

# **Study Guide**

## **2023**

**Bachelor of Science with Honours Medical Virology -  
HonsBSc (Medical Virology)**

**Module Code 43745-778**



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# INTRODUCTION TO THE FACULTY OF MEDICINE AND HEALTH SCIENCES, UNIVERSITY OF STELLENBOSCH

## 1. FACULTY OF MEDICINE AND HEALTH SCIENCES (FMHS)

<http://www.sun.ac.za/english/faculty/healthsciences/>

### a) Vision

To be the leading research-intensive health sciences faculty in and for Africa.

### b) Mission

We lead by facilitating transformative, life-long learning; creating, sharing and translating knowledge that enhances health and health equity; and co-creating value with and for the communities we serve.

### c) Values

Our decisions and actions are guided by the following values, abbreviated as ICARE2:



### d) Strategy

Stellenbosch University’s Faculty of Medicine and Health Sciences (FMHS) has been synonymous with excellence in medical and health sciences education and research in South Africa since 1956.

Situated at the feet of Cape Town’s Tygerberg Hills, we aspire to be a vital community of students, learners, teachers, researchers, clinicians, and other staff committed to developing future health professionals who, through innovation and leadership will promote health, prevent disease, and provide optimal healthcare.

Together, we are committed to and passionate about attaining excellence, facilitating transformative learning, and teaching in the health sciences, engaging meaningfully with the communities we serve and conducting world-class research with measurable impact.

### e) Strategic focus areas

In the FMHS strategy, the SU strategic themes have been converted into six strategic focus areas.

The Faculty’s strategy is directly aligned with the six core themes of the institutional strategy, known as Vision 2040 & Strategic Framework: 2019 – 2024. These include:

<p><b>1</b> Strategic Focus Area 1 Focus on systemic sustainability and cultivating innovation – leading by example as a thriving faculty.</p>	<p><b>4</b> Strategic Focus Area 4 Networked and collaborative learning communities – promoting a learning-centred paradigm.</p>
<p><b>2</b> Strategic Focus Area 2 Facilitating a transformative educational experience that prepares our graduates to excel and lead.</p>	<p><b>5</b> Strategic Focus Area 5 World-class research for impact – growing our reputation of research excellence aligned with the major health challenges on the continent.</p>
<p><b>3</b> Strategic Focus Area 3 Reciprocal partnerships and networks – enhancing inclusive stakeholder engagement.</p>	<p><b>6</b> Strategic Focus Area 6 Belonging – fostering a people-centred faculty culture in pursuit of becoming a health sciences faculty of choice.</p>

## 2. DEPARTMENT OF PATHOLOGY

The Department of Pathology serves both the University of Stellenbosch and the National Health Laboratory Service (NHLS) at Tygerberg Hospital.

<http://www.sun.ac.za/english/faculty/healthsciences/pathology/Pages/default.aspx>

### a) Vision for the Department of Pathology at the University of Stellenbosch / NHLS Tygerberg:

The Department provides excellent teaching, training, research, and service in pathology.

### b) Mission for the Department of Pathology at the University of Stellenbosch / NHLS Tygerberg:

- Provide excellent teaching and training in pathology.
- Conduct relevant and sustainable research of the highest quality.
- Support and provide value-added quality pathology services.
- Collaborate in close partnership with other academic institutions, the community, and the pathology service platform at a regional and national level.
- Promote diversity at all levels

The amalgamation of the respective pathology departments of pathology in January 2006 led to the establishment of the Department of Pathology.

### c) History

The NHLS, established in 2000, provides the service- and training platform for all the pathology disciplines except for Forensic Pathology that resorts under the Provincial Government of the Western Cape and Tygerberg Hospital. Dr John Simpson was the first NHLS Business Manager at Tygerberg. The past few years saw major improvements to the infrastructure and efficiency of the pathology laboratories at Tygerberg Hospital. A modern, well-equipped, and integrated core laboratory caters for most of the routine diagnostic services, while specialised laboratories offer more sophisticated and advanced tests and facilities that complement the research and training platform. Since the establishment of the Department, major restructuring of the managerial structures aligned the academic activities between the various divisions according to lines of business related to research, education, finances, and service and community interaction.

## 3. DIVISION OF MEDICAL VIROLOGY

[http://www.sun.ac.za/english/faculty/healthsciences/virology/Pages/Medical\\_Virology.aspx](http://www.sun.ac.za/english/faculty/healthsciences/virology/Pages/Medical_Virology.aspx)

The Division delivers a comprehensive, state-of-the-art, SANAS-accredited diagnostic virology service, which includes virus isolation as well as molecular and serological assays. It trains both under- and postgraduate students and conducts competitive research on several themes with numerous national and international collaborations.

### a) Research initiatives and projects

Research in the Division of Medical Virology includes a wide variety of viruses. HIV research areas include quantifying the HIV reservoir, describing genomic diversity and molecular epidemiology of HIV, immunological aspects of HIV infection relevant to development of vaccines and other novel immunotherapeutic approaches, and antiretroviral drug resistance.

Other research focuses include paediatric respiratory and other infections, opportunistic viral infections and viral diagnostics. Research is also done on other emerging and zoonotic viruses, such as Hepatitis, CMV, Hantaviruses, etc.

**b) Diagnostic service (NHLS)**

The diagnostic laboratory offers a large repertoire of virological laboratory tests including virus isolation, serology and state-of-the-art nucleic acid detection. The SANAS-accredited (since July 2002; currently according to ISO 15198) diagnostic section is part of NHLS Tygerberg and serves Tygerberg Hospital and its referral area in the Western Cape Province. It takes part in four quality assessment schemes, run by NEQAS, QCMD, VQA, and DBS. It is also the provincial testing laboratory for the approximately 10 000 samples tested annually as part of the HIV and syphilis antenatal survey.

**c) Undergraduate teaching and training**

The Division is involved with lectures and practical sessions for MBChB students, the M.Phil in Cancer Lecture series, as well as lectures to Natural Health Science students from the University of the Western Cape. In addition to the module on Essentials of Disease Processes, consultants also lecture in clinical modules in the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> years of the MBChB programme. The Division is involved with a practical module in the 4<sup>th</sup> year where students visit the laboratories and perform case studies that involve all the pathology disciplines.

Members of the Division are coordinators and organisers of the comprehensive Infections and Immunology module of the MBChB programme at Stellenbosch University.

**d) Postgraduate teaching and training in Medical Virology**

The Division of Medical Virology conducts postgraduate training for registrars (MMed students) in Medical Virology, Medical Microbiology and Clinical Pathology. It also offers HonsBSc, MSc and PhD postgraduate degrees in Medical Virology.

It further trains student intern medical technologists and has been accredited by the HPCSA for Intern Medical Scientist training.

**e) Facilities and equipment for postgraduate science student training**

Facilities in the division include:

- Library: The Virology library (room 8070) holds some textbooks and journals. For material not available here, please check the Health Sciences Library.
- Seminar room: All divisional meetings, seminars, tutorials, etc, are held in the seminar room (room 8079) unless otherwise indicated. The seminar room is equipped with a computer and a data projector for presentations.
- Student offices: Postgraduate science students are accommodated as far as possible in offices with basic computer facilities. A SafeCom printer is available in the Division.
- A kitchen and tearoom are available to all Virology staff and students.
- The Division of Medical Virology is fitted with modern laboratory facilities (Immunology Laboratory, Tissue culture laboratory, Main Molecular Laboratory, Molecular Laboratory, Biosafety Level 3 Laboratory [restricted area], etc). These are equipped with modern laboratory equipment, such as PCR cyclers, real-time PCR cyclers, ABI sequencers, Nanopore GridION etc. Other equipment is available in the diagnostic section.

**f) The Virology postgraduate programme committee**

The Virology postgraduate programme committee consists of:

- a chairperson (currently Dr C de Beer)
- a secretary (currently Mrs E. James)
- a student representative
- other senior members of the division (see personnel chart)

**g) Virology Personnel Chart**

Title & Name	Highest Qualification	Position & Contact Details
Prof Wolfgang Preiser	Dr. med. habil.	Head of Division (HOD) Tel: 021 938 9353   <a href="mailto:preiser@sun.ac.za">preiser@sun.ac.za</a>
Mrs Elrezea James		Secretary: Division of Medical Virology; Secretary: Virology Postgraduate Programme Committee Tel: 021 938 9354   Fax: 021 938 9361   <a href="mailto:elrezea@sun.ac.za">elrezea@sun.ac.za</a>
Prof Gert van Zyl	MMed, FC Path	Professor; Senior Lecturer; Pathologist / Virology Consultant Tel: 021 938 9691   <a href="mailto:guvz@sun.ac.za">guvz@sun.ac.za</a>
Dr Corena de Beer	PhD	Chair: Virology Postgraduate Programme Committee; Senior Lecturer; Principal Medical Scientist Tel: 021 938 9453   <a href="mailto:cdeb@sun.ac.za">cdeb@sun.ac.za</a>   <a href="mailto:corena.debeer@nhls.ac.za">corena.debeer@nhls.ac.za</a>
Dr Michelle Naidoo	MMed, FC Path	Pathologist / Virology Consultant Tel: 021 938 9057   <a href="mailto:michelle.naidoo@nhls.ac.za">michelle.naidoo@nhls.ac.za</a>   <a href="mailto:michn@sun.ac.za">michn@sun.ac.za</a>
Dr Tongai Maponga	PhD	Researcher Tel: 021 938 9357   <a href="mailto:tongai@sun.ac.za">tongai@sun.ac.za</a>   <a href="mailto:tongai.maponga@nhls.ac.za">tongai.maponga@nhls.ac.za</a>
Ms Tania Stander	ND Med Tech (Virology)	NHLS Laboratory Manager Tel: 021 938 9355   <a href="mailto:ts2@sun.ac.za">ts2@sun.ac.za</a>   <a href="mailto:tania.stander@nhls.ac.za">tania.stander@nhls.ac.za</a>

**4. BACHELOR OF SCIENCE WITH HONOURS IN MEDICAL VIROLOGY DEGREE****a) Overview**

The course is in consistence with the HEQC Programme Accreditation criteria and has been approved and re-accredited at all required levels within the university. The programme will be presented in English and/or Afrikaans. All lectures will be in English, but tests and exam papers may also be answered in Afrikaans.

**➤ Name of programme**

Bachelor of Science with Honours in Medical Virology / HonsBSc (Medical Virology), Code 43745-778.

**➤ Specific admission requirements**

Applicants must be in their final year BSc or have recently obtained a BSc degree (NQF level 7) with majors in Microbiology, Biochemistry, Genetics, or a similar field of study.

BTech degrees will be considered on condition that the candidate fulfils all the requirements defined by the University as stipulated in the yearbook. Such students need to pass a tentamen examination in Medical Sciences and Medical Virology.

The provisional acceptance is subject to an average percentage for June examinations of higher than 60%. Final acceptance is further subject to an average of 60% or higher in the final examinations.

There is no set number of students that will be accepted and will depend on the availability of supervisors, projects, and funding.

**➤ Application procedure and closing date**

Apply online at [www.maties.com](http://www.maties.com) by **30 September** of the previous year. Applications for prospective international students close on **31 August**.

The Virology Programme Committee compiles a shortlist of final year candidates who complies with the admission requirements and invites a select number of candidates for an informal meeting in October/November.

Only a limited number of students can be admitted to the programme. If you fail to meet these criteria, you will automatically be disqualified.

➤ **Aims of the programme**

- i. To train selected students to work and think independently as health scientists, researchers and academics in the South African context.
- ii. To provide specialised subject knowledge within the field of Medical Virology. This includes the development of a solid theoretical knowledge and experimental skills required to work creatively on a defined research project.
- iii. To offer specialised study for postgraduate students to provide the necessary basis to proceed to Masters and Doctoral degrees or to enter the job market directly.
- iv. To address the urgent need for thoroughly qualified health scientists to ensure South Africa's long-term competency in the fields of Health Sciences training and research at a tertiary and trendsetting level, and to exploit new opportunities as they emerge.
- v. To develop a culture of continuous staff training, as all departmental and divisional staff members are encouraged to actively participate in and contribute to this course.
- vi. To provide a platform for Intern Scientist training as required by the HPCSA. HonsBSc graduates who wish to pursue a career as a medical scientist in Medical Virology can apply for the limited number of Intern Scientist positions available and complete the training if successful. Alternatively, students can register for an MSc degree upon successful completion of the HonsBSc (Medical Virology) degree.

➤ **Programme description**

The programme forms part of continued efforts to create a learning culture for students and researchers capable of making a significant contribution to the field of Pathology in general.

Faculty: Health Sciences

Department: Pathology

Division: Medical Virology

Type of programme: Theoretical and practical; 1 year

NQF level upon completion: 8

Qualification type: H

Qualification sub-type: Scientiae (Sc)

Qualification specification: Medical Sciences (Medical Virology)

➤ **Course code and credits**

Module code: 43745-778 (120 credits)

➤ **Programme content**

Theory of Medical Virology – Code 11119-771	771 (60 credits)
Research Portfolio – Code 11119-772	772 (60 credits)

➤ **Module details**

Name of module: **Theory of Medical Virology**

Department / Division offering module: Pathology / Medical Virology

Frequency: yearly

Language: Mainly English / Bilingual

Compulsory, Credits: 60

Name of module: **Research Portfolio**

Department / Division offering module: Pathology / Medical Virology

Frequency: yearly

Language: Mainly English / Bilingual

Compulsory, Credits: 60

➤ **Assessment and examination**

- |   |            |
|---|------------|
| i. Theoretical Module (60 Credits / 50%) – 11129-771  |            |
| Lecture blocks in Research Methodology, Molecular Pathology, Medical Microbiology, Medical Virology and Immunology. |            |
| - Seminars  | 6 credits  |
| - Block tests (5 tests)   | 24 credits |
| - Final Examination (2 written papers)  | 24 credits |
| - Oral examination  | 6 credits  |
| ii. Research Portfolio (60 Credits / 50%) – 11119-772   |            |
| - Assignments   | 12 credits |
| - Research project workbook   | 6 credits  |
| - Mini-thesis   | 42 credits |

➤ **Completion of the course**

Students need to pass both modules (>50%). If a student obtains between 45-49% in either module, provision may be made to repeat the failed module or parts thereof. If a student obtains less than 45% in either module, or between 45-49% for both modules, no degree will be awarded unless proof of exceptional circumstances is provided and submitted to the divisional postgraduate programme committee for consideration. A student achieving >75% overall will graduate *cum laude*.

Any student who wishes to proceed to an MSc (Medical Virology), need to obtain an average of at least 60% for the course.

**b) Specific details**

➤ **Timelines (provisional dates and may change if circumstances warrant)**

- i. February: Report to Medical Virology and commencement of program  
Welcome / Orientation / Induction  
Portfolios, SOPs, Student Cards and Registration  
Application for Bursaries / Selection of Research Projects / Meeting supervisor(s)  
Setting up network profiles and general administration
- ii. February / March: Lecture Block 1 (Research Methodology)  
Practicals and assignments  
Block Test
- iii. March: Lecture Block 2 (Molecular Pathology)  
Practicals and assignments  
Block Test
- iv. March / April: Lecture Block 3 (Medical Microbiology)  
Practicals and assignments  
Block Test
- v. April / May: Lecture Block 4 (Medical Virology)  
Practicals and assignments  
Block Test
- vi. May: Lecture Block 5 (Immunology)  
Practicals and assignments  
Block Test
- vii. June / July: Present Journal Club and other seminars  
Start Research Project
- viii. October: Final Exam (2 papers, 3 hours each)



- ix. November: Final internal presentation of Research Project  
Submission of Mini Thesis  
Project Presentation (external examiner) and oral examination

Most activities are organised at fixed times (lectures, tutorials, laboratory skills rotation, etc) and some have a fixed deadline (assignments, tests, etc). You need to be able to manage the various activities yourself. You are expected to attend specific lectures and meetings in the Division. On Tuesday mornings, there is a Virology CPD meeting, which consists of general announcements and a lecture of general interest, and it is attended by all diagnostic and research staff and students. Wednesday mornings are reserved for Research meetings, specifically for research staff and students. Student Journal Clubs and Seminars will be presented at different times with only fellow HonsBSc students and supervisors, but you will be expected to present your final research project during a Wednesday Research Meeting slot during October / November prior to submission of the mini-thesis which is open for the rest of the Virology researchers and students. Special lectures are often organised on short notice, and you will be informed about it.

Stellenbosch University mid-year holidays generally apply, but you must arrange your absence with your project supervisor. You need to fill in leave forms and let your supervisor AND the secretary know if you are sick and will not be in the office. You furthermore need to indicate your presence / absence on the staff board next to the Virology main entrance. In the case of an unanticipated absence, you must inform either the secretary, the supervisor, and/or the course coordinator telephonically or by text message. You are expected to be in the Division from 08:00 until 15:30 every week day.

#### ➤ **Lecture Blocks**

The lectures will provide you with basic knowledge of the research environment and procedures in Medical Virology. Formal and informal lectures and group discussions will provide you with specific knowledge necessary to pursue a career in medical science. The following Lecture Block are presented: (i) Research Methodology; (ii) Molecular Pathology; (iii) Medical Microbiology; (iv) Medical Virology; and (v) Immunology.

Most lectures will be presented in Medical Virology (Room 8079, 8<sup>th</sup> Floor, Clinical Building) or Medical Microbiology (Room 521, 9<sup>th</sup> Floor, Tygerberg Hospital East Block) or as indicated on the Timetable.

You will have access to the division during normal working hours. The facilities in GERGA and library on 3<sup>rd</sup> floor can also be used after hours. You should always adhere to all other general divisional rules and regulations.

#### *Outcomes:*

- Have sufficient knowledge of all relevant matters pertaining to a laboratory environment in general and those specific to the Division in Virology, Tygerberg.
- To build sound theoretical knowledge in Research Methodology, Medical Microbiology, General and Diagnostic Virology, Molecular Pathology, and Immunology.
- Be able to apply theoretical knowledge to practical research activities.
- Be able to interpret research results and discuss the implication thereof in specific fields.
- Be able to work safely and efficiently.

#### *Activities:*

- Familiarisation with SANAS accreditation activities, as well as general safety and evacuation procedures with fire drills at least twice per year.
- Attend lectures as per timetable.
- Prepare and submit practical and written assignments.
- Review literature and develop insight into the principles and application of Medical Virology.
- Attend and participate in divisional meetings: CPD meetings, research meetings, journal clubs, etc. – *compulsory*.

- Attend and participate in non-departmental activities, Pathology Research Days, Faculty of Health Sciences Annual Academic Days, etc. – *optional*.

*Recommended textbooks:*

- Korsman SNJ, Van Zyl GU, Nutt L, Andersson MI, Preiser W (eds): Virology, an illustrated colour text. 2012. Churchill Livingstone Elsevier.
- Abbas AK, Lichtman AH, Pillai S (eds): Cellular and molecular immunology, 7<sup>th</sup> Edition. 2012. Elsevier Saunders
- L Collier & J Oxford: Human Virology 3<sup>rd</sup> Edition. 2006 Oxford University Press (available from the library)
- AJ Zuckerman, JE Banatvala, BD Schoub, PD Griffiths & P Mortimer (eds): Principles and Practice of Clinical Virology, 6<sup>th</sup> Edition. 2009 John Wiley & Sons Ltd (available as hard copy and e-book from the library)
- Several additional ebooks are available from the Stellenbosch University library:  
<http://library.sun.ac.za/English/search/Pages/e-books.aspx>

*Assessment:*

- Written and practical assignments.
- Seminars.
- Block Tests at the completion of each Lecture Block. If any student does not achieve an average of 50% for the block tests, such student will not be allowed to continue to the second semester of the year and will be assigned and “Incomplete” status for the academic year.
- Final written and oral examinations.

➤ **Continuous training and small group discussions**

*Outcomes:*

Obtain knowledge in topics relevant to the course, such as (but not limited to):

- Biosafety.
- Calculations and concentrations.
- General Lab Techniques (including Pipetting and pipette maintenance).
- Scientific reading and writing.
- Literature searches.
- Referencing.
- General principles of ethics.
- Good laboratory practice.

*Activities:*

- Attendance of lectures.
- Review literature and develop insight into the principles and application of prescribed topics.
- Self-study or small group study.
- Capture all activities in a personal portfolio.

*Assessment:*

- Block Tests at the completion of the Lecture Block.

➤ **Assignments and Seminars**

*Outcomes:*

- Review literature and understand the principles and application of specific research topics.

- Develop written and oral presentation skills.
- Learn to structure content: introduction, materials & methods, results, discussion, conclusion.
- Define scientific concepts: e.g., develop logical arguments, answer questions, etc.
- Develop scientific language and presentation: e.g. presentation skills, explaining results, etc.
- Assure quality and professionalism of presentation.
- Learn computer skills necessary for written and oral presentation.
- Understand the concept of plagiarism and how to avoid plagiarism.

*Activities:*

- Presenting seminars (General topics; Project-specific; Journal clubs).
- Written assignments (General topics, Project-specific).

*Assessment:*

- Various lecturers will mark each assignment and the average mark will be used.

➤ **Practical research project and Mini-thesis**

You will be introduced to the available HonsBSc projects during February, when you must choose a project and supervisor(s). The research activities for the projects will commence in the 2<sup>nd</sup> semester.

*Objectives:*

Develop the skills necessary to perform independent research on a research project and present your results and interpretation in the form of a Mini-thesis.

*Outcomes:*

- Learn the practical skills and understand the techniques required for your selected research project.
- Learn to independently apply these skills / techniques.
- Learn to troubleshoot methods if necessary.
- Learn how to manage time and plan experiments.
- Learn to focus in order to answer the initial research hypothesis.
- Learn to evaluate and present results.
- Review literature and develop insight into the principles and application of the research topic.
- Learn to write up the results of a research project.
- Learn to present and discuss results of a research project in a form of a seminar.

*Activities:*

- Regular laboratory work under the guidance of the supervisor or nominated trainer(s).
- Regular meetings with the supervisor.
- Attendance of laboratory meetings and progress updates.
- Writing of a mini-thesis according to instructions. Please consult and conform to the "Format for the Mini-thesis" document you received in your Portfolio or on SUNLearn.
- Oral presentation and discussion of research results.

*Assessment:*

- The mini-thesis will be marked by two independent examiners and the average of the two marks will contribute 35% towards the final mark for the Practical Module.
- Write-up of a mini-thesis according to specific guidelines. Weighting of the different sections of the mini-thesis will be as follows:

➤ Abstract	5%
➤ Introduction	15%
➤ Materials and Methods	20%
➤ Results	20%
➤ Discussion and Conclusion	20%
➤ References	10%
➤ General Layout and Impression	10%

- Instructions for the mini-thesis are provided with your orientation portfolio and forms.

### ➤ Final examination

The final examination comprises 2 written papers of 120 marks each (3 hours per paper). Questions will cover all the theory from the Lecture Blocks, as well as additional academic meetings during the year. The exam paper is evaluated by an internal moderator, as well as an external moderator. Exam papers will be in both English and Afrikaans and the student may answer in English or Afrikaans. Sick certificates must be provided for non-attendance and the postgraduate programme committee will decide on a course of action in such cases.

No electronic devices (such as smart phones or tablets) are allowed in the examination hall. The use of calculators will be indicated on the exam paper. Deliberate misconduct or cheating will be discussed by the postgraduate programme committee with a view to imposing adequate sanctions as per University regulations.

Examiners include a panel consisting of an external examiner and other members of the postgraduate programme committee.

## 5. IMPORTANT LINKS AND FACILITIES

### a) Postgraduate Office (for Hons and Structured MSc Programmes)

Postgraduate office Tygerberg handles all postgraduate activities. They offer:

- academic information,
- arrange interaction between students,
- serve as a link between students and supervisors,
- provide students with skills development opportunities (capacity building),
- provide research advice,
- provide information regarding bursaries and funding opportunities,
- assist new postgraduate students,
- promote interaction between divisions

They provide support and guidance to existing, as well as prospective postgraduate students with specific focus on efficient administration, social wellbeing, skills development and attention to all related academic matters in order to ensure the success of students.

Contact Details:

#### ***HonsBSc & Structured MSc:***

**Ms Vanessa Joseph**

Faculty Officer

Tel: +27 21 938 9235

Email: [vbj@sun.ac.za](mailto:vbj@sun.ac.za)

#### ***Full thesis MSc:***

**Ms Nicoline Cockrell**

Doctoral Office Admin Officer

Tel: +27 21 938 9811

Email: [tyg-thesis@sun.ac.za](mailto:tyg-thesis@sun.ac.za)  
[nicolinecockrell@sun.ac.za](mailto:nicolinecockrell@sun.ac.za)

#### ***Doctoral studies:***

**Dr Liela Groenewald**

Head: Doctoral Office

Tel: +27 21 938 9778

Email: [lgr@sun.ac.za](mailto:lgr@sun.ac.za)

### b) Office for International Liaison / Elective Studies

#### ***International Postgraduate Student Coordinator***

**Ms Shanlynn Timm**

Tel: +27 21 938 9086

E-mail: [stimm@sun.ac.za](mailto:stimm@sun.ac.za)

**c) Computer users area (GERGA / MEDCA)**

<http://rga.sun.ac.za/gerga/>

The Faculty of Medicine and Health Sciences ensures that its students and staff have access to the most recent and relevant information technology. The Computer Users Area on the Tygerberg Campus is situated on the 3<sup>rd</sup> floor of the Teaching Block.

**d) Health Sciences Library**

<http://library.sun.ac.za/en-za/Libraries/healthsciences/Pages/default.aspx>

The Health Sciences Library is one of the 6 branch and satellite libraries of the US Library Service. It serves the Faculty of Medicine and Health Sciences and is situated on the 3<sup>rd</sup> floor of the Clinical building at the Tygerberg campus.

Tel.: +27 (0) 21 938 9368 (General enquiries)

Fax: +27 (0) 21 933 7693

E-mail: [healthinfo@sun.ac.za](mailto:healthinfo@sun.ac.za)

**e) Campus Health Service / Injuries on Duty**

Tygerberg Campus Health Service is located at Room 3035 of the Tygerberg Student Centre and is responsible for the medical treatment of all injuries on duty (IOD) cases.

Tel (office hours): 021 938 9353 / 021 938 9590

**Guideline for IOD during office hours (08:00 – 17:00):**

Light Injuries: Report to your supervisor; First Aid management within the Division

Less serious injuries: Report to your supervisor; Management by Campus Health Service

Serious injuries: Report to your supervisor;  
Arrangements for ambulance for transport to Louis Leipoldt Hospital, Bellville  
(Tel 10177 or ER 084 124)  
Contact Sister at Camus Health Services (021 938 9053 or 021 938 9590)  
Report IOD to the Remuneration Division (021 808 4552)

**Guidelines for IOD after hours (17:00 – 08:00):**

All injuries: Report all injuries to Risk and Protection Services, Room 0044, Education Block  
(021 938 9507)

Refer all injuries requiring medical assistance to Louis Leipoldt Hospital Emergencies (021 949 3681).

**f) Centre for Student Counselling and Development (CSCD) - 24-HOUR CRISIS SERVICE:**

Stellenbosch Campus: 082 557 0880 or 021 808 8858

Tygerberg Campus: 082 557 0881 or 021 938 9591

E-mail: [cdc@sun.ac.za](mailto:cdc@sun.ac.za) or [lwnorval@sun.ac.za](mailto:lwnorval@sun.ac.za)

Tygerberg Student Centre, 2<sup>nd</sup> Floor, Room 3035. For more information visit [www.sun.ac.za/cscd](http://www.sun.ac.za/cscd).

Stellenbosch University provides an efficient and comprehensive health service to students. The Tygerberg Campus Health Services are situated at the Student Centre in relative privacy on the 2<sup>nd</sup> floor. The service consists of a nurse practitioner, physicians, and clinical psychologist. An arrangement exists for referral to the Faculty's Division of Physiotherapy at set tariffs.

All students can be seen free of charge by the nursing sister for primary health care services, mainly consisting of diagnosing and treating medical conditions, family planning, immunisation, needle prick injuries, travel requirements, and HIV testing and counselling. When required, patients are referred to the doctor who is present for 2 hours every day. Patients seen at the dispensing practice by the doctor are billed at the tariffs set by the Board of Health Care Funders. Students are not discouraged from using the services if funding is not available.

The Centre for Student Counselling and Development offers free and confidential support services to students at Tygerberg Campus. Clinical as well as educational psychologists assist students with academic as well as emotional support. The services include individual and group therapy sessions; social work services and a variety of work sessions.

### g) Academic support

Students at the Faculty of Medicine and Health Sciences enjoy a comprehensive student-centred support system consisting of, among others, the First-year Academy, tutor and mentor support by senior students, and the ResEd (Residence Education) initiative. An experienced team of academics and support staff keeps an eye and hand on the academic progress and general well-being of all our students.

### h) Risk Management and Campus Security

Risk Management and Campus Security is a service division of the university whose primary responsibility it is to assist in ensuring a safe campus for the students and staff of and visitors to the Stellenbosch University.

The following accompaniment service is available between Campus, Tygerberg Hospital and Kerkenberg from 18:00 to 24:00:

- A security guard of Tygerberg Hospital will patrol the western thoroughfare between the Hospital and the Faculty.
- A security guard of Tygerberg Hospital will accompany students or staff between the Hospital (Entrance 1) and the Tygerberg Student Centre turnstile or the Kerkenberg gate.
- Stellenbosch University Campus Security will accompany students or staff to the Tygerberg Student Centre turnstile on request, after which the security guard of Tygerberg Hospital will take over and accompany the student or staff member to Entrance 1.

Phone the following numbers for accompaniment:

- Tygerberg Hospital Security for accompaniment on the TBH-premises  
Tel: 021 938 5088/5165 (5088 or 5165 in hospital)
- SU Campus Security for accompaniment on the SU campus.  
Tel: 021 938 9507/8

Please wear your student card visibly at all times. This arrangement applies to Tygerberg Hospital and the SU campus.

### i) Emergency Telephone numbers:

#### Tygerberg Campus:

Security 021 938 9507  
Campus Health Services 021 938 9053/9591  
Crises Services 082 557 0880

#### Emergency Services:

Ambulance: 10177  
Netcare: 082 418 58  
Flying Squad: 10111  
Emergency Contraception: 021 938 9433  
Toll free number: 080 024 6432

#### Tygerberg Hospital:

Switch Board: 021 938 4911  
Control Room: 021 938 6666  
Patient Enquiries: 021 938 4785  
Security: 021 938 5165/5088  
Key Room: 021 938 5346  
Traffic: 021 938 6077

#### Police:

Parow: 021 929 7000  
Sector 7: 082 411 2692  
Bellville: 021 918 3000; 021 950 1300

j) General Student Guidance and Support



# MAP: Student Support at the Tygerberg Campus



Need	Support				
<b>Academic needs</b>  Notes are unclear or unavailable.  Language (in the classroom or of notes) is a problem for me.  I experience problems with the lecturer.	Class Representative ↓ Tygerberg Academic Affairs Council (TAAC)		Relevant lecturer ↓ Relevant module chairperson ↓ Phase Chairperson: Theory Modules   Phase Chairperson: Clinical Rotations ↓ Programme Coordinator		Clinical Progress Facilitator (MB,ChB 1 – VI)  Coordinator: Extended Degree Programme (EDP)  Dietetics Year Coordinator (Dietetics 1 – IV)  Academic Advisor/ Programme Coordinator (Physiotherapy 1 – IV) Programme coordinator (Occupational Therapy, Speech-Language and Hearing Therapy 1 – IV)
I struggle with specific concepts or module content.  I don't understand the work.  I don't know how to study for a specific module (subject).	Relevant lecturer	Tutor-Mentor Subject-specific Tutor	Head Mentut: Tutor-mentor Programme	Student Coordinator: Tutor-mentor Programme	
I generally struggle with study methods.  I generally struggle with time management/prioritising.  I am not happy with my academic performance.	Tutor-Mentor/ Subject-specific Tutor Centre for Student Counseling and Development(CSCD):  Courses in group context   Individual sessions with educational psychologist				
I am worried about my clinical examination skills/technical skills.	Clinical Skills Centre (CSC)	Relevant consultant/module chairperson		Clinical Progress Facilitator	

- NB: If you are concerned about anybody with reference to the needs/problems listed above, please contact the appropriate person/division, as indicated.
- A description of every function listed above, as well as the relevant contact details, are attached in alphabetical order.
- Any enquiries regarding student support at the Tygerberg Campus can be directed to the Manager Student Affairs: Khairoonisa Foflonker (tel: 021 938 9461 | e-mail [tyg\\_studentsupport@sun.ac.za](mailto:tyg_studentsupport@sun.ac.za)/ [khairoonisa@sun.ac.za](mailto:khairoonisa@sun.ac.za))

Psychological/emotional/social needs	Support				
It is after-hours and I am experiencing an emotional crisis.  I feel anxious, depressed, stressed, chronically tired and/or listless.  I don't recognise myself/act out of character.  I cry more than usual.  I can't sleep.  I can't concentrate.  I feel lonely/isolated.  I struggle to make friends.  My eating habits have changed.  I want to talk to someone about something that upset me in the clinical environment (hospital/clinic).  I've experienced trauma (e.g. a hijacking or attack)	Be-Well Mentor (first years)/ Tutor-Mentor  Clinical Progress Facilitator (MB,ChB 1 – VII)/ Coordinator: Extended Degree Programme (EDP)/ Dietetics Year Coordinator (Dietetics 1 – IV)/ Academic Advisor/ Programme Coordinator: Physiotherapy 1 – IV Programme coordinator: Occupational Therapy, Speech-Language and Hearing Therapy 1 – IV	Campus Health Services(CHS)	CSCD (clinical psychologist)	Psychiatrist (psychologist will refer if necessary)	
I have problems at home.  I am being abused physically/psychologically/sexually.		Campus Health Services(CHS)	Equality Unit	CSCD (clinical psychologist/ social worker)	Psychiatrist (psychologist will refer if necessary)
I am dependant on alcohol or other substances.		Campus Health Services(CHS)		CSCD (clinical psychologist)	Psychiatrist (psychologist will refer if necessary)
I don't have money for food, toiletries or other necessities.			CSCD (social worker)		Bursary Office

24-hour crisis line: 082 557 0880  
CSCD: 021 938 9590

Consult: Protocol for dealing with students with alleged substance abuse

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<b>Health needs</b>			
I am ill.	CHS (nursing sister/doctor)		
I am ill and will be missing obligatory classes/practicals/clinical rotations.	CHS (doctor)	Office of the Deputy Registrar (Tygerberg Campus)	
I am ill and will be missing tests/exams.	CHS (doctor)	Examination Office	
I need immunisations.	CHS (nursing sister)		
I need contraception/condoms.	Campus Health Services (CHS) (nursing sister/doctor)		
I need contraception urgently (morning after pill).			
I am pregnant.			
I have obtained a needle stick injury.	CHS (nursing sister/doctor)	Occupational Health Ward C8 (A West), Tygerberg Hospital	
I (or someone else) have been exposed to poisonous material/ingested poison.	CHS	Poison Information Centre	
<b>Administrative needs</b>			
I don't have money and need financial support.	Bursary Officer		
I need accommodation.	Residence Placement Officer		
I want to register for my programme (academic course) or for a specific module (subject).	Faculty Administrator/Officer		
I want to discontinue my studies.	Coordinator: EDP / Clinical Progress Facilitator/ Programme Coordinator		Faculty Administrator
	Student Support Coordinator (Tygerberg Campus)		
I want to take modules in advance.	Examination Office	Office of the Deputy Registrar (Tygerberg Campus)	Faculty Administrator
I don't understand the promotion stipulations – what happens if I fail a module?	Examination Office	Student Support Office (Tygerberg Campus)	Office of the Deputy Registrar (Tygerberg Campus)

Ambulance: 10117  
 Campus Health Services: 021 938 9590  
 Tygerberg Hospital: 021 938 4911  
 Poison Information Centre: 0861 555 777

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I want my examination script to be remarked.	Examination Office		
How are clinical groups allocated?	Office of the Deputy Registrar (Tygerberg Campus)/Programme Coordinator (Allied Health Sciences)		
I don't understand my timetable.	Office of the Deputy Registrar (Tygerberg Campus)/ Programme Coordinator (Allied Health Sciences)		
I don't understand the test or examination timetable.	Examination Office		
I will be missing one or more days of class/clinical rotations and need to apply for leave of absence.	Office of the Deputy Registrar (Tygerberg Campus)		
I will be missing a test/exam and need to apply for leave of absence.	Examination Office		
I struggle to complete tests/exams in the designated time. / I need extra writing time.	CSCD	Examination Office	
	Coordinator: EDP Clinical Progress Facilitator Programme Coordinator (Allied Health Sciences)	CSCD	Office of the Deputy Registrar (Tygerberg Campus)
I may not continue with my studies and need to apply for readmission.		Student Support Office (Tygerberg Campus)	Office of the Deputy Registrar (Tygerberg Campus)
How does graduation/oath taking work?	Office of the Deputy Registrar (Tygerberg Campus)		
How does the process for internship placements work?	SI- and HPCSA office		
How do I register with the HPCSA?	SI- and HPCSA office		
<b>Security needs</b>			
I or my possessions are in danger on campus.	Campus Security		
I or my possessions are in danger off campus.	Flying squad		
I or somebody I know is in a life-threatening situation.	24-hour crisis line: 082 557 0880		Campus Security
I am concerned about a suspicious person/situation.	Campus Security		

Consult: Stu-  
 plations re-  
 evaluation of  
 scripts

Consult: St-  
 plations re-  
 garding leave  
 of absence

Campus Security  
 emergency number:  
 021 938 9507  
 Flying squad: 10111

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k) Map of Tygerberg Campus

