



RHODES UNIVERSITY
Where leaders learn

Contact Us

Tel: 046 603 8181

E-mail: studentaffairs@ru.ac.za

Postal Address

The Division of Student Affairs
Rhodes University
P.O. Box 94
Grahamstown
6140
South Africa

www.ru.ac.za

Student Affairs Division



STUDENT SUPPORT BOOK

STUDENT SUPPORT 2018



Contents

Welcome Message	Pg 2
Academic Support to Awards	Pages 3-7
Bereavement to Cellphones	Pages 8-10
Certification of Documents to Criminal Offences	Pages 10-16
Disabilities to Harassment	Pages 17-22
Health Care Centre to LOA	Pages 23-26
HIV to Legal Problems	Pages 25-27
Library Services and Hours to Medical Information	Pages 28-34
Oppidan Facilities to Pregnancy	Pages 35-37
Psychological Counselling	Pages 40-48
Registration of Cars on Campus	Page 49
Residence Support	Page 49
ROSS	Page 50
Safety and Security	Page 51
Safety hints on campus	Page 51
Safety for Oppidan students	Page 51
Sexual Assault procedures and management	Pages 52-53
Sports	Page 54
Student Funding	Page 55
Student Disciplinary Code	Page 56
Student Identity Cards	Page 57
Student Representative Council	Page 58
Student/Scholar Status Levels	Page 59
Substance Abuse	Page 60
Suicide and Para-suicide Crises	Page 61
Venue Bookings	Page 62

STUDENT SUPPORT 2018



We wish to welcome you to Rhodes University

Let us take the opportunity to welcome you to Rhodes University and to introduce you to the Division of Student Affairs and the array of services we have to offer.

Through the different services offered by the Division, the University aims to ensure holistic development of our students. The University wishes to create an opportunity for growth and development in support of the academic project. We invite students to take advantage of our services that are positioned to ensure responsible and ethical leadership and academic success. We wish that students will participate in leadership development, sporting, cultural and residential activities. These life changing opportunities are located with three sections that constitute the Division of Student Affairs which are: Wellness Section, Sport Administration and Student Services.

The Wellness Section consists of the Health Care Centre, Counselling Centre, HIV Office and Career Centre. Currently, Staff and Student Harassment and Mediation are also located within the Wellness Section. Students are encouraged to visit the Wellness Section to learn more about the services offered to contribute towards holistic development of our students. These services are also meant to ensure that academic success for students is not compromised.

Sport Administration is responsible for recreational and competitive sport. This they do through Residence Sport, Sport Facilities and the Health Suite. Lessons learnt through participating in sport go beyond sport. Besides physical wellness, students learn about leadership, respect, team effectiveness and discipline in general. Students involved in sport generally perform well academically.

The Student Services Section consists of the Student Representative Council (which includes the governance of all societies) and the Residence System (wardening and leadership structure) Disabilities Office: and First Year Orientation. The Residence System Contributes to personal transformation in the students that is lasting. The Principal of social inclusion fosters this transformation, optimally the residence system celebrates diversity and respects differences. The living and learning space includes spaces to learn about community engagement and social responsibility. Students are encouraged to engage with the SRC and partake in the residence environment for their own self-reflection and personal holistic growth.

Whenever you are in need and don't know where to go, please visit the Division of Student Affairs, We are here to listen ,refer, guide and support.

Academic Support

If you find that you are struggling with your academic studies in the first few weeks, seek help:

1. First approach your tutor or lecturer, and speak to them about your difficulties, Most departments offer some guidance for the first assignment etc.
2. Speak to your Sub-Warden or Warden, and to your fellow students. They can offer support and advice and involve you in the mentoring programmes which operate in most of the Residences
3. Speak to the Dean of your Faculty: he or she may advise that you drop one of your subjects and adjust your programme.
4. The Extended Studies Programme (see entry in this booklet) Has been specially devised to help students who have been admitted to Rhodes without meeting the usual entrance requirements
5. If you are a Science student, you might be able to join a slower stream, which will enable you to adjust to the pace. This option is used in Chemistry.
6. In Accounting and Mathematics it is also possible to change from a full course to a semester course.
7. The SRC has an academic Counsellor who will attempt to arrange mentoring for you if you approach the SRC.

Academic Terminology:

Academic Transcript: An official summary of all the courses a student has taken and the marks achieved for each. Obtainable from the Student Bureau.

Aegrotat: If a student is ill during the examinations, they may apply to write an aegrotat – a special repeat examination written later in the year or early the following year.

Class Rep: An elected member of the class, who represents the views of the class in the academic departments.

Course: One of several programmes in a particular subject. For Example, 'English 1' is a single course, followed in year 2 by 'English 2' and in year 3 by 'English 3'.

Curriculum Approval: Your curriculum is the group of subjects, which you have chosen to study for the year. This choice must be formally approved by the Dean of his/her assistant at the start of each year, and entered onto University records.

Credit: A course, which has been passed by a student (a pass mark at Rhodes is 50%)

Degree: What you aim to achieve after three/four years of study, after you have passed the requisite number of courses with credits in two major subjects and other ancillaries (the total number of credits varies from Faculty to Faculty)

DP Certificate: "Duly Performed" certificate. In order to write final examinations, students must be able to show that they have attended the required amount of classes (usually 80%) written all tests and handed in all class work. If you do not perform, you will be notified that you have lost you DP certificate.

Extended DP: Special permission from the Dean to rewrite an examination after failing the same course the previous year, without attending the course a second time.

Faculty: A grouping of academic departments (e.g. The Departments of English, Anthropology, Politics etc. are all part of the Humanities Faculty)

Head of Department: Each Department (e.g. Statistics) has a Head, an academic (usually a Professor) who teaches and is also in charge of running the administrative aspects of the department.

Major: A subject in which a student takes successive courses, usually over 3 years. For example, English would be a major subject if the student completes 'English 1', Followed by 'English 2' in year 2, followed in year 3 by 'English 3'. Each student must have two major subjects in the degree.

Plagiarism: The unacceptable practice of presenting material that had been written by someone else, as one's own work: all sources must be clearly acknowledged. Penalties for plagiarism at Rhodes are severe.

Professor: A senior academic within a department the Faculty.

STUDENT SUPPORT 2018

Registration: The official record of a student's personal details, identity and details about the courses they are following, year by year. Students must register at the start of each academic year.

Semester: The academic year is divided into two semesters. The first semester starts in January and ends in June, the second runs from July to November. A semester credit is a half –year course, worth half a credit.

Seminar/Tutorial: A small group class/discussion led by the lecturer.

Supplementary Exams: These are repeat examinations, offered only under special circumstances for students who fail the exam. The Humanities Faculty does not offer any supplementary exams, unless it is for the last remaining credit in a degree (but not for a major subject).

Swot Week: About 5 days (for study) between the end of lectures and the start of formal examinations.

Accommodation

For Parents: Accommodation in Grahamstown is at a premium during the Orientation period and during Graduation, it is recommended that parents make early bookings, The University is unfortunately not able to offer parents accommodation but we do offer for graduation.

Information on accommodation can be obtained from Makana Tourism at www.grahamstown.co.za (accommodation) or telephone (046) 6223241

For Students: For more information on accommodation in Residences, visit the Student Bureau if you wish to find a place to stay in town, see the entry under "oppidans" in this booklet.



Alcohol on Campus

While we need to recognize that the consumption of alcohol is a normal social activity, and will always be a part of student life, we encourage a mature and responsible approach among students to drinking.

The University has a “Responsible Use of Alcohol” policy and all students are advised to read it (see Division of Student Affairs website). Some of the more relevant University liquor regulations are as follows:

- **No Function (including residence and inter-residence functions)** which involves the consumption of liquor may be held during the first 5 days of the first term without the Registrars permission. Application for such events must be made to the Registrar. The aim of this regulation is to avoid exposing new first year students to “liquor pressure” in their introduction to the University.
- Similarly, no function may be held during the week before swot week.
- Written permission must be obtained from the Hall Warden for the consumption of alcohol at any Hall or House function or any other function within the precincts of the Hall, and written permission must be obtained from the Registrar for the consumption of beer and /or wine at a function held on University property other than the precincts of the Hall or House.
- Normally alcohol that is allowed in residence should be in form of beer, wine, spirit coolers and premixes, where the concentration of alcohol should not exceed 20% and by volume ethanol 20% v/v).
- Only the residents of a particular House may participate in the residence pubs in Halls, which allow such pubs to operate.

The University requires organizers of all functions to supply soft drinks in a sufficient quantity. In particular, the preparation and consumption of drinks containing more than one alcohol beverage and the holding of ‘boat races’ and ‘down downs’ are regarded as serious punishable offences.

It is also worth noting that, unlike in the criminal justice system where intoxication sometimes acts as mitigation, at Rhodes intoxication is an aggravating factor



STUDENT SUPPORT 2018

Ambulance Services

If a student undergoes a medical crisis, the first port of call is the Health Care Centre, where staff will make the necessary decisions regarding the need for doctors or an ambulance. All medical expenses (apart from the basic services provided by the Health Care Centre) are the student's responsibility, and if the student does not have any medical aid, they will have to rely on state medical services.

General

RU Health Care (046) 603 8523 a/h 0828011409

Settlers Hospital (046) 602 5000

Ambulance (GHT) (046) 622 9102

Gardmed 072 0656 660



Awards

Community Engagement Awards

Student Volunteers are awarded with certificates at the end of each year of service. Special awards are made to individuals, residences or halls and societies exceptional contributions to community engagement.

Some of the awards are:

- a) Gold Awards for Student Volunteers
- b) Residence/Hall of the year
- c) Student Society of the year
- d) Volunteer of the year

Environmental Awards

Students who demonstrate consistent and noteworthy efforts to promote sustainability are eligible for Environmental Awards. They can be nominated in an individual or group capacity – in two categories:

- a) RU individual (staff or student)
- b) RU Society or residence

STUDENT SUPPORT 2018

Bereavement

If a close family member is seriously ill or dies, you must inform your Warden or the Office of the Division of Students Affairs immediately. There are various ways in which the University is able to support you during such a difficult time, including assisting in making travel arrangements to go home, helping you make contact with a psychologist at the counselling center and authorizing absence from your lectures.

Books

Departments advertise which textbooks have been prescribed for their courses ahead of time, often on their departmental web pages. Usually second-hand copies of the same books are available from the students proceeding into the second year, and they place their advertisements on the departmental notice boards. Early in the year.

Note: It is important to buy the correct edition of a prescribed book. Earlier editions are often very different. If you prefer to buy new copies, the main local booksellers are Van Schaiks, 129 High Street, hours: weekdays 8.30 – 17.00 and Saturdays 8.30-12.30 and Fables Bookshop 119 High Street.

Bursaries

(See ‘Financial Assistance’)

Should a student wish to apply for external bursaries a booklet called the ‘Bursary Register’ containing information about external bursaries and scholarships is available in the following places – Student Funding Office (Eden Grove Building), Student Bureau and in the main library.

Cafeteria/Dining (see “Meals”)

There is a cafeteria near the Library, which sells light snacks and beverages and operates during work hours.

An Oppidan student needs to register for Oppidan meals, once they have completed administrative registration. A detailed description of the procedure to be followed, as well as the cost of the meals can be found at

www.ru.ac.za/residentialoperations/mealbookings/oppidandininghall



Car Registration on Campus

All students who have cars in Grahamstown must supply the relevant information when they register. Anyone acquiring a car during the year must register it at the Student Bureau within three days. Failure to register a car is an offence under the Student Disciplinary Code.

You are requested to take care when driving on campus, observe speed limit be wary of pedestrians and park only in designated areas.

Parking on campus is limited. Staff parking is marked with a large red dot around a white circle. Traffic Management falls under CPU and the clamping of vehicles applies whereby the driver contravenes the National Road Traffic Act or the Rhodes University Procedures. Student disciplinary process implemented.

Career Counselling

The Career Centre is on the first floor of the Bantu Stephen biko building (next to Rhodes swimming pool) and is open Monday to Friday between 08h00 and 17h00. To book an appointment please call (046) 603 7070 or email counsellingcentre@ru.ac.za

The Centre offers students personal career counselling and provides the following services:

- **Walk in services** – no appointment is necessary if you have a quick query that can be answered in 5 minutes.
- **Individual appointments** – to discuss and explore study and career options. Ranges from 30 to 50 minutes and can be booked through the administrative assistant at the Counselling Centre.
- **Career Assessments** – (also booked through the admin assistant)
- **Various Workshops** throughout the year to support and encourage future career success.
- **CV writing and Interview Preparation** workshops
- **Career Publications** – To inform and guide students in their career development while at Rhodes University and upon graduation.



Cellphones

Students are not permitted to bring cellphones into test or examination. If you are caught in possession of a cellphone in these circumstances, the punishment will be severe, similarly, if you have placed your phone at the back of the venue and it rings, you will have to pay a hefty fine before you can get it back.

It is also very important to remember that cellphones can be very disruptive and annoying when they ring during lectures, seminars or in the Library. Please be considerate and switch off your cellphones whenever you enter the Library.

Certification of Documents

If you need an official University transcript of your academic record, or a certificate of "good conduct" you can get it from the student bureau. Certain staff in the student bureau, the Cory Library and the Library are Commissioners of Oaths, If you need to certify or authenticate any other document.

Childcare

A day –care centre operates on campus, for the children, staff and students.

The entry fee will be approximately R800.00 per month for a full day (7.30 am to 5 pm) Tel: (046) 603 8585 for more details.

Clubs & Societies

The SRC oversees the operation of nearly 80 different Clubs and Societies which operates under their auspices. Each society has its own elected leadership committee (chair, treasurer, secretary etc.) and is responsible for organising their own functions and monitoring their budgets. These societies include cultural interest groups (.e.g. debating, drumming, and poetry) religious societies, political and awareness-raising groups, and environmental clubs. Students are encouraged to attend the SRC's Societies Evening during Orientation week in order to get more information about what is on offer. All societies charge an annual membership fee.



Communication with the University

The University will occasionally need to communicate with you while you are a registered student, for the following reasons:

- a) To query your curriculum registration if necessary
- b) To reply to your requests /applications (e.g. for exam concessions, AEG applications, etc.).
- c) To warn you about your academic status(including DP warnings)
- d) To convey Faculty Board decisions which relate to you (including the award of your degree and for some, decisions about academic probation or academic exclusion)
- e) To inform you of emergencies and crises on campus (including power and water outages or medical emergencies)

Your University email address is the Registrars Divisions sole means of contacting you for these purposes, and so it is imperative that you check this regularly, and that you set an automatic forward from this mailbox to another mailbox that you may use. It is also vital that you provide the university with updated telephonic and address details, and indeed it is a disciplinary offense not to do so.

The University also communicates with students in the following two ways:

- f) Important notices are posted electronically on the Division of Student affairs website (www.ru.ac.za/studentaffairs) which is updated on a daily basis.
- g) Urgent messages sent to “student news”, and students are encouraged to subscribe to this list: lists.ru.ac.za/mailman/listinfo/studentnews

Note: The University does not sent you exam results by email. Students either look them up on ROSS or subscribe to a SMS service through ROSS.



Community Engagement

Engagement with the community offers students opportunities that become a meaningful part of their education at Rhodes University.

Student Community Engagement, which involves the popular Student Volunteer programme as well as initiatives by Halls, Residences, clubs and societies gives hundreds of students and opportunity to go beyond their academic environment and take their particular skills the Grahamstown Community.

The Student Volunteer Programme has proved to be a valuable resource to over 30 NGO's, Schools and CBO's assisted in Grahamstown. Over 800 students of 7000 – strong student body participate annually, and their specific skills, strengths and interests are matched to the needs of organizations. A series of introductory workshops prepares students for situations they will encounter, followed up by workshops and talks throughout the year.

Leadership opportunities are available for students within the SVP Programme, so that they are equipped to carry out their roles with training and mentoring support.

A year end function and certificate ceremony recognises student volunteers. Sports Clubs, Community Partners, Societies, Halls and Residences for their contribution. The Student Volunteer Programme is based in the Community Engagement Office with over 30 projects, the opportunities to volunteer are vast and various. Whatever contribution students feel they have to offer, the Student Volunteer programme has a place for students who are willing to make a difference in the lives of those who need it most. Transport is provided for students registered on the SVP programme.

For more information contact the SVP co-Ordinator on (046) 603 7230 or go to www.ru.ac.za/community. Students are requested NOT to give money or food to beggars in town. There are other, more effective ways to help.



Computer Facilities, the Internet and Computer Literacy

Rhodes University has widely accessible computer facilities available to all registered students.

Your email address

During administrative registration you'll be given a **username** and **password** that will let you access all of the University's computer facilities. This username and password is your online identity while you are at Rhodes. Treat your password as you would your ATM PIN – don't share it with anyone.

You'll also get a University e-mail address at the same time. Your email address will be in the form: g15a1234@campus.ru.ac.za (i.e. your student number preceded by a 'g'). The University will use this email address for all official correspondence to you whilst you are at Rhodes, so if you've got another address you prefer using please ensure that you regularly read (or forward) all mail sent to your @campus.ru.ac.za email address too.

Accessing the Internet from your residence

The Student Networking service allows you to connect to the University's network using your own private computer or device. Wired network access is available in some res common room, most lecture theatres, the Library and many other hot-spots on campus.

Assuming you've brought your own computer with you, you can sign up for this service as soon as you've got a username and password for the University's network from registration. Instructions for connecting to the network can be found at www.ru.ac.za/student

If you get stuck, you can visit the Student Help Desk. You'll find the Help Desk in the basement of the Bantu Stephen Biko Building (next to the pool).

Don't have a computer?

There are also public and departmental computer labs in the New Arts Building, Physics, and Eden Grove, the Bantu Stephen Biko Building, the Library and a few other places around campus. These labs are often used for practical and other classes during the day, so you may find that some are only available after hours (there's usually a timetable at the door).

NEED HELP? Since all Rhodes students have to use computers at some point, there are workshops for beginners (check the timetable in your Orientation Booklet). Learn how to log in, check your email, write essays and print, use ROSS and just get to grips with Rhodes Network. These are skills you will need at Rhodes, and would otherwise have to pick on your own.

STUDENT SUPPORT 2018

Other stuff you need to know:

- **Limited access to the Internet is available from any networked computer on campus, including those in residences.** All internet access is subject to an internet quota and would be in your interests to make sure you understand how these quotas work. You'll find more information about quotas at www.ru.ac.za/quota
- **The University has a comprehensive acceptable use policy which is available at www.ru.ac.za/aup.** Your attention is drawn to the sections about respecting other people's privacy and copyright – the University does not tolerate copyright infringement.
- **You can print from the public computer labs and residences.** Printing is charged per page, so you'll need to buy some printing credit before you start and this can be done through ROSS ross.ru.ac.za

Need IT consumables and equipment?

There is an IT Shop located at the Struben Building which sells most routine IT consumables and peripherals – from flash sticks and portable hard disks to complete computers. The shop is open daily between 10.00 and 12.00 am and then from 14.30-15.30. For a product list or more information, visit:

www.ru.ac.za/informationtechnology/itshop

South African Universities have joined forces with PURCO to negotiate preferential pricing on laptop computers for students and staff. This resulted in the Student Technology Programme, an online portal where you can place orders directly with affiliate suppliers. See www.studenttech.co.za for more details and pricing.



Counselling Centre

Caring for the wellbeing of students

The Student Counselling Centre (on the top floor of the Bantu Stephen Biko Building) provides a professional free service to all Rhodes University students experiencing psychological problems. The Counselling Centre operates from a holistic wellness model and supports students in terms of their physical, academic, social emotional and spiritual functioning.

The Psychologists will take your concerns seriously and will maintain the strictest level of confidentiality.

The following services are offered:

- **Confidential** individual counselling
- **Relationship** counselling
- **Group Therapy for students** with similar interests and goals.
- **An after – hour’s line for psychological emergencies: 082 8013 0177** (during office hours students experiencing a psychological emergency will be assisted immediately by the psychologist on call).
- **Study Skills Workshops** on issues pertinent to students such as time management, stress management and exam preparation.
- **Self Help material** and information pamphlets covering various topics.
- **Provision of referral information** ((if we are unable to help you, we can tell you about other services that may also be able to help).

Please make an appointment at the counselling centre (046) 603 7070 or email: counsellingcentre@ru.ac.za we are open Monday to Friday 08h00-17h00 (and during lunch time).

Also see “Psychological Counselling”

Course Changes

Students sometimes find that after attending a few lectures in one of their courses, they wish to change to a different course. While it is not advisable to switch a course after teaching has begun (because you will miss lectures, and be under pressure to catch up on reading and other work), there is a 2 week grace period at the start of the academic year during which such changes can be made. **After that NO Further CHANGES will be permitted.**

If you wish to change one or more of your courses, you should go to the Dean of the Faculty for advice before making the change on ROSS or at the Student Bureau. Unless you actually change your registration in this way you will encounter enormous problems later, such as not being allowed to write examinations in subjects for which you have not been registered, or being charged fees for handouts for courses you have not taken.

It is your responsibility to ensure that you have a registration certificate which accurately reflects all the courses for which you are registered. If you wish to DROP a course (perhaps you took too many in the first place) then you can do this on ROSS and via the Dean of your faculty.

Make sure that your registration is accurate, if you don't your transcript will reflect that you "did not write" the examination for that subject.

Criminal Offences

Students need to remember that they are subject to laws of the land while at Rhodes University, and they will NOT be given special treatment by Prosecuting Authorities if they break the law.

Typical offences committed by Rhodes University students are driving whilst under the influence of alcohol, shop-lifting and vandalism (including stealing or breaking pot plants or road signs).being a student is not regarded as a mitigating factor. **If you are convicted of any of these offences in court of law, you WILL have a CRIMINAL RECORD** and this mean, among other things, that you will not be able to travel overseas or emigrate.



Disabilities

If you have a disability of any kind, please make sure that the Division of Student Affairs is made aware of this. They will make every effort to ensure that the necessary support and assistance is provided for you.

Some of the services and facilities that are available in order to assist students and to provide reasonable accommodation include:

- **Working with the Student Bureau on processing application forms** of prospective students who disclose severe disabilities in order to assess and recommend the nature of services and support that Rhodes University should be providing for them.
- **Making appropriate residential placements**, especially where physical and mobility impairments are involved.
- **The Exam Concessions Committee receives and processes all applications** from students who request concessions for exam, tests or assignments. The policy and procedure document for concessions applications is available from the Registrar's Office and website
- **The Office of the Division of Student Affairs works with individual students in order to assess their needs** and assist them to get support or assistive technology and devices within the resource constraint's
- **Computers with special software** such as voice recognition, text magnification track ball for ease of motion use, and so forth for all the exclusive use of students with disabilities, have been installed in the library. These computers will greatly assist students with visual and hearing impairments, as well as students with learning disabilities.

DP Certificate

A DP Certificate is a 'Duly Performed' Certificate. In order to write final examinations, students must be able to show that they have attended the required number of classes (usually 80%), written all tests and handed in all class work.

If you do not perform, you will be notified that you have lost your DP Certificate, if you lose your DP must go and see the course coordinator or Head of Department immediately, to explore your options.

Examinations

The Registrars Division coordinates all exams at Rhodes, Exams are written in **June** and **October/November**. And timetables for these are posted on the internet a few weeks beforehand.

Seating plans

Each student is allocated a specific seat and a seating plan is placed just outside the entrance of the exam venue.

Punctuality

Doors are locked 10 Minutes before the session-i.e. at 8.20 am and at 1.50 pm and you must be seated in your allocated place before lock up time. Because of last minute crowding, allow yourselves some extra time to find your seat.

If you find the doors have been locked by the time you arrive, don't panic: the doors will be re-opened when the papers have been distributed. IF you are very late, you will be admitted to the venue up to one hour after the start of the session, but you **WILL NOT** get additional to compensate for your late start.

Toilets

Use these before you arrive to write your exams to avoid the huge queues that build up in the exam venue just before the exam, Students who wish to go to the toilet during the exam may only do so after the first hour, and will be required to sign in and out of the venue. Nobody is permitted to leave the exam venue during the final half hour of the exam.

Personal Items

All personal effects brought to the exam room must be brought into the venue and left at the back. This includes books, bags, cellphones, food etc. **DO NOT** leave anything in the foyer or toilets.

It is a very serious offence if you are caught in the possession of a cellphone whilst seated at your desk, and there is a harsh penalty for any student whose cellphone rings at the back of the hall during an examination. Similarly, any student found in the possession of notes of any kind may face disciplinary action.

What you are allowed to have on your desk:

- **Anything that you can fit into a transparent pencil case or plastic sleeve no larger than A4 size**, plus a ruler.
- **Your student card** or ID book which you must display clearly on your desk.
- **Tissues** if you need them.
- **One small bottle of water**

Dress warmly and comfortably, since you are not allowed to take cushions or blankets to your desk.

Reporting a timetable clash

Students who have a direct clash (i.e. more than one examination scheduled for any one given session) should report this clash on the prescribed form at the Student Bureau by no later than the last day of lectures. Arrangements will be made for the students to write the examinations at a separate venue on the day in question- one paper will be written in the morning session and one will be written in the afternoon session. (Please note: having two examinations scheduled for the same day but not at the same session does not constitute a clash.)

Applications for extra time

Applications for extra time should be submitted on the appropriate form at the Student Bureau by no later the last day of lectures.

Applications for extra time in respect of unexpected /exceptional circumstances (e.g. broken finger of the students writing hand) may be considered after this date although it is usually recommended that such students apply for aegrotats.

The following principals determine whether you will be granted extra time:

- **Students facing severe degenerative diseases** will be granted extra time on compassionate grounds.
- **Corroborating evidence** is standardly required.
- **Students suffering from permanent disabilities** for which additional time is granted need apply to the Committee only once, at the start of their academic careers.
- Extra time is not normally granted in the case of conditions that **respond well to medication**, e.g. epilepsy or attention deficit syndrome.
- **Dyslexia** does not normally constitute a reason for the granting of extra time.
- **Not being English first –language speaker** does not constitute grounds for the granting of extra time.
- **Poor Handwriting** does not constitute grounds for the granting of extra time.

Special Examinations

A special examination may be granted on account of a mishap such as misreading the examination timetable.

A student who wishes to apply for a special examination must submit an application on the subscribed form to the Student Bureau within 24 hours of the end of the examination missed. No late applications will be considered. The application will be forwarded immediately to the Head of the department concerned, who may refuse the request in which case the student gets 0) or who may grant the examination, to be written within 72 hours of the end of the examination missed.

The Fee for a special examination is 10% of the current BA fee.

Aegrotat Examinations

- Forms are obtainable at the Health Care Centre and from the Student Bureau.
- If you are ill at the time of an exam, and have a medical certificate (on the prescribed form) you can apply for an aegrotats exam. You must apply within one week of the date of the examination missed. Candidates who are unwell should report immediately at the Health Care Centre
- In cases where a student falls ill during the examination, the Dean of the Faculty will consult with the internal examiner and the Head of the Department Concerned before deciding whether or not to approve the aegrotats for part or all of the examination.
- Other special reasons for missing an exam which are acceptable include the serious illness or death of a near relative at the actual time of the examination. Again, supporting documentation must be provided with the application.
- You will not be granted an aegrotats if you are unfit to write as a result of having taken drugs and if you do not have DP certificates in the courses concerned.



Extended Studies Programme

- The extended studies programmes in the faculties of Humanities, Science and Commerce, are taken by students with the ability to complete a degree but whose socio-economic and educational background has not fully prepared them for 1st year. These students do not automatically qualify for direct admission to Rhodes University. The programmes help students adapt to the university's academic requirements through carefully structured courses in supportive learning environments. The courses extend over a year and students who are on four year degree programmes. Each programme is differently structured and has been designed to cater for the needs of the faculties involved.

For more information on the programme, visit the website at www.ru.ac.za/academic/departments/extendedstudies

Fees

A detailed explanation of fees appears in the university's calendar, which is handed out to every student at registration.

You should note that there are fees for different aspects of University life:

- **Academic Fees** to enable you to do the course for which you register.
- **Subject-specific course charges**, which cover the costs of additional handouts or field trips.
- **Fees for residence** (if you chose to live in residence)
- **Fees for voluntary extramural clubs**, societies and activities which you chose to sign up for (e.g. Debating Society or tennis).
- **An Oppidan Fee of 170.00 per year** if you live in town, which covers a range of services provided especially for Oppidan students, and is not refundable. Regardless of whether you use the facilities or not.
- **An additional levy** is charged to International Students.

Harassment

All Staff and student harassment will be reported to the Manager of Student Wellness.

Once the complainant has reported the incident/experience of any form of harassment, 4 options can be considered. The complainant will be asked to select the option that he/she prefers in order to resolve and or address the harassment.

The options are as follows:

- Report the incident for record purposes-no further action is requested-the incident is merely noted.
- Request that the alleged perpetrator be called in and be strongly advised to change the behaviour.
- Mediation: The complainant will choose a mediator of his/her choice from the list of RU trained mediators. The Manager of Student wellness will arrange the mediation process with all parties concerned. This option can only be selected if both parties agree to mediation.
- Disciplinary Action: If the alleged perpetrator is a student, the matter will be referred to Gordon Barker & Sarah Driver if a disciplinary process is chosen by a student complainant. The ultimate decision to prosecute or not is made by the Prosecutors although the wishes of the complainant are taken into account.

For Staff

All level 4 HR complaints are to be referred to Cecil Peters from HR.

Confidentiality will be highly observed.

NB: If safety is a concern: A no contact order can only be issued by the Vice Chancellor. Alternatively the complainant can apply for a Protection Order at the Magistrates Court. Please contact the Counselling Centre, Steve Biko Building. or Tel: 046 603 7070 email harassment@ru.ac.za visit www.ru.ac.za/harassment on the Division of Student Affairs Website.

Health Care Centre

The Health care centre is the building on the left, near the top of Rhodes Avenue, the steep road that goes up the hill past the Hobson and CPU.

The nursing staff in the Health Care Centre are on duty throughout the term to provide a professional and caring service to students at Rhodes University. Five qualified nursing sisters who provide the services below run the health care centre. Students are welcome to discuss their problems and these discussions are confidential.

While there is a sister on duty or on call 24 hours a day, PLEASE NOTE that, the Health Care Centre is not a substitute for a casualty room at a hospital.

For students on medical aid, all emergencies will be referred to Settlers hospital via the Netcare ambulance and we will organize that the doctor meets the client there. Appointments can also be made for the students to see the doctor at the surgery.

The student is responsible for the medical practitioner's charges and for the cost of prescribed medicines from local pharmacies.

A doctor is available to see students every second weekday and the charge is R240.00 per visit from the student account. An appointment will be secured with the doctor via the Health Care Centre Staff or Counselling Centre. The admissions at the HCC is free for ALL students, not only RES students but also for OPPIDANS

There are 10 Beds for in patients suffering from infectious diseases or ailments such as Flu, Tonsillitis, and Gastroenteritis for those recovering after surgical procedures.

It is also a haven for those suffering from stress, anxiety and depression. This in patient facility is available free to students in residence and at a nominal fee to Oppidans.

Opening Hours

In term time: please make an appointment by calling (046) 603 8523 or email: healthcarecentre@ru.ac.za

Monday – Friday: 08.00 – 13.00

14.00 – 17.00

Saturday, Sunday and Public Holidays:

08.00 – 13.00

During university vacations: Monday – Friday 09.30 – 12.30

After Hours: A sister is available 24 hours for emergencies: just ring the doorbell or call 082 8011 409

Free Services

- Treatment of minor ailments such as Flu, Tonsillitis etc.
- In – patient care for acute illnesses.
- Management and care of patients with infectious diseases.
- Post-operative observations
- Emergency assessment and crisis management. (e.g. rape)
- Voluntary HIV testing, including pre – and posttest counselling
- HIV AIDS medication
- Screening tests e.g. blood pressure.
- Family planning advice.

Services at a minimal cost

- Vaccinations (flu etc)
- Pregnancy Tests
- Pap Smears and blood tests.
- Doctors clinic: @ approximately 240.00 per consultation, the fees rise annually
- Vitamins and appropriate medication for HIV&AIDS patients

Referral Services

Staff at the Health Care Centre can make referrals to a range of other medical services in the town, including private doctors and dentists, the Counselling Centre, the psychology clinic, the hospital, social workers and private counsellors

Students who have undergone surgery recently or who are under private medical care, which requires follow up treatment by the health care centre sisters, should provide a letter of consent from their doctors.

List of admissions at the HCC

Type of Illness

1) Infectious diseases such as:

- Tuberculosis, except for Multi Drug Resistant TB and Extreme Drug Resistant TB the length of stay is (14) days. We admit students who are in residence only, those in digs normally remain there, unless their digs-mates have not had exposure or the infectious illness before
- Chickenpox, Rubella, Mumps or any infectious diseases such as meningitis will be treated at a hospital level, the length of stay is (5) days. TB only infectious prior to diagnosis and for the first two weeks of treatment.

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2) Acute illnesses such as dysmenorrhea, abdominal pain and headache the length of stay necessary is 1-2 days. We may admit acute illnesses where we are concerned for the health of the student and we wish to monitor the progress of the illness. This is at the discretion of the HCC staff. If necessary the student may be referred to Settlers Hospital.

3) Post-Operative Care The Length of stay is +- 5 days, Post-operative care may include wound care and pain management where the patient is stable and admission is at the discretion of the HCC staff.

4) AOB (Intoxicated Students) The length of stay is as necessary, at night the CPU may contact us with drunken student who have been picked up at clubs or on the streets. We provide a sleepover space for this purpose. Where students run the risk of aspiration, they will be transferred to Settlers Hospital.

HIV/AIDS

Free strictly confidential HIV counselling and testing is offered by a partnership between the Counselling Centre and the Health Care Centre. This Voluntary HIV Testing along with the necessary pre and post-test counselling takes place, by appointment, at the Health Care Centre every afternoon.

The entire procedure, including the counselling and the test is relatively brief, usually somewhere within 30 minutes. Rapid HIV tests are employed and student will be provided with their test result immediately.

Students can be assured that the testing and counselling procedure follows strict protocols and that the service provided is confidential, professional and efficient. Students can obtain their HIV medication from the Health Care Centre.

The Counselling Centre is available to provide psychological support while the Health Care Centre provides medical support and advice for any student who is HIV positive. It is University Policy that the rights of HIV –positive students are protected.

For more information, visit www.ru.ac.za/studentaffairs



Leadership

Rhodes Top 100

The Oppidan Press, Investec Bank and The Division of Student Affairs annually present special awards to the 100 students who have excelled in various fields during their time at Rhodes University. Pictures and brief bio statements are published in a special edition of the Oppidan Press.

There is an annual call for nominations/applications for both categories of award, and a panel of judges makes the final decision. Criteria for these awards are described on the Career Centre website.

Leave Of Absence

If any student misses class or cannot hand in an assignment for any reason whatsoever, they must apply for a leave of absence (LOA). Only the academic Head of Department has the power to grant LOA.

In order to get LOA, a student must obtain an LOA form from the Student Bureau and get it filled in by the appropriate person who can support their claims. Usually this is a medical doctor/ staff at the Health Care Centre / Counselling Centre.

Students are given leave of absence of representing the University at high level sports events, in which case Sports Admin must support the LOA request. Health Care Centre staff will only support a Leave of Absence form for students who come to the health care centre seeking medical attention, after they have had the opportunity to assess the health of the patient, and to perform their own on-site observation of the symptoms displayed by the patient. LOA's will only be supported on the spot to students who display clear evidence of being ill at the time of appointment.

LOA will NOT normally be granted in the following circumstances:

- When a healthy comes to claim a retrospective LOA for being sick at a time prior to the consultation.
- When the student misses a lecture due to waiting in the HCC, but proves to be in good health when attended to.

Students who claim to be suffering from severe headache, diarrhea or vomiting will be kept in bed for observation before LOA is supported. If the symptoms do not recur within a few hours, the request for LOA will not be supported.

Students in Residence are reminded that their wardens can support requests for LOA's on the grounds of illness as well, and that a subsequent visit to the Health Care Centre is not necessary. Oppidan students and students in residence may visit the health care centre in order to get a leave of absence form signed, even if they do not wish to receive any medical treatment for their ailment.

Legal Problems

The Rhodes University Legal Aid Clinic is a non-profit making organization, which provides free legal services to disadvantaged people living in and around Grahamstown as well as to provide a practical hands-on learning experience for Law students. A wide range of legal services are provided by the Clinic, but there is a specialist focus on family law, consumer law and hand law matters.

The clinic (118 High Street) is available to provide legal services to students in most cases.

Tel (046) 603 9301

The SRC also provides students with legal advice and support in relation to University disciplinary matters.



Library Services & Hours

Situated at the heart of the campus, the Rhodes University Library is a state-of-the-art facility, which is the academic hub of student life, providing vibrant meeting, studying, discussion and recreational spaces.

Physical Spaces

- **Information Commons** for undergraduate students with a professional librarian and student navigators on hand to help you get started with information for assignments and projects.
- **Research Commons** for Masters and Doctoral students
- **Post-Graduate Commons** for Honours, Masters and Doctoral Students.
- **Individual and group study facilities**, quiet reading rooms and a 24/7 study zone.
- **Relaxing corners and seating spaces** such as the News Lounge.
- **Exhibition and Display areas.**

Resources

- **A large print collection**, including books, newspapers and periodicals.
- **Research databases** providing electronic access to over 35.000 periodicals in full text.
- **A wide selection of videos** and DVDs plus viewing booths
- **Self-issue system** for books.
- **Photocopying, printing and scanning facilities.**

Services

- **Faculty aligned libraries.**
- **Professional librarians** to assist in finding relevant information for essays/projects and getting started with research.
- **Branch Libraries for Law and Sound** (primarily audio visual materials to support the department of Music and Musicology)
- **Special Libraries** for Ichthyology & Fisheries Science and Eastern Cape History.
- **Short Loan collection** for high-demand material.
- **Inter-Library loans** for post-graduates and staff .
- **Off campus access** to electronic research databases and e-information.

- **Friendly** and helpful staff.

Orientation and Training

- **Orientation and Library use** during O-week.
- **Tutorials** on using the Library's online catalogue (OPAC)
- **Customized research** database workshops.
- **Libguides (online guides)** to finding, using and evaluating information on specific subjects.

Opening Hours

Monday-Thursday 08h30-22h30

Friday 08h30-18h00

Saturday 09h00-21h00

Public Holidays during term 08h30-17h00

There are extended hours during exam times.

Requirements

- **A current student identity card** to gain access to the University Library, borrow books from the collection, to gain access to the 24/7 facility and photocopying.
- If you lose your student card, you must report it to the University Library immediately. As soon as the Student Bureau issues a new card, it should be presented to the Library Access Services Librarian so that your details may be updated on the system.

Lost Property

All lost property is handed to the campus protection unit, which is in Rhodes Avenue above Hobson House.

Meals

All Halls of Residence (including the Oppidan Dining Hall) have a self-service system, and formal dinners held once or twice a year.

Balanced meals are planned on a two-week cycle, ensuring that the nutritional needs of students are met. For lunch and supper, a student can choose from one of eight meal types: Default, Fast Food Default, Fast Food Vegetarian, Fast Food Halaal, Vegetarian, Health Platter Halaal/Hindu and African.

Menu choices available are posted on the notice boards of the various Halls So that the students can see what the options are (they change from time to time depending on the availability of the ingredients.)

Menu's, which cover two-week periods, are also available online. All students are automatically booked for all meals according to the diet that they specify on registration.

Making a meal booking: log onto ROSS (<http://ross.ru.ac.za>) and follow the options under "meal bookings"

There you can:

- Print the chosen meal list.
- Unbook meals (single or blocks e.g. if the student does not eat breakfast they can un-book for the year or if they go away for a weekend they can un-book all meals for that period)
- Change the preferred diet.

All these options must take place at least 48 hours in advance of a particular meal. If a student does not take a meal and has not un-booked 48 hours in advance, the meal is regarded as taken and no credit will be given for that missed meal.

Credit Accumulated from unbooked meals up to an amount specified annually in the University Calendar (amounts for undergrad and postgrad residences differ) will be credited to the students fees account at the end of the 2nd and 4th terms. The University does not monitor meal cancellations-no student will be permitted to cancel all meals. Oppidan students (those living in town) can also have a regular midday meal, using the same meal booking system; after having registered as Oppidan meal takers. This is done by visiting the Residence Systems Co-coordinators office, located at Infrastructure and Operations at 35 South Street.

Medical Information

Also see 'Health Care Centre' for services provided on campus and Psychological Counselling.

Medical Services

Rhodes University Health Care Centre

Rhodes Avenue 046 603 5823

Rhodes University 082 8011 409 a/h

Settlers Hospital

Milner Street 046 602 5000

Fort England Hospital

York Street 046 602 2300

Settlers Day Hospital

Cobden Street 046 622 3033

Ambulance Services

Netcare 082 911

St Johns Ambulance

24 Hill Street 046 636 1650

Grahamstown Ambulance

Temlett Street 046 622 9102

Acupuncturist

Dr Dwyer

18 Henry Street 046 622 4846/ 061 038 2765 a/h

Dr Peer

35 Beaufort Street 046 622 4617

Biokineticist

Andrea Parker

26 New Street 046 622 2228

STUDENT SUPPORT 2018

Chiropractor

Dr Benyon

8 Willshire Crescent 046 622 9443

Dr Pienaar

2 Oatlands Road 046 622 2219

Dentists

Drs Buchner and Le Roux

14 Anglo African Street 046 622 6132

Dr du Toit

15 Milner Street 046 622 4258

Dr Eichhoff

6 Allen Street 046 622 3789

Dr Herring

The Colcade 41 Hill Street 046 622 8503

Dr Von Mayer

14a Milner Street 046 622 3871

ENT

Dr van der Meer

Milner Street 046 622 8804

General Practitioners

Drs Baart,Bennett,Bull,Evans,Gainsford,Melhuizen & Zietsman

120 High Street 046 636 2063 / 082 320 1229 a/h

They DO NOT accept the following medical aids :

Boncap,Primecure&Beryl,Ruby,Sapphire,Care cross,Renaissance,Africa,Managed Care,Network GP,Network X,Foundation,Nessess.

Drs Berenisco & Oosthuizen

Pepper Grove Mall 046 622 6362 / 082 320 1229 a/h

They DO NOT accept the following medical aids:

Boncap,Primecure,Beryl,Sapphire,Care Cross,Renaissance,Africa,Managed Care,Maxima Care,Network GP,Ingwe Bupa,Network X,Foundation,Nessess and Metrocare

Drs Godlonton,Lloyd & Mutesasira

STUDENT SUPPORT 2018

41 Hill Street 046 636 1732 / 082 554 7800 a/h

They DO NOT ACCEPT the following medical aids: Discovery & Key Care

Dr Murali

5 Bathurst Street 046 622 1114/ 083 400 1422 a/h

All medical aids are accepted

Dr Santhia

10 High Street 046 622 6648 / 082 555 0799 a/h

They DO NOT ACCEPT the following medical aids: Ingwe & Care Cross

Life Line

Life Line Eastern Cape

Port Elizabeth 041 373 8666

Occupational Therapists

Robyn Ashbolt & Jolene Tarr

Milner Street 046 602 1154

Settlers Hospital 046 602 5154

Optometrists

Davies & Associates

18 Bathurst Street 046 622 6205

Jenny Gopal

4b Allen Street 046 622 4310/0827803633

Specsavers

Shop 50, Pepper Grove Mall African Street 046 622 2295

Eyestore

8 Allen Street 046 622 2828

Orthopedic Specialist

Dr Peterson

Milner Street 046 602 5130

Settlers Hospital

Pharmacies

Clicks Pharmacy

42 High Street 046 622 1264/1268/3926

Grahamstown Pharmacy

117 High Street 046 622 7116

Wallace Pharmacy

Pepper Grove Mall 046 622 7373

Physiotherapists

Mark Anderson

Bedford Street 046 622 2875/0793814466

Ms Palmer

58c High Street 046 622 3035

Jane Holderness

26 New Street 046 622 2228

Carey Pohl

26 New Street 046 622 2228

Radiologists

Drs Visser and Partners

15 Milner Street 046 622 6464

Social Workers

Ms Matebese & Ms Adam

Milner Street

Settlers Hospital 046 602 5000 ext 1158

Specialist Physician

Dr Jameson

60 Beaufort Street 046 622 8627

Oppidan Facilities

An Oppidan is a student who does not live in a university residence. Most students living in digs have experienced life in residence for a year or two before taking the plunge to greater independence and responsibility.

Rhodes University provides a comprehensive support base for all Oppidan students for which they pay a fee of 170.00 per annum.

Support services include:

- Use all facilities at Rhodes, including the Health Care Centre and the Counselling Centre.
- One Oppidan hall warden who provide advice and assistance, particularly with regard to personal crises or issues related to Digs.
- A team of 5 sub Wardens, whose role is largely a nurturing one: they visit the students living in their area, encourage them to get involved in social and sporting activities. They also promote good relations between 'town and gown', and encourage students to get to know their neighbors and clear up potential misunderstandings before they occur.
- A voluntary anchor programme which pairs experienced students with first year students to assist them with their transition and getting to know the campus and ins and outs of being an Oppidan student.
- A committee of Oppidan students who provide leadership for the Oppidan hall and ensure Oppidan students



Parking on Campus

Parking on Campus is limited. Staff parking is marked with a large painted red dot around a white circle. Traffic Management fall under CPU and the clamping of vehicles applies whereby the driver contravenes The National Traffic Act or the Rhodes University Procedures. Student Disciplinary process is implemented.

Photocopying and Printing

Students can photocopy materials at the library, using their student cards (you can load money onto you student card at the Bureau) Printing balances can be checked on ROSS.

Policies of the University

There are many policies and protocols which are particular relevance to students. Please visit the Rhodes University website for a complete list at www.ru.ac.za/institutionalplanningunit/rupolicies



Pregnancy

The University will make every effort to support a pregnant student and ensure that the pregnancy does not disrupt her academic career. Although each case will be considered on its merits, the university cannot take any responsibility for any potential health risks associated with pregnancy, or assume financial responsibility for special dietary requirements in residence etc.

A pregnant student has the following choices:

- **Allow the pregnancy to proceed to term** and either keep the baby or have the child adopted;
- **Terminate the pregnancy before 9 weeks** in Port Elizabeth.

Counselling and advice (for both parents-to-be) is available through the Counselling Centre (at the Bantu Stephen Biko Building), the Health Care Centre or a private Practitioner. While we respect a student's right to confidentiality, and the usual professional rules regarding this confidentiality will be respected, it is reasonable to expect a pregnant student to inform those parties who might be most immediately affected by their pregnancy. In particular, we strongly encourage the student to inform:

- **The Health Care Centre** to obtain basic health advice;
- **A Medical Practitioner** to obtain expert advice. A student with no medical aid can make an appointment at the Health Care Centre to see the University doctor at the normal reduced rate, who will then refer her to the Grahamstown Clinic for ongoing treatment during the pregnancy or to the State Hospital for termination.
- **The House/Hall Warden**, if the student lives in residence, so that she is aware of the student's condition and can assist her to make the necessary arrangements for the final stages of the pregnancy, when she will have to move out of residence.
- **Parents**, where appropriate.

In the normal course of events, provided there are no medical complications, a student may remain in residence until the **36th week of pregnancy**. The student will need to arrange for alternative accommodation during the final weeks pregnancy or the actual birth of the baby. While the student may return to residence after birth of the baby, the child will not be permitted to live with her there, and she is responsible for making appropriate child-care arrangements. There will be no financial penalty to the student if she wishes to have her room kept vacant so that she may return to it after the birth of the baby.

The usual arrangements regarding leave of absence can be made, with medical certification. The student can apply for an extended DP if circumstances qualify for this. If time of birth is close to or coincides with examinations, the student can obtain permission to write these in the Health Care Centre, or can apply to write an aegrotats examination at a later stage.

The Health Care Centre does not provide anti-retrovirals to deal with mother to child transmission (MTCT). If the student is positive, she should make arrangements with her private doctor (if on medical aid) who will in turn implement their protocol to deal with MTCT.

Following normal HR procedure, fathers are entitled to 3 Days Paternity leave.

Insurance

Students are NOT covered by university insurance while at Rhodes unless they are injured while engaged in activities for which the University remunerates them.

All other insurance is the responsibility of each student, students are therefore strongly advised to ensure that they carry the necessary insurance against theft, housebreaking, fire and other similar risks.

The university will in no way hold itself responsible for any loss or damage by theft, fire or any other means to student's property kept in the residences either during term time or during vacations. All students rooms doors are fitted with locks and students rooms should be locked at all times.

International Students

The International Office provides a contact point of study abroad and exchange students, staff and visitors as well as providing support for Rhodes Staff and students who travel and study abroad on official exchange programmes. The office is also concerned with developing international opportunities, links and exchanges for Rhodes staff and students and it liaises with the international office at other universities.

The international office is tasked with researching internationalism at Rhodes University. Which includes conducting campus wide surveys on issues of internationalisation and the experiences of international students here at Rhodes. The office also runs a successful internationalisation at home (I@H) project, bringing the world to Grahamstown.

Visa and Medical Aid enquiries

Visas: All applications for study visas need to be submitted at the South African embassy or consulate for your country of origin. The Rhodes University International Office can only provide supplementary advice for students applying for a Study Visa. If you are extending your VISA, you may apply for an extension from within South Africa, providing you do so before the expiry date of your current visa. If you are a new student, you apply for your VISA in your home country before arriving at Rhodes University. All international students are advised to consult the nearest South African Mission or the VFS website for information about applying for a study VISA. As of June 2014, VFS has been handling all changes of conditions to be made to a VISA. If you need to change the dates of your visa or the degree listed as on our VISA, please be sure to contact VFS directly-www.vfsglobal.com

Medical Insurance /Medical Aid: all international students are legally required to have membership of a South African medical aid. Rhodes has appointed an ABSA Health Care Consultant to assist international students with all queries relating to appropriate medical cover and applications for membership. This service will be at no additional cost to either the student or the university. Please note that all international students must have their South African medical cover facilitated via ABSA Health Care Consultants in order to be acceptable for Rhodes University registration purposes.

Students need to be aware that medical aid schemes have designated doctors, before consulting a doctor, students should check to ensure that the doctor they go to is covered by their medical aid scheme. Should this not be the case, then students will be responsible for all the related medical costs.

Proof of suitable medical cover for the entire academic year is a registration requirement for international students and is also required for study visa applications or renewals.

The appointed ABSA Health Care Consultant is Mr Brandon De Jager, He can be contacted via email on Brandon.dejager@absa.co.za alternatively students can

contact the Help Desk international.students@absa.co.za or contact 0860 100 380 (while in South Africa).

A help desk at Rhodes will be run every second Thursday during term time between 11.00 and 14.00 to answer quick queries in person and for card collection. Please check the international Office website for helpdesk dates and venue. Students are free to consult any doctor of their choice but are responsible for all the related medical costs.

Psychological Counselling

Counselling Psychologists:

Miss Christine Lewis

Prince Alfred Street

Steve Biko Building 1st Floor

Rhodes University

Email: christine.lewis@ru.ac.za

- Therapy for Children, Adolescents & Adults
- Couples & Family Therapy
- Group Therapy
- Career Counselling
- Psychological Assessment
- Career Assessment
- Bilingual (English Afrikaans)

Miss Thobeka Msengana

Prince Alfred Street

Steve Biko Building 2nd Floor

Rhodes University

Email: t.msengana@ru.ac.za

- Psychotherapy with adults and adolescents
- Couples Counselling
- Play Therapy
- Physiological Assessment: Children and Adults
- Career Assessment
- Scholastic Assessments
- Bilingual (English/Xhosa)

Miss Lumka S. Qangule

Soyisa Consultancy

No. 72 High Street

111 Sanlam Building

Tel: 046 622 7899

Cell: 082 969 0176

STUDENT SUPPORT 2018

Email: lumka.gangule@soyisa.co.za

- Child, Adolescent and Adult Psychotherapy
- Psychological Assessment

Miss Adele Van Der Merwe

60 Beaufort Street

Cell: 072 279 7952

Fax: 086 218 9616

Email: psychologist.avdm@gmail.com

- Cognitive Behavioural Therapy (CBT)
- Adolescent and Adult Psychotherapy Couples Counselling
- Psychological Assessment (Child and Adult)
- Learning Difficulties/Scholastic Assessment
- Neuropsychological Assessment
- Medico-Legal Assessment
- Bilingual (English/Afrikaans)

Mr Greg Wilmot

5 Watermeyer Street

Tel; 046 622 2228

Cell: 072 264 1452

Email: Wilmot.greg@gmail.com

- Adolescent, young adult and adult psychotherapy
- Family Therapy
- Sport Psychology; Motivation/Mental Skills/High Performance/Injury Rehabilitation/Team Based Workshops/Athlete Lifestyle Management & Wellness

Clinical Psychologists:

Miss Karen Andrews

13 George Street

Cell: 079 8800 832

Email: karen@clinpsych.co.za

- Adult and Adolescent Psychotherapy
- Psychological Assessment

STUDENT SUPPORT 2018

Colcade Centre

41 Hill Street

Tel: 046 622 4386

Cell: 083 632 6350

Email: ann@imagnet.co.za

- Adult & Adolescent Psychotherapy
- Couples & Family Therapy
- Parent-infant Therapy
- Mindfulness Based Stress Reduction

Mr Michael Border

7 Bartholomew Street

Cell: 082 968 7458

Email: maborder@gmail.com

- Child Adolescent and Adult Psychotherapy
- Parent-Infant Work
- Play Therapy
- Couples Therapy
- Bereavement

Mrs Lisa Brown

3 Parry Street

Cell: 073 230 6331

Email: lisajoy@imagnet.co.za

- Child, Adolescent and Adult Psychotherapy
- Parent-Infant Work
- Play Therapy
- Couples Therapy
- Bereavement

Miss Verna Connan

Psychological Care Centre

5 Donkin Street

Grahamstown

Tel: 046 622 8197 (w)

Fax: 046 622 8198

STUDENT SUPPORT 2018

Email: verna@psychcarecentre.co.za

- Child, Adolescent and Adult Psychotherapy
- Parent-Infant Work
- Play Therapy
- Couples Therapy
- Bereavement

Miss Lizelle De Wee

Psychology Clinic

Rhodes University

Tel: 046 603 7379

- Therapy with Adults and women covering depression and anxiety.
- Personal and Family stressors
- Trauma
- Fertility Issues, motherhood and adjustment
- Sexual minority matters (lesbian, gay, bisexual, transgender)

Mrs Mary Donnelly

Psychological Care Centre

5 Donkin Street

Grahamstown

Tel: 046 622 8197

Fax: 046 622 8198

Cell: 083 461 5437

Email: marypsychcarecentre.co.za

- Child Adolescent, Adult Psychotherapy
- Play Therapy
- Couples Therapy

Mr Martin Donnelly

Psychological Care Centre

5 Donkin Street

Grahamstown

Tel: 046 622 8197

Fax: 046 622 8198

Cell: 082 330 1086

STUDENT SUPPORT 2018

Email: martin@psychcarecentre.co.za

- Adult & Adolescent Psychotherapy
- Play Therapy
- Couples Therapy
- Special Interests: loss and change, relationship difficulty, bereavement, addictions, cancer, HIV, individuation
- Bilingual (English Afrikaans)

Mrs Gwenda Euvrard

8 St Aidens Avenue

Tel: 046 622 8023 (w + h)

Cell 082 773 3985

Email: gwendaeuvrard@gmail.com

- Adult and Young Adult psychodynamic psychotherapy

Mr Iain Reed

2B Francis Street

Grahamstown

Cell: 072 432 7753

Email: reid.dixie@gmail.com

- Neuropsychological Assessment
- Forensic Assessment

Mr Conrad Rocher

29 Somerset Street

Tel: 046 636 1583

Email: conradrocher@gmail.com

- Adult, young adult and older adolescent psychotherapy (depth psychotherapy-incorporating psychoanalytic and analytical psychology orientations)
- Marital /Couples Therapy
- Expressive Arts Therapy
- Sand play Therapy (as developed within the Jungian tradition)
- Bilingual (Afrikaans/English)

Dr Lisa Saville Young

Rhodes University, Department of Psychology

STUDENT SUPPORT 2018

Tel: 046 603 8047 (w)

Email: l.young@ru.ac.za

- Child, adolescent and adult psychoanalytic psychotherapy
- Parent-Infant Work

Educational Psychologist:

Mr Jan Knoetze

Rhodes University Psychology Clinic

Tel: 046 603 8344 (w)

Cell: 081 3676 848

Email: j.knoetze@ru.ac.za

- Family Therapy
- Play Therapy
- Group Psychotherapy with adolescents
- Educational /Scholastic assessment

Pastoral Therapist:

Miss Kim Barker

41 Oatlands Road

Cell: 084 400 6145

Email: kimbarker@telkomsa.net

- Narrative Therapy
- Individuals, couples/families and groups
- Workshops and retreats

Therapy S.M.A.R.T

15 African Street

Grahamstown

Tel: 046 622 9318

Email: info@therapysmart.co.za

Asha Dullabh

Clinical Psychologist

STUDENT SUPPORT 2018

Cell: 082 255 5277

Email: asha@therapysmart.co.za

- Educational scholastic assessment
- Child, Adolescent and adult psychotherapy
- Sand play therapy
- Couples therapy
- Group therapy
- Workshops

Elaine Verster

Counselling Psychologist

Cell: 072 768 8889

Email: elaine@therapysmart.co.za

- Neuro feedback therapy
- Adolescent and adult psychotherapy
- Hypnotherapy
- Couple Therapy

Carl Wurz

Counselling Psychologist

Cell: 082 908 1588

Email: carl@therapysmart.co.za

- Depression, Anxiety, PTSD and Trauma

Mariska Vermeulen

Counselling Psychologist

Cell: 082 828 6005

David Erasmus

Clinical Psychologist

Cell: 072 249 7256

Gwendoline Johnson

Remedial Therapist

072 626 9362

Email: gwen@therapysmart.co.za

Art Therapist:

Mr Eloff Snyman

Tel: 046 622 6163

Email: eloffsnyman33@gmail.com

- Art Therapy (All Ages)
- Individual or Small Groups

Miss Athina Copteros

Psychological Care Centre

5 Donkin Street

Tel: 046 622 8197 (w)

Fax: 046 622 8189

Cell: 083 887 8177

Email: athina@psychcarecentre.co.za

- Arts Therapy
- Psychotherapy

Fort England Hospital:

York Street

Tel: 046 602 2300

- Hospitalization
- Adult and adolescent psychotherapy
- Marital /Couples Therapy
- Family Therapy. Counselling
- Play Therapy
- Group Therapy
- Community Work
- Intellectual and Personal assessment

Rhodes University Psychology Clinic:

Rhodes Avenue

Tel: 046 603 8502

Fax: 046 603 7203

- Adult and adolescent psychotherapy

STUDENT SUPPORT 2018

- Marital/ Couples therapy
- Family Therapy
- Counselling
- Play Therapy
- Group Therapy
- Intellectual and personality assessment
- Diagnostic assessment

Rhodes University Counselling Centre:

Steve Biko Building (Rhodes Union)

Prince Alfred Road

Tel: 046 603 7070

Fax: 046 603 7071

- Career Assessment
- Career Counselling

Forensic Psychiatrist:

Dr Helmut Erlacher

2b Francis Street

Tel: 046 624 4828

Cell: 082 570 0755

Educational Consultant:

Dr Rose Grant

11 Jacobus Uys Way

Hill 60

Grahamstown

Cell: 079 516 5499

Email: rose.e.grant@gmail.com

Physiotherapists, Biokinetics & Chiropractor

Physiotherapists

Nicola Brown

Kirsty Drew

Jane Holderness

Carey Pohl

Biokinetics

Kerry Lee Mackay

Jaques Gerber

Chiropractor

Dr Lauren Pienaar

Registration of Cars on Campus

All students who have cars in Grahamstown must supply the relevant information when they register. Anyone acquiring a car during the year must register it at the Student Bureau within three days.

Failure to register a car is an offence in terms of the Student Disciplinary Code. You are requested to take care when driving on campus, observe the speed limit, be wary of pedestrians and park only in designated areas.

Parking spaces with a red dot are for staff only. You will be fined if you park in them.

Residence Support

Rhodes is more than simply an educational institution, it is a community, and one of the hallmarks which makes that community especially remarkable is the Residence System, each residence is run by a Warden, a few sub-wardens and a house committee.

If you are in residence and need special help or support for any reason, you are strongly encouraged to draw on the resources available to you in your residence: Sub-Wardens and Wardens will respect the need for confidentiality, and they are always ready to help, and offer solutions to your problems.

ROSS

Rhodes Online Student Service is the electronic web-page which provides a wide range of information relevant to students, such as meal-bookings, exam results, lecture timetables etc. (ross.ru.ac.za)

Safety & Security

The Campus Protection Unit Office and Control Room is situated in Rhodes Avenue next to Hobson House. The 24 hour Control Room operates 365 days of the year and is the nerve centre of the security operations and the afterhours help desk on campus. It has radio communication with the guards, monitors burglar, panic and fire alarms, is the after-hours switchboard and call centre for the University, and responds to first information of crime reports, calls out University standby technicians and deals with lost and found property. It employs 19 Rhodes guards, 6 supervisors and 28 contract guards from a local security company, Hi- Tec. All work on a shift cycle to provide a security service throughout the year. Rhodes CPU guards wear blue uniforms, while Hi-Tec guards wear black uniforms with a yellow badge. These guards are highly "visible" and patrol campus 24 hours a day, both on foot and on bicycles. Traffic management falls under CPU and they have jurisdiction to clamp any vehicle whereby the driver contravenes The National Road Traffic Act or Rhodes University Policy. The Manager performs various tasks under safety and security for the University and works close with all departments committees in the university. The supervisors are responsible for the day to day running of the shifts, posting of the CPU and Hi Tec guards and running of the control room and Help Desk. They are the first point of contact for any issue on campus and to call out any of the standby support personnel, emergency services be that the fire, ambulance, police, etc. In addition to their patrol work, guards also open and close lecture venues, administrative buildings and after-hours function venues, escort students and staff on campus, perform traffic and parking duties and report defunct lights on campus. They also operate a 'lost and found' service. All emergencies must be reported immediately to the Control Room on telephone number: 046 6038146 / 7, or alternate the Emergency Number: 046 603 8999 Wardens can phone the Control Room for assistance with any matter at any time of the day or night. On receipt of a call, a guard will be dispatched immediately to assist the Warden.

Safety hints on campus

Guards will accompany students on campus at night for protection if requested and students are encouraged to make use of this facility. Students can approach the nearest CPU guard or visit the CPU offices on Rhodes Avenue and request an escort. All incidents should be reported immediately to CPU for assistance. Students should make use of the "Blue Route", a well-lit, clearly demarcated patrolled route that runs from the bottom of Prince Alfred Street (across the road from the Drama Department), all the way to the top of the hill, past Nelson Mandela Hall. It also runs along St Peter's Campus and up to Winchester House on Beaufort Street. 48 "SOS panic buttons" are installed at various places around campus. They are identifiable with a yellow chevron backing board and red button. These can be pushed by a student in trouble and CPU will pick up the signal at their headquarters. Students are also encouraged to remember that common sense is their best defence! Students should be aware of their surroundings and of the people in their environment at all times. It is also not advisable for students to walk around Grahamstown alone, particularly at night. Students should always walk in groups, stick to well-lit areas or try to arrange a lift home. They can also use the Get Home Safe service, a free service for students who find themselves frightened, stranded and/or vulnerable late at night. It operates on Wednesday, Friday and Saturday nights from 10p.m. to 3a.m. (tel. 084 8699 679). Students should also note that CPU is not allowed to transport any student to a destination on or off campus. Other hints to pass on to students include the following: take out personal insurance; lock your doors and windows when leaving your room and when going to sleep; keep items such as laptop computers, cellphones, iPods and cameras etc. away from the window and out of sight, preferably in a locked cupboard; report the presence of strange people in your residence to someone in authority immediately; do not keep large sums of money in your room; keep serial numbers of your valuables, and take them with you during vacations; do not leave any messages on your door to indicate that you will be away for any length of time; do not leave bags unsupervised in public areas such as cafeterias, computer labs and the library; keep your cell phone on you at all times (preferably out of sight); if you have a car, invest in a gear-lock and anti-theft wheel nuts; never leave items on display, i.e. jackets and valuables inside your car; report theft of items immediately.

Safety for Oppidan Students

The CPU has neither the resources nor the mandate to patrol the whole of Grahamstown. The greater Grahamstown area is monitored by the South African Police Service, which works closely with Rhodes to keep us up to date about criminal activity and crime prevention for Oppidan students. Unfortunately, Oppidan students are quite vulnerable to petty crime because they are seen as "soft targets". Many students forget to set house alarms, leave windows open or do not lock doors when they go out. It is very important that Oppidan students remember to take basic precautions: setting alarms, closing windows and locking doors all make a big difference to your personal safety. It is also NOT advisable for students to walk

STUDENT SUPPORT 2018

around Grahamstown alone, particularly at night. Students should always walk in groups, stick to well-lit areas or try to arrange a lift home. The Oppidan Warden and six Oppidan Sub-Wardens are available to help students after a theft or break-in. Oppidans need to be proactive in ensuring their safety, by selecting digs that are secure, and attending the monthly Police Forum for their area. If they are the victims of a crime, they should:

- A. report the matter to the police;
- B. report the matter to the Oppidan Office.

Sexual Assault procedures and Management

The information provided is to assist a person who has been sexually assaulted to access medical treatment and psychological support and to report the sexual assault.

Option 1: Report the incident to the police - Beaufort Street. This allows you to open a criminal case and the police then accompany you to Settler's Hospital to receive medical treatment and to collect forensic evidence needed to assist in the prosecution. Medical treatment includes post exposure prophylaxis, pregnancy prevention and STI prevention. Please note that it is not helpful to go to Settler's Hospital first if you are wanting to open a case of sexual assault – you need to report the case at the police station before you can proceed with the collection of forensic evidence. In order to preserve all evidence possible for the forensic examination, you are advised not to –

- Wash or shower or bathe
- Wash hands
- Use the toilet or discard your underwear or sanitary products
- Remove, change, discard or wash any clothing or bedding or towels that could be used for evidence



- Smoke
- Clean teeth
- Eat or drink anything
- Disturb the scene in any manner
- Destroy or delete any evidence such as text messages on your cell phone, e-mails or social media

Option 2.

Contact the Health Care Centre. The HCC can provide post exposure prophylaxis, pregnancy prevention and STI treatment if you do not want to open a criminal case with the SAPS. If you are unsure about whether you want to open a case - please discuss this with the professional nurse or the psychologist on call. Once you have received treatment at the HCC, the option of collecting forensic evidence via the hospital is not possible – so it doesn't allow for the collection of forensic evidence for legal purposes or prosecution at a later stage.

To contact the Health Care Centre during office hours – 046 603 8523

After hours and weekends – 082 801 1409

To contact the psychologist on call

During office hours – 046 603 7070

After hours and weekends – 082 803 0177

To contact CPU for immediate assistance – 046 603 8146

CPU is available 24/7 and can assist you in contacting the relevant professionals and or the SAPS.

Harassment Office: To report sexual assault or sexual harassment contact the Harassment Office - Mrs Nomangwane Mrwetyana by contacting n.mrwetyana@ru.ac.za or making an appointment at counsellingcentre@ru.ac.za or 046 - 603 7070.

STUDENT SUPPORT 2018

Sports

All students are entitled to make use of the sports facilities and join one or more of the 31 clubs which are affiliated to Sports Council. A small annual fee is charged for each sports club which a student joins, and each club is a centre of social activities, with meetings, practices, fixtures and fun events organized by the students, who are assisted by full-time sports administrators. Many clubs play in competitive provincial leagues, whilst some also offer internal leagues. Because not all students enjoy playing competitive sport, the Residence System offers students the opportunity for social and less competitive team sport. The Sports Rep on House Committee is charged with organizing such events. In addition, the Rhodes Health Suite offers weight training, aerobics and spinning classes. The weight training facility consists of cardio-vascular, circuit and free-weight training sections and instructors are available to assist with personal training programmes. A student on financial aid is offered either full or partial rebate to join two clubs or two sections of the Health Suite, depending on the student's financial aid category. Sports on offer at Rhodes:

Aikido Archery

Athletics Basketball

Cricket Canoe

First Aid Chess

Golf Dance Sport

Fly Fishing Hockey

Karate Mixed Martial Arts

Mountain Climbing Netball

Pool Rowing

Rugby Sailing

Squash Soccer

Surfing Swimming

Table Tennis

Tennis

Underwater Volleyball

Waterpolo



Student Funding

Financial aid at Rhodes is offered to South African citizens who are financially needy and academically deserving. There is also financial aid for students with certain disabilities. A means test is applied, and each case is evaluated on its own merits. Undergraduate financial aid is predominantly in the form of student loans from national financial aid scheme (NSFAS). Applications for financial assistance are only considered if the family income is below a certain level, which is determined annually.

Some students are expected to make a **family contribution towards their studies** at Rhodes and the size of the contribution is the size of the family income. The family contribution must be paid by the family or satisfactory arrangements be made with the student fees office before a student can register. External or internal bursaries cannot be used to pay the family contribution.

The Student funding Office also administers internal bursaries and scholarships, but only students who are on the generic NSFAS funding qualify for these.

NSFAS Residence Package: covers both tuition and residence and excludes the family contribution.

NSFAS Home/Oppidan Package: covers tuition and makes provision for a monthly allowance to be made to the student for ten months, from February to November. The package excludes the family contribution.

If you have not paid the extras charged to your fee account, you're allowances will be used to pay these as your fee account may not have a debit balance.

Sport: Students on Financial Aid are offered either a full or partial rebate to join two clubs or two sections of the Health Suite, depending on their financial aid category.

For further advice or information email www.nsfas.org.za

Student Disciplinary Code

In an ideal world there would be no need for disciplinary codes. In reality, disciplinary codes are indispensable. The Rhodes Student disciplinary Code is available at: www.ru.ac.za/registrar/discipline/studentdisciplinarycode and all students are expected to have read it. There are wide ranges of issues that are covered in the Code, from making excessive noise to the most serious of criminal offences. In reality, the students adopt a common-sense approach; they are likely to be all right 95% of the time.

- The source of the Universities discipline procedures is the Student Disciplinary Code, which is published on the website.
- The Vice Chancellor is the Chief Disciplinary Officer for the University. He/she may delegate such authority.
- The Vice Chancellor has appointed two officials called the University Prosecutors. Their duties, functions and powers are set out in the Code. In effect, they act as the prosecutor in all cases that are heard by the Proctors, in higher discipline cases.
- The Most serious disciplinary cases are heard by the Proctors who have the powers to exclude students from the University permanently or for a specified period (e.g. two years) in addition to various other powers that are set out in the Code. The proctors are appointed by the Vice-Chancellor and are usually members of the staff of the faculty of law who has served as judicial officers or practised as advocates or attorneys. (Prosecutors are assisted in investigating and prosecuting by final year law students. The right to a fair hearing is critical and is taken very seriously).
- There are a number of other disciplinary officers or bodies as well. These hall wardens (including Oppidan Hall Wardens), House Wardens, Hall and/or House Disciplinary Committees, Sub Wardens and the SRC Disciplinary board. The Library Information Technology Department, CPU and Sports Council Disciplinary Committee have the power to run cases in their area of jurisdiction.
- Normally, sanctions take the form of a number of hours of 'compulsory service', which must be completed within a given time frame. Failure to complete these hours results in further charges being laid for the failure to obey a lawful instruction, and may result in exam results being withheld.

The rules in the Student Disciplinary Code are applicable to all students, Issues like theft; assault and cheating in exams are obvious. Perhaps less obvious is the fact that, unlike in the criminal justice system where intoxication sometimes acts as mitigation at Rhodes intoxication is an aggravating factor.

Some Offences that are worth noting are all the usual traffic offences, unlawful possession of drugs, failure to give ones name and to produce ones student card when required to do so. Removing street signs or car number plates and being violent or disorderly.

STUDENT SUPPORT 2018

It is also an offence to harass people or engage in hate speech – making disparaging remarks about people based on their race, gender or sexual orientation.

If it is probable that the sanction will not exceed seventy-five hours compulsory service or 10% of a first year academic fee, then a Hall or House Warden – including the Oppidan Hall Warden, may deal with the issue. Hall wardens may exclude students from residence for serious offences an obvious example being for theft.

In addition to the University Disciplinary Code, every Hall has its own rules dealing with less serious matters, for example making noise after certain hours.

Student Identity Cards

Your student identity card issued during Administrative Registration is a very important and precious item. You will need it to get into the Library, borrow books from the Library and to get into the Library's after-hours facility. Student cards are also used for photocopying in the campus libraries. You must also show it when writing exams. If you lose your student card you must report it to the Library immediately, and as soon as you have a new card issued by the Student Bureau, you must bring it to the Library so that the barcode number can be updated on your Library record.



Student Representative Council

The Rhodes Student Representative Council (SRC) represents students and negotiates with the University authorities on their behalf. When necessary, The SRC calls meetings of the student body.

The President of the SRC meets with the Director of Student Affairs on a weekly basis. The University Council allocates an annual budget to the SRC, which they may also raise additional funds for special projects, with the permission of the Senate and Council.

The SRC finances, controls and co-ordinates the activities of registered societies and clubs on campus and organises events benefiting students. Grants are also made to various committees, to publications controlled by the SRC and for student social functions. The SRC also arranges seminars and speakers on current social and political issues of particular interest to students.

In terms of the student Disciplinary Code, The student Disciplinary Board has the power to exclude a student from SRC functions and facilities or impose a fine of up to 10% of the Bachelor of Arts fee. All disciplinary action is reported to the Vice Chancellor who deals with more serious offences. The Student Defence Council is able to represent students in disciplinary cases.

SRC Incentives

The university has an incentive scheme for students elected onto the SRC, The president receives a rebate of 50% of the BA tuition fee.

The other four members of the executive council (vice president, secretary-general, treasurer and two elected Executive members) each receive a 35% rebate of the BA tuition fee.

The remaining Councillors are awarded a 25% BA tuition fee rebate, in addition, there is a leadership bursary for the SRC President. Calculated at the average tuition and residence fee for one year. (Regardless of whether the student lives in residence)

SRC Staff

The SRC office is staffed by three full time employees, who assist the SRC members with the day-to-day running of SRC activities.

The SRC office is open weekdays from 08h30-17h00

Student Services Council

The Student Services Council (SSC) is a senate committee which has been set up to hear the student's voice on campus. In accordance with South African Legislation,

STUDENT SUPPORT 2018

half the council is made up of students and the other half of university staff who, by virtue of their position or suitability are elected onto the SSC

The Committee meets once a term and discusses issues relating to the students quality of life.

Student/Scholar Status Levels

The Following status levels for students and scholars are recognised:

Undergraduate Status

A student who is registered for one of the following Bachelor's degrees:

- 3 years: BA,BComm,BSc
- 4 years: Bjour,BAcc,BBusSci,BEd,BPharm,BFA,LLB

Graduate Status

A student who already has a degree and is registered for:

- A one year postgrad degree/diploma/certificate
- An LLB

Priviledges

- They may take out 12 library books at a time instead of 6.
- They may keep these books for 4 weeks instead of 2 weeks
- They may use inter-library loan facilities.
- They are permitted to stay in a postgraduate residence (This does not negate the current practice of allowing students in their 4th year of an undergraduate degree from staying in a postgraduate residence)

Post Graduate Status

A student who has completed one of the degrees listed above(or who has been granted eundum gradum by Senate) and who is registered for one of the following (full time or part time) :

- Honours
- Masters
- PhD

Privileges

- They may take out 12 library books at a time instead of 6
- They may keep these books for 4 weeks instead of 2 weeks
- They may use inter-library loan facilities.
- They have access to designated "post-grad" computer laboratories.
- They may have free networking services if they have a laptop connected through their academic department (this does not apply to connections elsewhere).
- They may stay in the Gavin Reilly Postgraduate Village and other designated postgraduate residences
- They have access to a special workstation or office in some departments.

STUDENT SUPPORT 2018

Postdoctoral Status

A scholar who has completed a PhD and is engaged in full-time research for a fixed period in the department to which they are affiliated.

Privileges

- All of those listed above plus:
- Staff Library privileges
- A Rhodes email address (i.e name based and not number based)
- Access to a computer provided by the department in which the scholar is working
- Free network services if they have a laptop connected through their academic department (this does not apply to connections elsewhere)
- Access to short term University transit housing (recognising that preference for transit housing bookings is given to staff of the University)
- Access to staff parking
- Office space but this remains the business of the relevant department

Substance Abuse

Possession and supply of any controlled substance or dangerous drug as defined by the South African law is prohibited.

The university undertakes to deal with students who commit such offenses and who break the disciplinary code and thereby bring the University into rediſpute. However the University also recognises that in some cases substance abuse can become a medical problem rather than solely a disciplinary matter and we therefore supply information about the dangers of illicit drugs and will refer those who need support to the relevant support services.

Students with substance abuse problems are encouraged to contact the counselling centre (counsellingcentre@ru.ac.za) or the Health Care Centre (healthcarecentre@ru.ac.za) for information or assistance.

For more information on the protocol for students using illicit drugs visit www.ru.ac.za/studentaffairs/documents

Narcotics Anonymous (NA) meetings take place twice a week. Tuesdays at Fort England Hospital at the substance abuse centre from 19h00-20h00 and Thursdays in the RA Room of the Steve Biko Building opposite Rhodes Music Radio from 19h00-20h00 (NA/AA: 082 784 7685)

Al-Anon Support Group for friends and family of alcoholics. Al-Anon meets every Tuesday 18:30 to 19:30 at the college of transfiguration (13 Worcester Street) in the old rector's residence. For details telephone 079 473 3925

Or email alanongrahamstown@gmail.com

Suicidal & Para-suicidal Crises

A suicidal crisis is very difficult to deal with, it is usually unanticipated and requires the helper to mobilize a variety of skills and resources. Firstly call the Rhodes Psychological Emergency Number at 082 803 0177. If the person forbids you to call is angry about it or upset, you must call anyway.

If the person is under the influence of drugs or alcohol, or if an attempt is imminent call an ambulance (10177) the person requires medical and psychological intervention as soon as possible.

If the student is behaving in a manner which is difficult to control. Or which might be placing his or her life or your life in danger call the police (10111)

If the person has indicated that they are feeling hopeless or are thinking about suicide or “ending it all”

Take the person seriously. Many people have taken their lives when people thought their statements about suicide were “manipulative” or the person was being “melodramatic” or it was just “a cry for help” while it is true to say when a person is being manipulative, it is best to err on the side of caution.

Don't panic. Keep your voice calm and matter-of-fact

Encourage the person to discuss what prompted “death” thoughts. The more the person is able to talk about the specific details of the experience, the better he or she is able to understand the source of the crisis.

Elicit the person's feelings. Expressing emotions is a way for the person to vent frustrations while securing validation and support. Common probes and statements include “how did you feel when that happened” or “I would have felt hurt if that happened to me”

Assist the person in defining alternatives and options. Those who are contemplating death do not see life as having positive alternative solutions. Alternative solutions are available. With assistance, the person in crisis can have the option to select the best solution for the situation.

Involve professionals who can assist the person in crisis to deal more effectively with the problem and work to instil hope again. The challenge may be cultivating a sense of trust to include an outside person. In many cases the suicidal person wants the helper to maintain confidentiality. It is important to emphasize that he or she came to you because of trust and confidence that you care to do the right thing. Encourage the person in crisis to value your decision to involve a profession counsellor if needed.

Talk with someone after the crisis is over taking the time to share what it was like to be in the stressful situation is important. Venting your feelings and decision processes is crucial to re-stabilizing after your adrenaline surge. In addition, you may find yourself feeling guilty or inadequate for securing outside help. Remember that by

bringing other helpers into the situation your intention was not to betray a confidence, but to save a life.

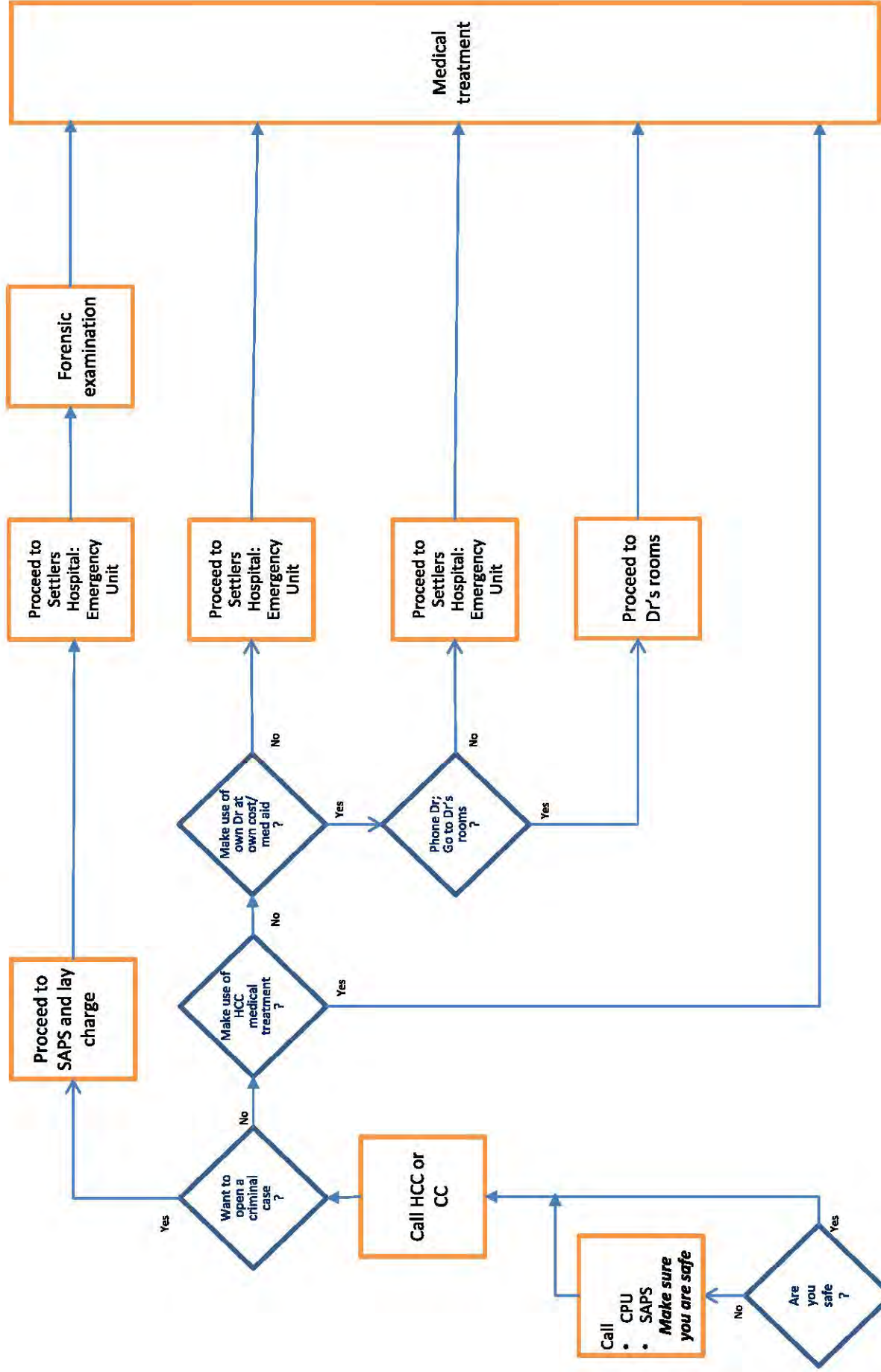
Realise the limits of your responsibility there are a number of ways to offer assistance in a crisis. Some include connecting the suicidal person with a councillor accompanying the person to a counselling centre, making an appointment with a psychologist, notifying his or her parents or calling the police. If you have taken substantial measures to prevent someone from committing suicide and the suicidal person refuses help options there may be nothing more that can be done. Anyone who is determined to end his or her life will find a way. Your responsibility as a friend or associate is to assist, support and possibly refer. Once you have taken care to incorporate all these aspects, your responsibility as a fellow human being ends.

Inform the Division of Student Affairs of the crisis as soon as you have dealt with immediate concerns. While confidentiality will be maintained it is obviously important that senior management is kept aware of such extremely serious incidents.

Venue bookings

Students may book venues for official University functions on line via venuebookings@ru.ac.za

Sexual Assault flow chart



Sexual Assault

Note: Contact numbers on the back of this page