

Services available for Postdoctoral Fellows on Tygerberg campus

1 Card access

To obtain an access card a registered post-doctoral fellow may go to the card activation office located near the entrance of the clinical building, where a picture and an access card is issued for a fee of R200. (Access cards may also be acquired at Stellenbosch campus at the IT Hub in the Admin A building.)

A post-doctoral fellow who is not yet registered, will need to apply for visitor's access at a cost of R200. An application form is completed with a copy of ID attached and sent to Ms L Matthee lm@sun.ac.za and Mr A Hartzenburg abrahamh@sun.ac.za for processing.

2 Parking

Post-doctoral fellows may park at P5 in front of the BMRI (please see the map [at this link](#)). To have boom and parking access activated, post-doctoral fellows need to contact the [parking coordinator](#) or apply for parking [here](#) by clicking on the link in section 1.1.2. The details of the post-doctoral fellows may also be sent to the [parking coordinator](#) by the host in order to be loaded in the system. Should you encounter any difficulties with these steps, contact Ms Wendy Robyn (wrobyn@sun.ac.za) for further enquiries.

3 Library

Post-doctoral fellows have the following privileges (as indicated [at this link](#)):

- Borrowing: 15 items for 30 days per item.
- [Renewal](#): 2 per item (with a maximum renewal period of 90 days) unless someone else has requested it. [Renew online](#) or ask a staff member.
- Returns: To any of the Library and Information Service sites.
- Fines: Overdue items will be fined at R1 per item per day. Borrowing privileges will be suspended when a limit of R30 is reached.
- [Reserving books currently on loan](#): Free and unlimited - [reserve online](#) or ask a staff member.

The [Medicine & Health Sciences Library](#) has nine seminar rooms. Postdoctoral fellows may book seminar rooms 4 and 8 which are reserved for use by postgraduate students, postdoctoral fellows, and staff. A seminar room may be reserved [at this link](#).

4 Access to research software

The SU [software hub](#) gives postdoctoral fellows access to specific research software packages as facilitated by institutional licenses.

5 FMHS-OAF publication support

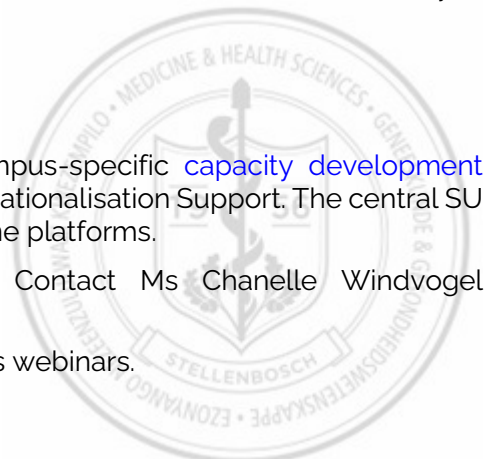
The FMHS Open Access Fund provides financial support towards article processing charges (APC) of research publications in peer-reviewed DHET-accredited open access or hybrid journals. Postgraduate students who do not have dedicated grant funding towards APC, are encouraged to apply on an ad hoc basis, throughout the year. Depending on the availability of funds, awards of up to R30,000 are available to support 100% of the APC for prorated FMHS-affiliated authors, Enquiries may be addressed to Dr Tania Brodovcky at taniab@sun.ac.za.

6 Capacity development opportunities and seminars

Postdoctoral fellows are encouraged to take up some of the campus-specific [capacity development](#) opportunities available within the FMHS Division of Research and Internationalisation Support. The central SU Postdoc Office also offers Postdoc-specific opportunities via their online platforms.

The Department of Global Health hosts a [quarterly seminar](#). Contact Ms Chanelle Windvogel (chaneller@sun.ac.za) for more information.

From time to time, the [African Doctoral Academy](#) arranges masterclass webinars.



7 Campus Health Services

The Health Services clinic on Tygerberg campus is open Monday to Friday, 8:00am - 4:00pm, and can be reached at (021 – 938 9590). The clinic is located at the 2nd Floor, of Tygerberg Student Centre. To visit the Tygerberg clinic one must book an appointment first by contacting the above-mentioned contact number. More information of the campus health services is available [here](#).

8 Student support

The Centre for Student Counselling and Development (CSCD) offers cost free and confidential support services to students on the Tygerberg campus. An appointment should be made during work hours at reception or on telephone number (021) 927 7020 or email address supportus@sun.ac.za. More information about mental health services and support is available [here](#).

9 Food outlets

The following options are available for buying food on Tygerberg campus:

- [Cups and Saucers](#) coffee shop located near the entrance of the clinical building. It offers a variety of coffees, cold drinks, breakfast and lunch meals and snacks, while platters may be ordered in advance;
- [Synergy Cafe](#) situated on the ground floor of the BMRI offers light meals and drinks;
- [Vida Cafe](#) coffee shop situated in the foyer of the education building sells cold and hot beverages, sandwiches and snacks;
- Hospital Cafeteria or Student Centre with various outlets including chips, pies, wraps, burgers, pasta etc. Offerings range from sandwiches starting at around R40, to cooked or cold meal with an average cost of R100 per meal. The hospital and student cafeteria can both be accessed using the access card.
- The student center has four shops which sell food: My Brew Coffee Roastery, Planetsavvy, Vida café, and a mini supermarket. My Brew Coffee Roastery offers cold and hot beverages and snacks, while Planetsavvy sell cold beverages, sandwiches, pizza slices, pie, wraps, pasta, chicken and steak.

10 Peer support and membership of the Postdoc Society

Once you arrive to take up your fellowship, please join the whatsapp peer support group for Tygerberg Postdocs: <https://chat.whatsapp.com/CnwXvvTaRjP3N40FQ0H6jp>

Every postdoc of Stellenbosch University automatically is a member of the [Postdoctoral Society](#). The PDS is run by postdocs and represents the interests of the postdocs within the structures of Stellenbosch University. Apart from this representative role, the PDS aims to connect postdocs via meetings, events and social activities. The PDS can be contacted via postdocs@sun.ac.za.

11 Campus life

You are invited to a rich variety of [events](#) on offer to the SU community.

12 General enquiries

General enquiries should be addressed to postdocinfo@sun.ac.za.

All Postdoc Administration documents are available via this link:

<https://stellenbosch.sharepoint.com/sites/PostdocAdministrationSupportPostdocs>.

Walk-ins are also welcome at the Tygerberg Doctoral Office in office 1073 on the first floor of the Clinical Building (Support Divisions passage) on Mondays, Wednesdays or Friday mornings, as are queries to Ms Brigitta Kepkey at tel 011 938 9813 or email address tyg-phd@sun.ac.za. The Tygerberg Doctoral Office acts only as a **referral point** to the SU Postdoc Office, based on Stellenbosch campus.

