	C Ring 2	011 559 2197   humanitiesreceph@uj.ac.za
BA Extended Degrees Office:		
APK	B Ring 5	011 559 2710   evanwyk@uj.ac.za
		011 559 2653   ayabulelam@uj.ac.za

## FACULTY OF LAW

Campus	Location	Contact Details
APK	A Ring 7	011 559 2141

## FACULTY OF SCIENCE

Departments

- Academy of Computer Science and Software Engineering (ACSSE)
- Department of Biochemistry
- Department of Biotechnology and Food Technology
- Department of Botany and Plant Biotechnology
- Department of Chemical Sciences
- Department of Geography, Environmental Management and Energy Studies (GEMES)
- Department of Geology
- Department of Mathematics and Applied Mathematics
- Department of Physics
- Department of Statistics
- Department of Zoology

Physical location and contact details

Campus	Location	Contact Details
APK	C Ring 2 Orange Block	011 559 4562 / web-science@uj.ac.za
DFC	John Orr Building Level 3, office 3205	011 559 6349 / web-science@uj.ac.za



## WHAT IS A PREFERRED UJ EXPERIENCE?

This refers to a university experience aimed at developing the whole student. Holistic student development consists of curricular and co-curricular activities. These activities aim to enhance high levels of student success, retention and completion. They also aim to ensure satisfaction, employability and effective preparation to postgraduate study.

Being at university can be an extremely challenging situation. However, as an institution we have support structures that ensure that you are integrated both academically and socially within the new environment. The First Year Experience (FYE) and Senior Student Experience (SSE) play a significant role in creating an inviting and enabling institutional environment that supports student retention and success. All UJ stakeholders are required to work collaboratively to ensure that students effectively transition into and out of university.

The UJ FYE/SSE Office encourages undergraduate students to get involved and become a fully-fledged and productive member of the UJ community. We hope you will take advantage of the opportunities created for you. Do not waste this excellent opportunity, make the best of every moment to reach your full potential and life goals, as you develop a set of 21st century skills that will assist you to live a meaningful life.

This booklet has been prepared to assist you with answers to the many questions that you have and provides you with information about campus facilities and services that will assist you to navigate the new environment as you explore, engage, discover and learn.

We hope that you use the booklet effectively as a guideline that will enable you to have a great university stay and a positive experience.

**For more information, contact the FYE/SSE Office:**

APK

Academic Development Centre (ADC)

Third Floor Yellow Block, D Ring 329

011 559 2625

paulinam@uj.ac.za | studentexperience@uj.ac.za

## KNOW SUPPORT SERVICES

### CAMPUS HEALTH

#### Services offered:

- Primary healthcare
- Health promotion
- Screening and monitoring of chronic diseases
- Travel health
- HIV/AIDS counselling and testing (HCT)
- Reproductive health (family planning)
- Treatment of minor ailments

#### Physical location and contact details

Campus	Location	Contact Details
APB	House No 3, Duiker Court	011 559 1238
APK	E Ring Basement	011 559 3837
DFC	House No 2, Louisa Street	011 559 6544
SWC	Nthato Motlana Building	011 559 5571

#### After hours medical emergency

APB: 011 559 1076  
 APK: 011 559 2555  
 DFC: 011 559 6544  
 SWC: 011 559 5555

#### ER 24

084 124 or 010 205 3050

#### Consulting hours

08:00 – 15:30 weekdays

#### Doctor's consultation:

Campus	Day	Time
APB	Mondays	11:00 – 13:00
APK	Wednesdays	09:00 – 13:00
DFC	Thursdays	09:00 – 12:00
SWC	Wednesdays	10:00 – 13:00



## INSTITUTIONAL OFFICE FOR HIV/AIDS (IOHA)

IOHA advocates for sexual health and encourages positive living.

### Its services include:

- HIV prevention
- Sexual health and care
- Peer education
- Community engagement
- Mass HIV counselling and testing
- HIV care and support programme
- Sexual health promotion
- Training and research

### Physical location and contact details

Campus	Location	Contact Details
APB	Block B Red, Office No. 9	011 559 1054 or 011 559 1088
APK	A Ring 430	011 559 2966
DFC	Louisa Street, House No. 5	011 559 6807 or 011 559 6809
SWC	Ukhamba Building, Office No. ADD 113/111	011 559 5113 or 011 559 5645

## CENTRE FOR ACADEMIC TECHNOLOGIES (CAT)

CAT is here to assist you with your online learning, which involves the use of Internet and technology in the UJ online learning environment. We are responsible for maintaining uLink (the online portal with the links that UJ students need for their learning) and Blackboard (the learning management system that you will use for learning online). During orientation, we provide you with training on using technologies to support your learning, and thereafter the CAT Helpdesk is available via phone and email to assist you with any issues you may experience.

### CAT offers the following services to students:

- Training and support for the Blackboard learning management system, including Turnitin and SafeAssign
- Access to Blackboard modules
- General uLink support
- Connecting to UJ WiFi
- Resetting uLink passwords and student email accounts
- Access to miEbooks for reading electronic textbooks and resources
- Computer skills support

For any help you need regarding the above, please contact the CAT Helpdesk at [uhelp@uj.ac.za](mailto:uhelp@uj.ac.za)

### Office hours

Monday to Friday: 08:00 – 16:00

### Physical location and contact detail

Campus	Location	Contact Details	Email Address
APK	D Ring 3	011 559 3580	<a href="mailto:uhelp@uj.ac.za">uhelp@uj.ac.za</a>

## DIVISION FOR INTERNATIONALISATION

The Division is tasked with international relations in general, which involve recruitment of international students, exchange programmes for staff and students as well as managing the affairs of international students outside the classroom.

### The Division integrates international students into UJ student life through:

- Social interaction (International Festival, excursions)
- Student exchange programme
- Communication (email services)
- Student support (buddy system, University of Johannesburg International Student Society (UJISS) and orientation programme)
- University of Johannesburg English Language Programme (UJELP)

- Advising prospective students about programmes offered at UJ and all legal requirements
- Clearing admitted international students for registration
- Providing liaison services for international students and faculties
- Liaising with all South African Missions (Embassies, High Commissions, Consulates, Trade Missions) and the South African Department of Home Affairs
- Social integration through orientation and student activities

Contact or visit the Division for Internationalisation for any compliance related issues e.g. study permits and medical aid requirements.

### Physical location and contact details

Campus	Location	Designation	Contact number	E-mail address
APB	Office Number 215 Goudstad Flat	International Admission Officer	+27 11 559 1027	pmakwela@uj.ac.za
APK	International House Madibeng Building	Supervisor International Admissions	+27 11 559 2096	tshepangm@uj.ac.za
		International Admission Officer	+27 11 559 4517	mampoum@uj.ac.za
		Manager Study Abroad	+27 11 559 2528	lduplessis@uj.ac.za
		Student Welfare Officer	+27 11 559 7780	ssass@uj.ac.za
		Academic Services Administrator (UJELP)	+27 11 559 4265	mmasango@uj.ac.za
DFC	Maropeng Building	International Admission Officer	+27 11 559 6510	thabangm@uj.ac.za
SWC	ADB 119 Ukhamba Building	Supervisor International Admissions	+27 11 559 5014/ +27 11 559 2096	tshepangm@uj.ac.za



## LEARNING DEVELOPMENT UNIT (LDU)

The Unit assists students with a series of workshops and training aimed at maximising their learning experience and capacity. In addition, LDU provides online self-study programmes that students undertake at their own time, pace and convenience.

**The Learning Development Unit offers the following services to students seeking to improve their academic study skills:**

- One-on-one consultations
- Group consultations
- Exam and note-taking skills
- Study skills and time management skills

**Book your consultation at your campus**

Campus	Location	Contact Details
APB	Block K 1st floor (Above Study and Safekeeping Centre)	011 559 1646
APK	D Ring 3	011 559 2568
DFC	John Orr Building, next to Cyber Centre	011 559 6633
SWC	Adelaide Tambo Building	011 559 5654

learningdevelopment@uj.ac.za



## LIBRARY SERVICES

The library offers students multiple services.

### Collections

#### Books

- Open shelf collections: for loan
- Reserve collections: Prescribed and recommended books
- Reference collections: Dictionaries and encyclopaedias

#### Electronic collections

- E-books
- Full-text electronic journal databases

#### Training

- The Library offers face-to-face information literacy training in each of the library's training rooms
- With our blended information literacy programme, we combine online digital media with traditional classroom methods
- Students can follow the online tutorials at their own pace and complete the assessments during their own time
- Students attending the face-to-face training sessions can revert to the online tutorials upon demand



### Services

- Information retrieval, reference service and research support by professional staff
- Inter-campus loans, which allow you to take out books from any of the five UJ libraries
- Library tutors
- Lending services
- Special help and assistance to students with disabilities

### Facilities

- Quiet study space
- 24-hour study space
- Discussion areas
- Learning Commons: space for undergraduates to meet and work
- Photocopying, scanning and printing
- Library facilities for students with disabilities
- "Makerspace" @DFC offers opportunity for students to unleash their creativity by making use of the latest 4IR technology.
- "Botsa" is a chatbot which assist in answering library related questions. (You can access Botsa from the library's website)
- Library App, downloadable from Google Play which is your library in a pocket

### Physical location and contact details

Campus	Contact Details
APB	011 559 1293
APK	011 559 2171
DFC	011 559 5666
FADA	011 559 1018

#### Library hours:

Consult the library website: <https://www.uj.ac.za/library/About-the-Library/Pages/Library-Hours.aspx> for up-to-date library hours and how to access the library.

## PROTECTION SERVICES

Protection Services is committed to provide and sustain a safe campus environment. Safety and security of staff, students and the public are extremely important. Protection Services is your first point of call in any emergency.

### The department offers the following services:

- Activation of access cards
- 24/7 security safeguard, crime prevention and response
- Guarding and patrol
- Campus traffic control and parking management
- CCTV management and monitoring
- Management of safekeeping, storage and lockers

### Where to find us?

Campus	Location	Contact Details	Email Address
APB	Control Room Cnr of Ibis and Bunting Road	011 559 1312	controlroomapb@uj.ac
APK	Control Room Library Bridge Basement	011 559 2555 011 559 2000	bskalg@uj.ac.za
DFC	Control Room near Main Entrance	011 559 6085 011 559 6450	dfcsec@uj.ac.za
SWC	Control Room near Main Entrance	011 559 5555	swcsecurity@uj.ac.za

## SOUTH AFRICAN POLICE SERVICES

Location	Contact Details
Johannesburg Central Police Station	011 497 7535 or 011 497 7000
Brixton Police Station	011 248 5520 or 011 248 5521
Sophiatown Police Station	011 670 6300 or 011 670 6401

## PSYCHOLOGICAL SERVICES AND CAREER DEVELOPMENT (PsyCaD)

The Centre for Psychological Services and Career Development (PsyCaD) provides counselling, psychometric assessments, and career development services to students at the University of Johannesburg (UJ). There is no cost involved for students registered at UJ for our services and confidentiality is of utmost importance to us.

### Psychological Services

Psychological Services essentially focuses on different forms of counselling. The aim of these services is to provide students with the tools to improve their personal and academic functioning.

### Services offered:

- Individual counselling
- Psychoeducational counselling
- Support groups
- Advisory walk-in services
- Services related to your career
- Work readiness programmes
- Career consultation and counselling

Students can visit any of the PsyCaD offices on any of the 4 campuses without making a prior appointment. A brief screening will be run by a Mental Health Professional to ascertain what service you require, and you will be referred accordingly, PsyCaD can be found at the locations below:

### Physical location and contact details

Campus	Location	Contact Details
APB	Impala Court	011 559 1318
APK	C Ring 1	011 559 3106 011 559 2509
DFC	House 2 Louisa Street	011 559 6042
SWC	Adelaide Tambo Building Academic Block B	011 559 5752

The PsyCaD crisis line is a 24-hour service offered to all students who need immediate support and guidance on **082 054 1137**. The crisis line counsellor can offer immediate emotional assistance, as well as practical referral information.



PsyCaD also has a Mobile App which can be downloaded from the Google Play Store: [psycad@uj](mailto:psycad@uj) and is available for Android users currently. Students can also contact PsyCaD on [psychservices@uj.ac.za](mailto:psychservices@uj.ac.za) to book appointments and send through queries.

### Disability Services

The Disability Unit (DU) provides support for UJ students with disabilities.

#### Services offered:

- Confidential consultation sessions
- Concessions application for tests/exams (e.g. extra time, use of assistive devices, venues, etc.)
- Test and exam arrangements
- Training, assistance and advice regarding assistive hardware and software
- Assistive devices and technology at PsyCaD offices and in the UJ libraries
- Working with lecturers, residence, campus health, etc. to best support these students
- Support with disability bursary applications
- Access to study material in alternative formats (braille, audio, electronic text)
- Support with accessible transport between campuses, residences, and lectures for physically and visually disabled students

Students can contact the DU on [disabilityunit@uj.ac.za](mailto:disabilityunit@uj.ac.za) or [leilaag@uj.ac.za](mailto:leilaag@uj.ac.za) or 011 559 3745.

### Graduate Recruitment and Employer Relations

#### Services offered:

- Meaningful company engagements
- Industry Talks
- Company Visits
- Work Integrated Learning (WIL) placements
- Career Fairs

Please contact us on 011 559 3333 to book an appointment.



## STUDENT AFFAIRS

The Student Affairs Division has three pillars, Student Accommodation and Residence Life, Student Life and Governance, and Student Ethics and Discipline meal assistance

## STUDENT ACCOMMODATION AND RESIDENCE LIFE:

Student Accommodation & Residence Life Division is mainly responsible for the accommodation of approximately 19 000 students in both university owned and managed residences as well as off-campus accredited privately owned accommodation. This is a vast division with 35 residences spread over four campuses at the University of Johannesburg. It should further be noted that the total number of 35 residences include the seven day-houses. Off-campus accommodation's accredited properties are within a 2 km radius of each campus and where they are further than the prescribed radius, the set condition is that service providers are obliged to provide transport. Additionally, intercampus transportation is provided for all students residing in off-campus residences and houses. The University offers a list of accredited off-campus accommodation to all students.

### For more information, please contact:

Residence Application Status Enquiries & General Enquiries:  
011 559 2092 salomeb@uj.ac.za

**APB Placement Officer:** mkirstein@uj.ac.za

#### **APK Placement Officer:**

Junior Male Placement Officer: nondumisox@uj.ac.za

Junior Female Placement Officer: daleens@uj.ac.za

Postgraduate Placement Officer: vtshabane@uj.ac.za

**DFC Placement Officer:** veronican@uj.ac.za

**SWC Placement Officer:** boniswak@uj.ac.za

## Day houses

If you are not living in a residence, but you would like to have a great student life, then join anyone of the seven day houses on any of our four campuses. This will give you the opportunity to take part in organised student life activities – sport, culture, social and just plain FUN! You can join a day house of your choice during the First Year Seminar.

## Day houses per campus

APB: Ikhayaletsi

APK: Akani, Azania, Falcons, Jabali

DFC: Abeilles

SWC: Pishon of Soweto

## STUDENT LIFE AND GOVERNANCE

Student Life and Governance is one of the three subdivisions of Student Affairs. Within this subdivision, you may find the following:

### Student Representative Council (SRC)

The SRC represents all UJ students, addressing matters relevant to the entire student body.

### Physical location and contact details

Campus	Location	Contact Details
APB	Sable Court	011 559 1303
APK	E Ring 316	011 559 4443
DFC	Quardrum Building opposite Protection Services	011 559 6226
SWC	Ukhamba Building, Old NSFAS House	011 559 5543

## Student Societies

UJ students are encouraged to participate in student life activities and student societies, which form part of the vibrant student life at UJ. There are a number of student societies on each of the four UJ campuses.

**For more information contact**

Tel: 011 559 4443

## STUDENT ETHICS AND DISCIPLINE

This is the unit responsible for student discipline. All students who are registered at the University of Johannesburg are subject to general student rules. These rules are contained in Student Regulations. If a student transgresses any rule or student regulation, a disciplinary process is followed as described in the Regulations for Students Discipline.

For more information contact: Tel: 011 559 2324

For more details about Student Affairs related queries in general, visit: <https://www.uj.ac.za/studyatUJ/Student-Accommodation-Residence-Life/Pages/Contact-Us.aspx>

## THE MEAL ASSISTANCE PROGRAMME

The aim of the Meal Assistance Programme is to provide students with daily access to a balanced meal. We distribute dry food packages, these food packages are distributed fortnightly. The applications for the student Meal Assistance Programme are done online under ITS enabler on the student portal.

**The following documents should be attached to the application:**

- ID Copies of parents (certified)
- Proof of income of parents; certified Payslips or affidavits of unemployment
- ID copy of the applicant
- Self employed: Bank statement
- Self supporting student: Proof of income
- Please see the link below for applications:  
<https://apps.uj.ac.za/StudentLifeAndGovernance>.

Direct all queries to: [mealassistance@uj.ac.za](mailto:mealassistance@uj.ac.za), 011 559 7240

### Collection Points:

Campus	Location
APB	Ndlovukazi Exam venue
APK	Old Canteen next to Student Accommodation
DFC	Old Canteen next to Phumlani and Gauta residences
SWC	Old Canteen next to Imbizo





## STUDENT FINANCE

Tertiary education can be expensive; however, different sponsors and bursars can reward academic excellence and/or students in need of financial assistance. We urge students to apply for external bursaries from different companies, municipalities, and government departments. Always ensure that you adhere to closing dates and the requirements of each bursary when applying.

### UJ Merit Bursary

Merit bursaries are given with the objective of promoting and rewarding academic excellence at the University. All registered undergraduate students will automatically be evaluated for a UJ merit bursary in the specific academic year in which they register. The six best matric subjects excluding life orientation are used to calculate the APS. An APS below 35 is not considered for the bursary.

### UJenius Merit Bursary

The UJenius Merit Bursary is a top achievers bursary where students are selected as club members by the UJenius Office. The selection is done at the beginning of every academic year based on the previous year's academic performance. This bursary is awarded from second year of study.

The academic selection criteria are as follows:

- Student must have achieved a year average of 75% in the preceding year, on a full course load, and with no module below 70%.
- Membership is renewed every year based on the previous year's academic performance, thus meaning students need to maintain their academic performance to stay a member of the club.

Campus	Location	Contact details	Email address
APK	B5 Building Office 145 B	011 559 3112	ujenius@uj.ac.za

### SRC Trust Fund

The SRC Trust Fund is managed by student finance with the sole purpose to assist financially needy students with registration fees. A student who possesses any other internal and/or external funding will not be eligible for SRC Trust funding. Applications are done online on uLink between December and January of each year. Preference will be given to financially needy students, e.g. missing middle students.





Department	Contact Details	Email
<b>APB Auckland Park Bunting Road Campus</b>		
NSFAS	011 559 1183 / 011 559 1193	nsfasapb@uj.ac.za
External Bursaries	011 559 1250	sibonelon@uj.ac.za
Student Debtors	011 559 1530	julic@uj.ac.za
Call Centre	011 559 7301 / 011 559 7303	studentaccounts@uj.ac.za
<b>APK Auckland Park Kingsway Campus</b>		
NSFAS	011 559 4275 / 011 559 3906 / 011 559 3575 / 011 559 4273	nsfasapk@uj.ac.za
External Bursaries	011 559 2214	kabelop@uj.ac.za
	011 559 4787	lithaq@uj.ac.za
	011 559 4744	motaungt@uj.ac.za
	011 559 4741	phrthenis@uj.ac.za
Internal Bursaries	011 559 4436	yolandat@uj.ac.za
	011 559 3411	rkruger@uj.ac.za
	011 559 3761	magdelinek@uj.ac.za
Student Debtors	011 559 4303	meltonm@uj.ac.za
	011 559 3277	audreya@uj.ac.za
Refunds	011 559 3905 / 011 559 7415 011 559 7416	refunds@uj.ac.za
Student accounts		studentaccounts@uj.ac.za
External Collections		collections01@uj.ac.za
<b>DFC Doornfontein Campus</b>		
NSFAS	011 559 6063 / 011 559 6412	nsfasdfc@uj.ac.za
External Bursaries	011 559 6274	eldiud@uj.ac.za
Student Debtors	011 559 6937	amnisi@uj.ac.za
	011 559 6440	cprobert@uj.ac.za
<b>SWC Soweto Campus</b>		
NSFAS	011 559 5508 / 011 559 5673	nsfasswc@uj.ac.za
External Bursaries	011 559 5526	mildredm@uj.ac.za
Student Debtors	011 559 5220	keithb@uj.ac.za



## NATIONAL STUDENT FINANCIAL AID SCHEME (NSFAS)

- The National Student Financial Aid Scheme (NSFAS) was established in terms of the National Student Financial Aid Scheme (Act 56 of 1999).
- NSFAS exists to provide financial aid to eligible students at TVET colleges and public universities;
- NSFAS identifies eligible students, provides bursaries and collects past student loan repayments to replenish the funds available for future generations of students; and,
- NSFAS supports access to, and success in, higher education and training for students from poor and working-class families who would otherwise not be able to afford to study.
- Students apply for NSFAS through their website @ [www.nsfas.org.za](http://www.nsfas.org.za), where they will be required to create a profile.
- Currently funded students will not be required to re apply if they are continuing with their undergraduate studies.
- NSFAS is responsible for making funding decisions and currently only funds undergraduate formal studies.

## NSFAS FUNDING AT UNIVERSITY

### What does the bursary cover?

- Accommodation
- Transport (up to 40 km from institution)
- Living allowance
- Book allowances

- Incidental/personal care allowance
- Registration
- Tuition
- Funded students with disabilities need to submit claims for Assistive Devices and Human Support directly to the university's Student Support Services/Financial Aid office.

### Who qualifies for NSFAS funding?

- All South African citizens
- All SASSA grant recipients
- Applicants whose combined household income is not more than R350 000 per annum
- Persons with a disability with a combined household income not more than R600 000 per annum
- Students who have started studying before 2018 whose household income is not more than R122 000 per annum

Students apply for NSFAS through their website @ [www.nsfas.org.za](http://www.nsfas.org.za), where they will be required to create a profile. Currently funded students will not be required to re apply if they are continuing with their undergraduate studies. NSFAS is responsible for making funding decisions and currently only funds undergraduate formal studies.

All students are advised to send their NSFAS queries to their campus, they may send an email to their campus email address as indicated below.

APB – [nsfasapb@uj.ac.za](mailto:nsfasapb@uj.ac.za)

APK – [nsfasapk@uj.ac.za](mailto:nsfasapk@uj.ac.za)

DFC – [nsfasdfc@uj.ac.za](mailto:nsfasdfc@uj.ac.za)

SWC – [nsfasswc@uj.ac.za](mailto:nsfasswc@uj.ac.za)

Student finance – [studentaccounts@uj.ac.za](mailto:studentaccounts@uj.ac.za)



## UJ TRANSFORMATION DIVISION

The UJ Transformation Division leads and coordinates institutional transformation processes and related initiatives that contribute towards the creation of a unique culture in support of the UJ vision, strategic objectives and the enhancement of global excellence and stature.

The following are focus areas for the Transformation Division

### 1. Institutional Culture

- Promote a positive institutional culture through ethical leadership, student governance, and monitoring and evaluation of the Institutional Transformation Plan.

### 2. Cultural Transformation

- Organisational citizenship behaviour and actions emanating from culture survey infused into the transformation plans of all divisions and faculties.
- Code of Ethics outlining the beliefs and the ways UJ wishes to lead, relate and interact with its employees, students and stakeholders.

### 3. Gender Equality

- Promote the implementation of LGBTIQ+ and SGBV support and prevention programmes in the University for Staff and students.
- Ensure that prevention programmes and communication strategies regarding LGBTIQ+ and SGBV are grounded in research (data-driven approach) and best practice.
- Monitor and evaluate SGBV interventions and the impact in UJ as an institution of higher education.
- Address how sexual and gender-based violence intersects with other aspects of identities, including race, sexual orientation, social class, etc.

### 4. Diversity and Inclusion

- Support institutional approaches to transformation and related advocacy work.
- Conduct communication campaigns and awareness events (e.g. Annual Staff Day, Annual Diversity Week, Dialogue sessions, Colloquiums, Summits, etc.).
- Advance the UJ transformation agenda through creating awareness and playing an advocacy role.
- Focus on the UJ values and transform them into behaviours through workshops.

### 5. Enabling Leadership

Implement various leadership programme such as:

- UJ Women's Leadership Development Programme (UJWLDP)
- UJ Women's Forum
- UJ Young Leaders Development Programme (UJYLDP)
- Emerging Leaders
- Coaching programmes for leadership capacitation for Senior Leadership Group, excluding MEC.

## Contact Details

The Transformation Division is located on the Auckland Park Kingsway Campus. However, its scope of practice extends to all of UJ's campuses.

**Address:**

B5 Building  
Room 154,  
Auckland Park Kingsway Campus,  
Corner University Road and Kingsway,  
Auckland Park.

**Telephone:**

011 559 7789

**Email:**

[transformation@uj.ac.za](mailto:transformation@uj.ac.za) / [gender@uj.ac.za](mailto:gender@uj.ac.za)

**Facebook:**

@UniversityofJohannesburgTransformationUnit  
National gender based violence hotline: 0800 428 428



international university of choice, anchored in Africa, dynamically shaping the future. A robust range of arts platforms are offered on all four UJ campuses for students, staff, alumni and the general public to experience and engage with emerging and established Pan-African and international artists drawn from the full spectrum of the arts. In addition to UJ Arts & Culture, FADA offers programmes in eight creative disciplines in art, design and architecture, as well as being home to the NRF SARChI Chair in South African Art and Visual Culture, and the Visual Identities in Art & Design Research Centre. For more information, please visit [www.uj.ac.za/arts](http://www.uj.ac.za/arts).

Through the UJ Arts Academy, students from across the institution have access to a range of free extramural dance, drama, and poetry classes and workshops. Arts & Culture is also home to award-winning UJ Choir and produces and presents a broad range of student and professional arts and culture activities including theatre productions, concerts, festivals, exhibitions, and conferences.

Arts & Culture has offices on all four campuses and manages the UJ Arts Centre on the Kingsway Campus including the UJ Art Gallery, a 428-seater theatre, studios, and a conference room. The Experimental Theatre is a flexible performance space at the centre of the Kingsway Campus and the Bunting Theatre is a 180-seater theatre on the Bunting Road Campus with adjacent dance and drama studios.



### The UJ Arts Academy physical location and contact details

Campus	Location	Contact Details	Email address
APB	UJ Bunting Theatre	011 559 2649	<a href="mailto:jadeb@uj.ac.za">jadeb@uj.ac.za</a>
APK	UJ Arts Centre	011 559 4674	<a href="mailto:ujatrs@uj.ac.za">ujatrs@uj.ac.za</a> <a href="mailto:poetry@uj.ac.za">poetry@uj.ac.za</a>
DFC	John Orr Building (Next to Squash Court)	011 559 6959	<a href="mailto:poetry@uj.ac.za">poetry@uj.ac.za</a>
SWC	Imbizo Building	011 559 5684	<a href="mailto:swc@uj.ac.za">swc@uj.ac.za</a>

## THE CENTRE FOR ACADEMIC STAFF DEVELOPMENT (CASD)

The Centre for Academic Staff Development (CASD) is responsible for the development of tutors and staff who work with tutors. Tutors are trained throughout the year to ensure that they are equipped with the skills necessary to facilitate student learning.

### Who can benefit from consulting with tutors?

Any UJ student can consult with a tutor. By attending group tutorials or individual consultations, students can get assistance in clarifying subject content. Tutors can also assist students with strategies to learn better and can refer students for further assistance where necessary. For more information on tutors, contact the lecturer for the module concerned.

## COMMUNITY ENGAGEMENT UNIT

As a supporter of engagement, the University of Johannesburg is committed to achieving closer contact with the community as embedded in its vision, which embraces the advancement of freedom, democracy, equality and human dignity. This is realised through the application of its human capital in adding value to external constituencies by entering into strategic contractual partnerships and relationships that are mutually beneficial to the University community, as well as the broader external communities, which extend to Gauteng, the country as a whole and the SADC region.

**Community Engagement**, in the form of service learning and community-based research, is a core academic function of the institution, which has the reciprocal benefit of enabling the community to access the University's intellectual capital and approved project-based resources. Staff and students gain simultaneous awareness of and can thus assist the community in addressing their needs.

Community engagement has three components, namely **Service Learning**, **Community-based Research** and **Organized Outreach**, as defined below:

**Community Engagement** involves partnership initiatives that utilize the knowledge capital and resources of the University to address the development needs of communities at no cost.

**Community-based Research** entails research projects that make a significant contribution to a community in the form of services, products and/or new knowledge and skills transfer.

**Organized Outreach** relates to the provision of community-determined services and resources by students and employees, outside of academic programmes, to address development needs.

**Service Learning** necessitates teaching and learning that targets specific community needs through a curriculum-based assessment that is accredited and which enables students to participate in as well as reflect on contextualized structured activities that address identified service needs.

### You can visit Community Engagement:

Campus	Location
APB	Goudstad Building, Office No.18
APK	E Ring, Ground Floor, Office No.15
DFC	Maropeng Building, 2nd Floor, Office No. 295
SWC	Ukhamba Building, ADB203



## UJ SPORTS AND GYMNASIUM

UJ Sport aims to develop the holistic student-athlete and sustain young talent by providing the ultimate student-athlete experience and quality university sport participation opportunities. Furthermore, it is well positioned to educate, empower and encourage participation in University sport.

The UJ Gymnasium offers healthy lifestyle services, which will enhance your academic performance and mental effectiveness. When the physical aspect of an individual is strong, the cognitive aspect becomes more effective. If you wish to develop and maintain a better body shape and gain fitness, the UJ Gymnasium is at your service.

### For the ultimate student-athlete contact us:

Manager: UJ Gymnasia (APB, APK, DFC SWC)

Name	Location	Contact Details	Email Address
Darshan Raman	APK Gymnasia	011 559 4185	darshanr@uj.ac.za

Senior Manager: Sport Clubs

Name	Location	Contact Details	Email Address
Nompilo Zondi	DFC	011 559 1181	nompiloz@uj.ac.za

Name	Division	Contact Details	Email Address
Roger Haitengi	Athletics	011 559 1181	rogerh@uj.ac.za
Anton van Rooyen	Hockey & Tennis	011 559 1305	antonv@uj.ac.za
Siyabonga Sibiyi	Cricket	011 559 3073	ssibiyi@uj.ac.za
Joel Kgokong	Squash & Recreational Sports	011 559 9146	joelk@uj.ac.za
Elize le Roux	Basketball	011 559 2543	elizel@uj.ac.za
Bongiwe Msomi	Netball	011 559 4567	bmsomi@uj.ac.za
Sizwe Ndlovu	Rowing	011 559 2665	sizwen@uj.ac.za
Bongani Mashiyi	Rugby	011 559 3317	bonganim@uj.ac.za
Lezanne Bruwer	SSD(Sport for Students with Disabilities)	011 559 2212	lbbruwer@uj.ac.za
Nolufefe Sila	Football	011 559 5053	nolufefes@uj.ac.za



## THE UJ WRITING CENTRES

The UJ Writing Centres aim to assist all registered **UJ undergraduate, BTech and honours** students with academic literacies, including academic writing, reading, and fundamentals of research.

Students from **all faculties and CBE** who would like to become better writers, and not only those struggling with writing, are welcome to contact the UJ Writing Centres.

The UJ Writing Centres offer one-on-one consultations, small group consultations, emailed feedback on academic writing, academic writing workshops (in-person or online), as well as consultations via social media, including MS Teams and WhatsApp.

### What the Writing Centre will help you achieve:

- Unpack assignment instructions or questions
- Understand the focus of an assignment
- Read and understand complex academic texts
- Plan, organise, and complete research writing
- Structure your written work effectively
- Express ideas clearly and coherently in writing
- Avoid plagiarism by referencing correctly in-text and in the reference list
- Improve your editing and proofreading skills
- Develop your critical thinking skills

**Note** that the Writing Centres will not edit your work or complete an assignment for you. We would rather equip you with these skills and develop you into a self-reliant writer.

### Writing Centre Consultation Booking Procedures

#### For face-to-face (or in-person) consultations:

- Book an appointment with a consultant by visiting/calling/ emailing a Writing Centre (see contact details below), or by scanning the QR code of one of the Writing Centres (found on uLink). Remember to bring the assignment instructions, learning

guide, notes, rough draft, and stationery or notebook/tablet to the face-to-face consultation.

- For walk-ins: simply walk into any of the Writing Centres with the above elements.
- Remember to approach the Writing Centre at the earliest stages of the assignment and consult more than once with the same assignment.

#### For consultations via email and social media

- Scan the QR code of one of the Writing Centres.
- Email your draft, assignment brief, reference guidelines to the email address of the Writing Centre on your campus (see contact details below).
- Your assignment/draft will be forwarded to one of the writing consultants for review, and you will be asked to complete a consultation details form.
- The consultant will review your work and send you feedback – via email – within 48 hours (2 days), unless advised otherwise.
- Virtual face-to-face consultations can also be arranged with specific consultants, e.g. using WhatsApp, Zoom, and Microsoft Teams.

### Writing Centres working hours:

08:00 -16:00 weekdays

### Writing Centre Resources

- Introduction to the Writing Centres video (Link: <https://www.youtube.com/watch?v=55jlt-M1p58&feature=youtu.be>)
- Links to your resources (Links to the uLink SOS On the Go module – writing centres: [https://uj.blackboard.com/ultra/organizations/\\_31596\\_1/cl/outline](https://uj.blackboard.com/ultra/organizations/_31596_1/cl/outline))

## WRITING CENTRES CONTACT INFORMATION

Campus	Location	Contact detail	Email addresses
APB	K Block, above the Safekeeping venue	011 559 1646	apbwritingcentre@uj.ac.za
APK	D Ring 3	011 559 2568	receptioncatadc@gmail.com
DFC	Room 6311, 6th Floor, John Orr Building	011 559 6595	dfcwritingcentre
SWC	Adelaide Tambo Building	011 559 5652	swcadc@uj.ac.za

### Book your session

APK



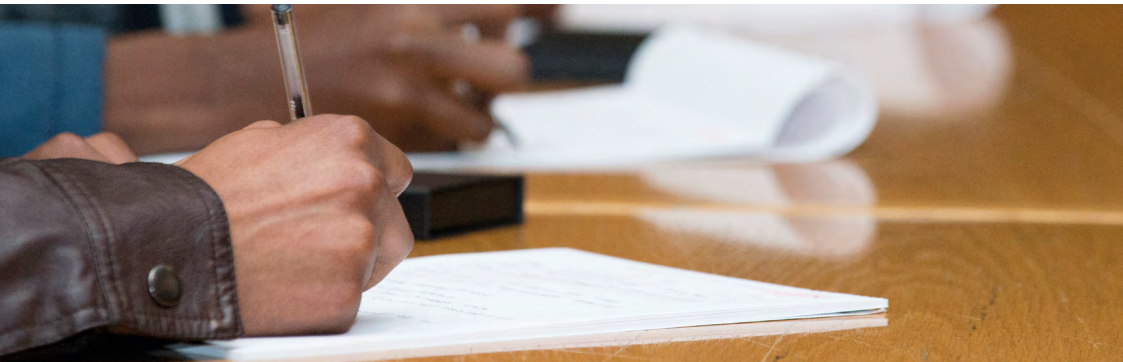
APB



DFC



SWC



## ONLINE SUPPORT FOR UNDERGRADUATE STUDENTS

### CM0021 module

(CONTINUE TO LEARN OFF-CAMPUS)

#### Steps how to get to the module

Sign in on uLink ([ulink.uj.ac.za](http://ulink.uj.ac.za))

Log into Blackboard

Go to Organisations

Click on CM0021

#### Online study skills module

The students can contact Learning Development via e-mail, to be granted access.

E-mail address: [learningdevelopment@uj.ac.za](mailto:learningdevelopment@uj.ac.za)

## ADC (ACADEMIC DEVELOPMENT CENTRE)

The Academic Development Centre (ADC) prides itself in student success. The Centre is made up of different units that help you on your academic and personal journey as a student at UJ. Learn more about us by exploring the QR code or links below.

#### Find Your Way

Find Your Way is a website put together by us. This site includes information to all the support services our institution has to offer. You will be able to learn more about how the different supports divisions can help you in your academic and personal journey at UJ. We also share important information and contact details so that you can contact the service centres/divisions.



LINK: [findyourway.uj.mobi](http://findyourway.uj.mobi)

#### Shortcuts to Success

Shortcuts to Success is a document we have created at ADC to give you access to short bits of information to support you.



LINK: <http://bit.ly/3pz6k18>

#### On the Go: Student Online Success (SOS)

The Academic Development Centre developed an online support module to assist you in your learning experience. You will automatically be enrolled once registered so that you can have access to resources that will help you in your studies right away. The "On the Go: SOS" module will help you with academic skills, writing skills, exam strategies, assignments, and much more! Go to [findyourway.uj.mobi](http://findyourway.uj.mobi), click on Academic Journey -> Academic Development Centre -> Scroll to the bottom to learn more about this module.



## PEER SUPPORT PROGRAMMES

### University of Johannesburg International Student Society (UJISS)

The University of Johannesburg International Student Society works closely with the Division for Internationalisation on advocacy matters, integration and support for international students. UJISS does this through events, activities and engagements throughout the year. Its system of representation is facilitated through an executive and task team responsible for activities and linkages into the student body.

### The BUDDY System for International Students

The University of Johannesburg BUDDY System is a special programme that was established for the purposes of providing support to international students and ensuring cultural integration. All new international students are paired with a buddy for support in navigating the University systems and Johannesburg, in general. The duties of a buddy stretch further than just the new student. They introduce the new student to the culture of UJ and South Africa through social events and excursions. All buddies report to the Buddy Coordinator in the Division for Internationalisation. The Buddy Coordinator will take up matters with the Division for Internationalisation should the need arise. All buddies are trained in orientation matters, cultural immersion and mentoring. For more information visit:

Campus	Location
APK	International House, Madibeng Building

### Peer Educator's Programme

The Peer Educator's Programme is a volunteering network for students interested in supporting HIV/AIDS-related projects and social justice issues on campus, in an effort to raise awareness and decrease new HIV infections within the University of Johannesburg (UJ) community. LINK peer educators are trained, mobilised and

supported to conduct educational interventions aimed at the university community and beyond. Thus, peer educators are seen as ambassadors for the Institutional Office for HIV and AIDS (IOHA) and work towards achieving the mandate for the Office. The programme is anticipated to develop peer educators' skills towards their 'graduateness' and employability through the various activities, such as project management, community engagements, training and presentations.

## LINK VISION

To promote social norms and support for adopting healthy attitudes and behaviours, among UJ students, by means of HIV student peer education programmes.

Aims and Objectives of the LINK Programme

The LINK is an IOHA student HIV/AIDS peer education programme that aims to empower students to become active agents of change, both within and beyond the University context.

### Benefits for participating in the LINK programme

- Gain knowledge and skills on HIV/AIDS and social justice issues.
- Develop interpersonal skills; networking and communicating with others.
- Acquire Events management and project operational skills.
- Enhance creativity and marketing abilities.
- Acquire Group work skills – learning to work as a team, appreciating differences; dealing with conflict; assertiveness; self-confidence and leadership.
- Engage in sustainable community outreach projects.
- Develop an ethos of volunteerism and citizenship.
- Receive a recognition certificate at the end of the year.

For more information contact:

Contact Person	Contact details
IOHA Coordinator	011 559 6807

### Peer mentoring programme

The mentoring programme is designed to assist students to make the transition from school to university. The overall aim of mentoring is to provide the best possible academic experience for first-year students at the University of Johannesburg and consequently contributes to the reduction of student dropout and to enhance student success and throughput.

For more information on the UJ peer mentoring programme contact UJ peer mentoring coordinator at [venessad@uj.ac.za](mailto:venessad@uj.ac.za) or the faculty mentor coordinator.

## THE VALUE OF ACADEMIC INVOLVEMENT

### Importance of participating in class

- Participation leads to higher levels of learning.
- Students learn from one another.
- It allows students to internalise the knowledge better.
- Participation further increases concentration levels.
- It allows students to track if they are actually following in class or not.

### Tutorials

- Help students to gain a deeper understanding of the subject matter in their discipline.
- Develop students' basic academic skills.
- Enable students to pursue their individual academic interests within the context of their subject.
- Foster a close relationship between student and tutor.
- Overall they help students enhance their intellectual, communication and social skills.

### Practicals

- Hands-on activities help support the development of practical skills.
- Help shape students' understanding of concepts.

Faculty/ Division/ Department	Coordinator	Email address
College of Business and Economics	Prof Peter Baur	<a href="mailto:peterb@uj.ac.za">peterb@uj.ac.za</a>
Extended Degree CBE (MAPS)	Ms Annatjie Pretorius	<a href="mailto:AJMPretorius@uj.ac.za">AJMPretorius@uj.ac.za</a>
Faculty of Art, Design and Architecture	Ms Tamara Francis	<a href="mailto:tamaram@uj.ac.za">tamaram@uj.ac.za</a>
Faculty of Humanities (Politics)	Prof Fritz Nganje	<a href="mailto:fnganje@uj.ac.za">fnganje@uj.ac.za</a>
Extended Degree Humanities (MAPS)	Ms Maipato Mmako	<a href="mailto:mcmako@uj.ac.za">mcmako@uj.ac.za</a>
Faculty of Law	Dr Elmarie Fourie	<a href="mailto:esfourie@uj.ac.za">esfourie@uj.ac.za</a>
Faculty of Education	Dr Jacqueline Batchelor	<a href="mailto:jbachelor@uj.ac.za">jbachelor@uj.ac.za</a>
Faculty of Engineering and the Built Environment	Dr Zackary Simpson	<a href="mailto:zsimpson@uj.ac.za">zsimpson@uj.ac.za</a>
Faculty of Health Sciences	Dr Karien Henrico	<a href="mailto:karienr@uj.ac.za">karienr@uj.ac.za</a>
Access Extended Curriculum Programmes	Ms Cathy Burton	<a href="mailto:access@uj.ac.za">access@uj.ac.za</a>

## THE VALUE OF SOCIAL INVOLVEMENT

Participating in out of class activities is beneficial to the well-being of the students. The benefits include:

- Having a sense of belonging.
- Improving academic performance.
- Improving life skills.
- Increasing levels of concentration and attention span.
- Developing time management skills.
- Expanding and diversifying interests.
- Developing interpersonal skills.
- Developing teamwork skills.
- Improving communication skills.
- Exposure to new and potentially relevant things/skills.
- Helping create a network of relevant people for future opportunities (such as jobs or business)
- Overall, being an island at university is not the wisest of things.

## CAMPUS SAFETY TIPS

Familiarise yourself with where your Campus Protection Services is

- Visit the University's website for information on emergency contact numbers.
- Visit the Protection Services office in person when you arrive on campus.

Take extra precaution at night

- Call Protection Services for a ride home.
- Avoid walking alone at night.

Be careful when getting into a car

- Have your car's doors locked at all times.
- When walking to your car or an Uber, approach at an angle that allows you to see around the vehicle.

Know where you are going

- Whenever you set out to town or class, make sure you know where you are heading and how to get there.
- Download your campus map onto your phone and use it efficiently.

Namola

- This a free crime response app that allows you to share your name, GPS coordinates and nature of your emergency with a 24/7 response call centre.
- Download the app and use it to your advantage.

Defend yourself

- Sign up for self-defence classes in your area.
- Always have a pepper spray on hand.

### Emergency Call:

011 559 2555

## TIPS FOR STUDENTS BY STUDENTS

### Focus on mastery

- For each class you take, try to grasp the material as deeply as possible.

### Use all available student resources

- There are many resources available to you as UJ students, free of charge, use this booklet to find out more about them and use them.

### Divide your school work into smaller sections

- To avoid being overwhelmed, divide your work into smaller sections and make your own deadlines within the actual deadlines.

### Work towards learning

- Don't just work towards passing, work towards actually learning something.

### Make friends

- Make friends, you will need them, but be careful of the friends you make, choose wisely.

### Remember why you are here

- In the midst of everything, always remember why you are at university and prioritise that.

### Have study notes

- Formulating of own notes allows one to actively learn and develop a philosophy suitable for oneself to achieve high grades.

### Sleep

- Enough sleep improves attention, working memory, and logical reasoning.

### Ask questions

- Always ask why, it is a big question for a small word.

### Extend learning experience beyond tests

- Regularly review your study material, rather than cramming information into your brain in one study session.

### Review your marks

- Review your marks after every test to see where and why you missed the correct answers.

### Consult

- The more time you spend in lectures, the better chance of understanding the content thoroughly. You will get exam tips in class.

### Practise under test conditions

- Demonstrate a certain level of dedication by setting a timer, putting your books away and answering questions to put your brain to work.

### Develop a study plan

- Have a study period, be specific about which module and chapter you want to study rather than cramming the night before the exam.

### Money issues

- Use money wisely, budget.

### Time management

- Set up a daily and weekly timetable with desired academic goals.

### Student life

- Achieve a balance between academics and recreation.

### Transportation

- There are free bus shuttles that travel across the four UJ campuses

## TIPS FOR COPING WITH ONLINE LEARNING

- No matter where you are, try set up an environment conducive for learning such as a regular study space and stay organised.
- Build a work/ study schedule and stick to it.
- Do not leave your work to the last minute.
- Get help when you need it, your lecturers and tutors are still at your disposal.
- Identify your main distractions and develop a plan of action to avoid them.
- Take breaks and check in with yourself.
- Build and maintain relationships with other learners and discuss your work.
- If you are not comfortable with using your gadgets and applications for online learning, seek help and learn.
- For further support on online learning check out the 'On The Go Student Online Success' module under organisations on uLink.



## STUDENT CHARTER: QUALITIES OF A UJ GRADUATE

### A UJ graduate is:

- Skilled Communicator – Fluent in both verbal and written communication.
- Knowledgeable – Knows a lot about a wide range of different subjects.
- Leader – Ability to exert positive influence and positively guide others.
- Healthy – Lives well balanced lifestyle, psychologically and physically.
- Broadminded – Open to different perspectives, even opposing views.
- Global Citizen – Ability to adapt in different geographical locations.
- Ethical – Consistent with principles of correct moral conduct.
- Confident – Certain about their abilities to succeed.

## COMMUNICATION CHANNELS

### UJ Website

The website offers a mix of vocational and academic programmes that advance freedom, democracy, human dignity and equality. Visit <http://www.uj.ac.za> for more features.

### UJ Blackboard (uLink)

The learning management system at UJ for accessing academic modules, communities and announcements. Tools available in Blackboard modules include content areas capable of hosting class presentations, documents, web links, assignments, plagiarism tools, online tests, wikis, and reflection diaries – to name a few. To gain access, students and staff log in through the uLink portal: [ulink.uj.ac.za](http://ulink.uj.ac.za)

### UJFM 95.4 MHz

The official radio station of the University of Johannesburg. The aim of the station is to provide quality 'infotainment', on-the-air shows that speak directly to the needs of the UJ community. The station is based at the APB Student Centre.  
Contact No.: 011 559 1655

### Social Media

Facebook: [go2uj](https://www.facebook.com/go2uj)  
Twitter: [@go2uj](https://twitter.com/go2uj)

### Student Success Influences:

UJ has appointed senior student who can make you aware of what is happening in your faculty and within the university.

### To follow the use the following social media handles:

TikTok: [@ujosos](https://www.tiktok.com/@ujosos)  
Instagram: [@ujososreps](https://www.instagram.com/ujososreps)

## Academic Support

- Extended orientation
- Information literacy training
- 24 hour study area
- Tutorials
- Study skills consultations
- Reading and Writing development
- Access to Computer labs
- Consultation with lecturers
- UJELP for international students
- Free Wi-Fi
- Printing facilities

## Social Support

- Day houses' activities
- Sporting activities
- Art and cultural activities
- Academic Societies
- Political societies
- Religious societies
- Cultural societies

# THE FIRST YEAR AND SENIOR STUDENT EXPERIENCE

## Work Readiness Programmes

- Job search tools and strategies
- Preparation for the world of work
- Work integrated learning programmes
- Recruitment programmes and career fair

## Peer Support Programmes

- Tutoring programme
- Mentorship programme
- Peer educator programme
- Residence academic advisory programme

# HOLISTIC INITIATIVES

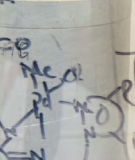
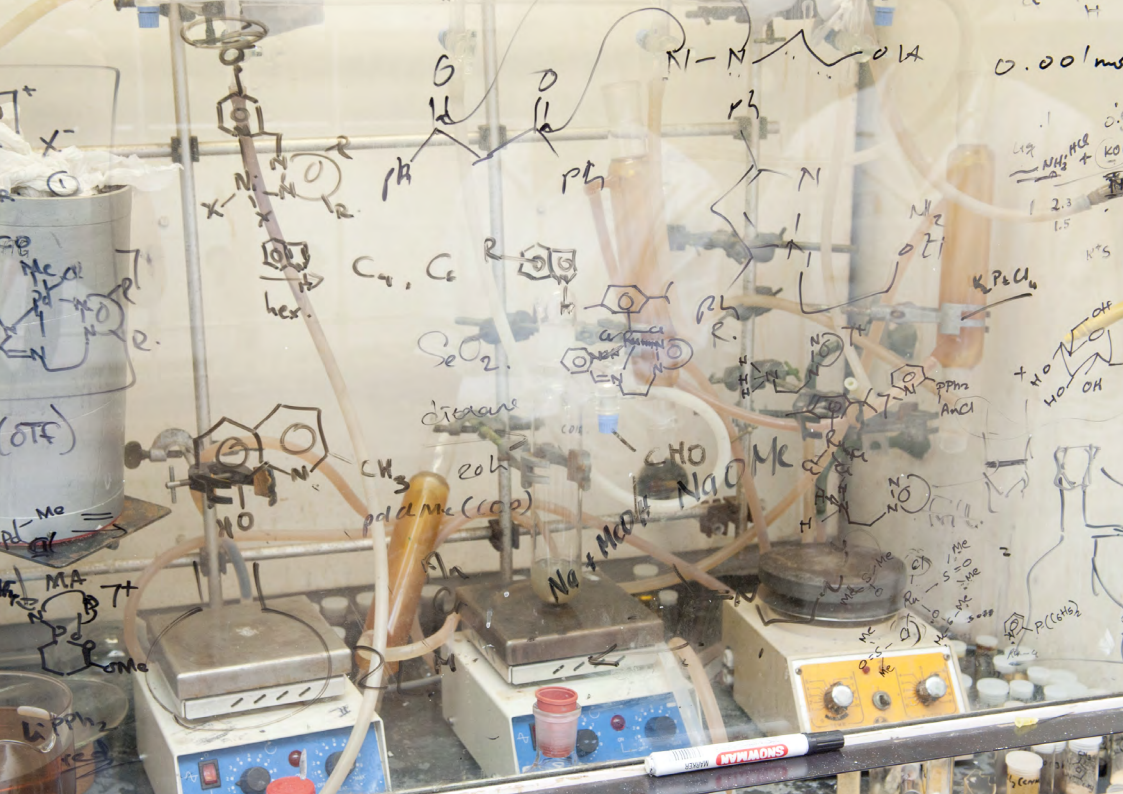
## Psychological and Wellness Services

- Counselling and therapeutic services
- Primary health care
- HIV prevention education
- Health awareness campaign

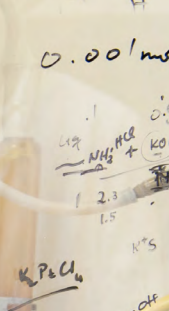
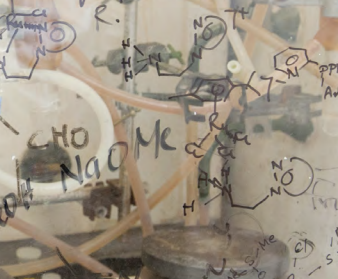
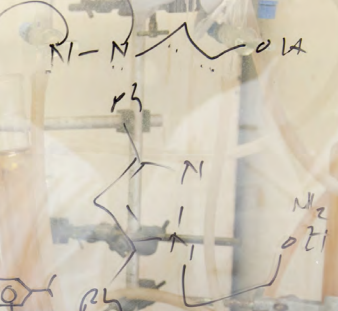
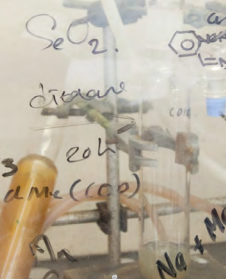
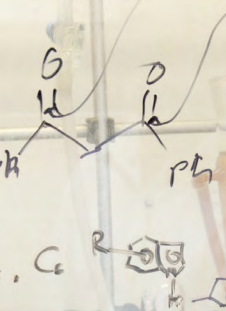
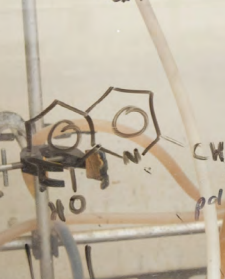
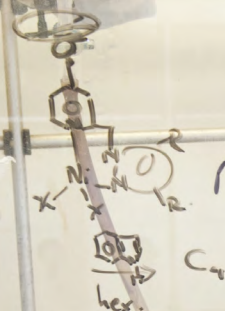
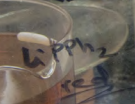
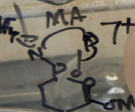
## Online Support

- Findyourway.uj.mobi
- Career services
- Blackboard
- eBooks for first years
- Study skills module
- SOS

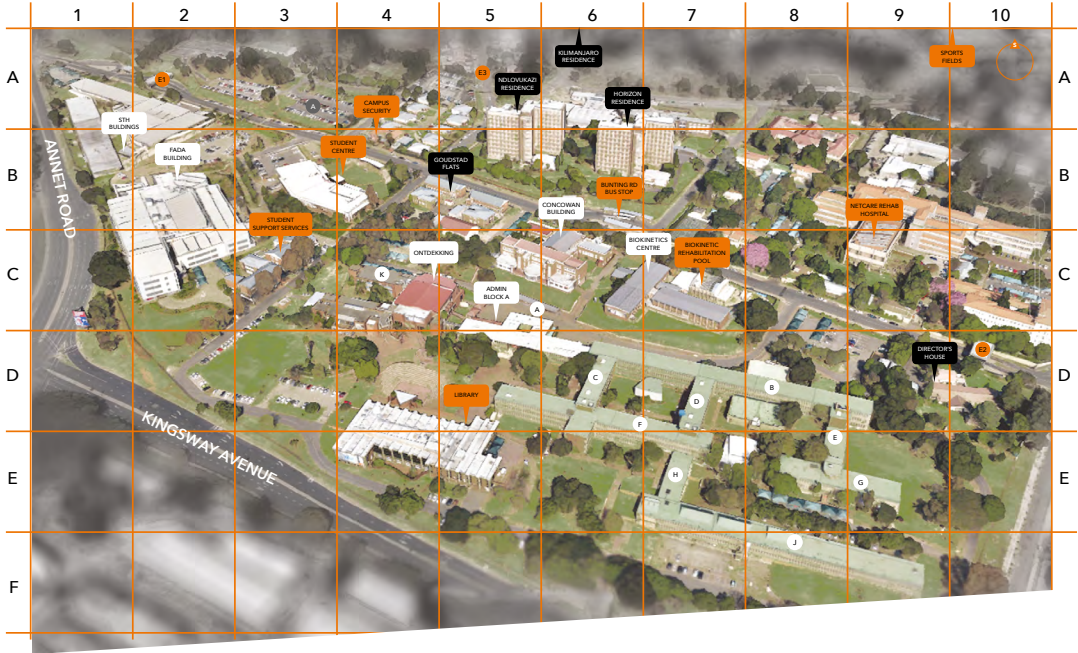




(OTf)



SNOWMAN  
MARKER

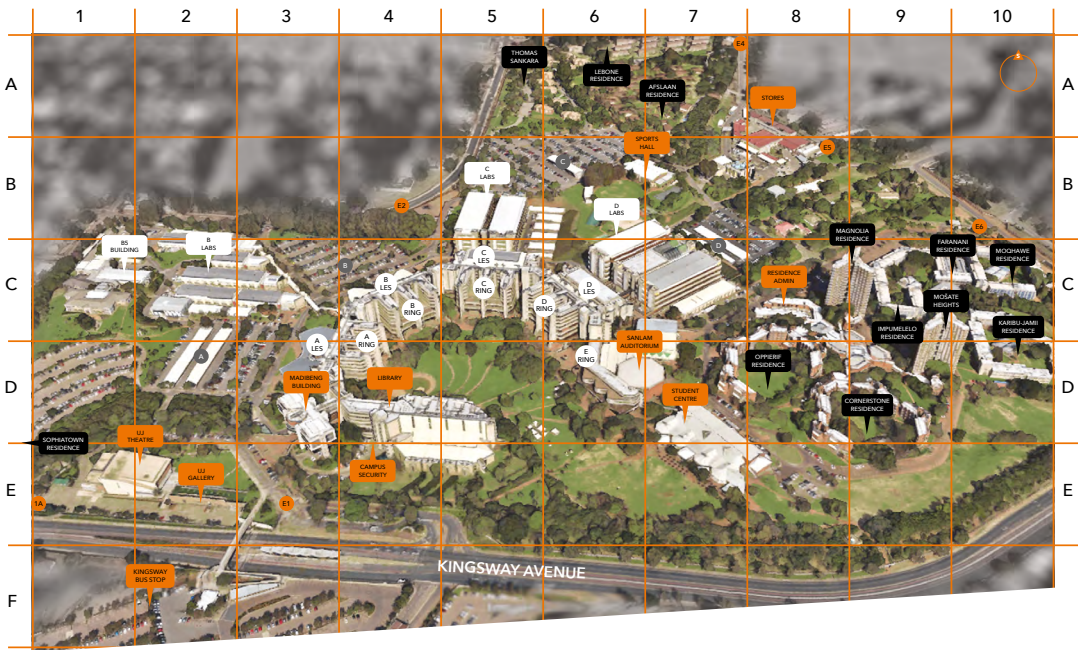


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|---|---------------|---|--------------------------------------|---|-----------|
|  | MAIN BUILDING |  | ADMIN BUILDING/<br>POINT OF INTEREST |  | RESIDENCE |
|  | BLOCK         |  | ENTRANCE                             |  | PARKING   |

## BUNTING ROAD CAMPUS

CRN BUNTING ROAD & ANNET ROAD, AUKLAND PARK

S26.11 25.2 E28.01 09.4



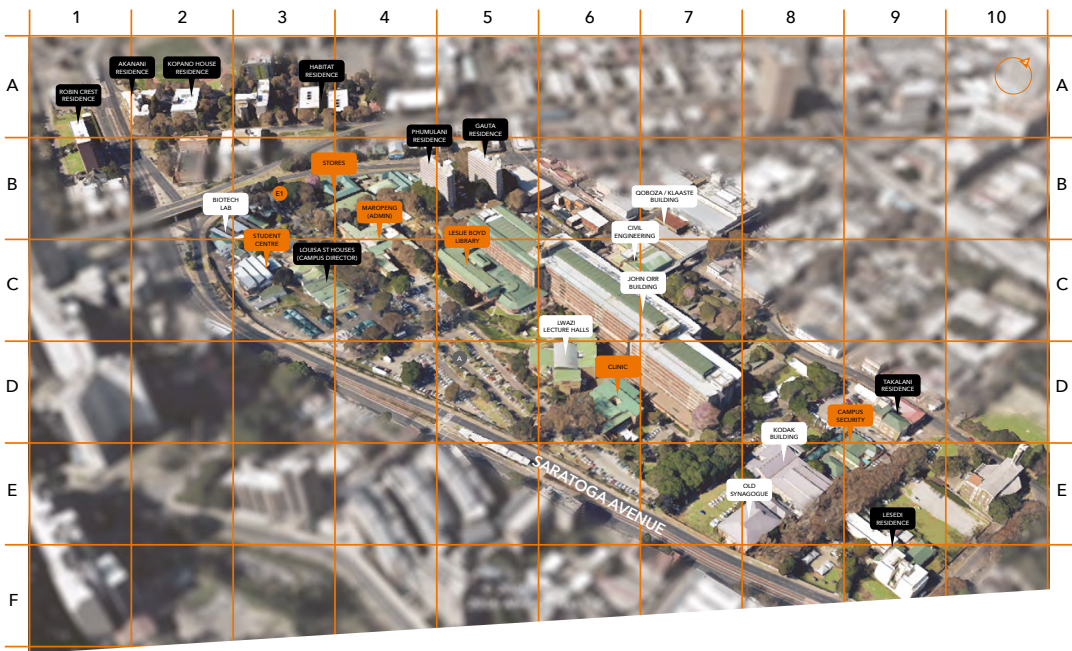
# AUCKLAND PARK KINGSWAY CAMPUS

CRN KINGSWAY AVENUE & UNIVERSITY ROAD, AUKLAND PARK

S26 10 54.9 E27 59 53.9

- MAIN BUILDING
- ADMIN BUILDING/ POINT OF INTEREST
- RESIDENCE
- RINGS / LES
- ENTRANCE
- PARKING



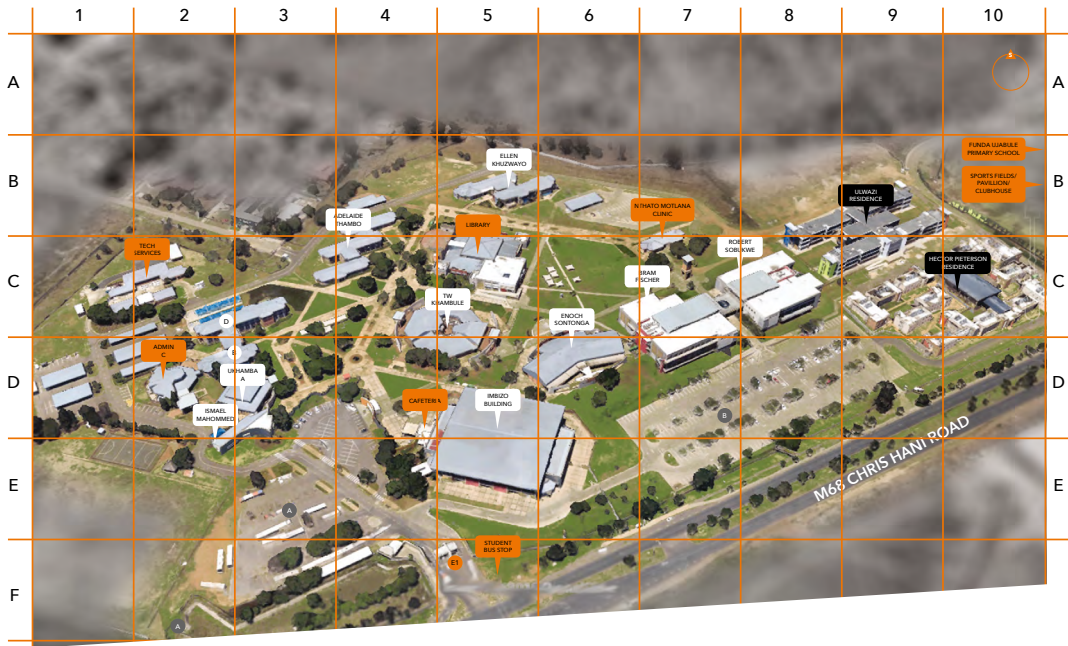


- MAIN BUILDING
- ADMIN BUILDING/ POINT OF INTEREST
- RESIDENCE
- ENTRANCE
- PARKING

## DOORNFONTEIN CAMPUS

CRN SIEMERT & BEIT STREETS, DOORNFONTEIN

S26.11 32.6 E28.03 28.9



# SOWETO CAMPUS

326 CHRIS HANI ROAD (OLD POTCH ROAD), PIMVILLE

S26 15 34.3 E27 55 26.3

- |   |               |   |                                      |   |           |
|---|---------------|---|--------------------------------------|---|-----------|
|  | MAIN BUILDING |  | ADMIN BUILDING/<br>POINT OF INTEREST |  | RESIDENCE |
|  | BLOCK         |  | ENTRANCE                             |  | PARKING   |

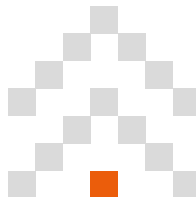
## ACKNOWLEDGEMENTS

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**The Future  
Reimagined**