



MUT

MANGOSUTHU
UNIVERSITY OF TECHNOLOGY

THE STUDENT **SURVIVAL GUIDE**

2024

Vision Statement

To be a transforming, equitable, sustainable and academically excellent University of Technology anchored in its communities.

Mission Statement

To offer technological, career-directed educational programmes focusing on innovative problem-solving research and engage with government/business/industry and communities as end users.

Core Values

ACCOUNTABILITY: We act with professionalism and uphold the highest ethical standards. We are committed to transparency and accountability. Our decisions ensure responsible stewardship of the University's resources, reputation and values. We lead by example in all areas including our approaches to sustainability.

INTEGRITY: We adhere to a standard of core values and ensure that our actions meet expectations and are carried out in a fair and ethical fashion.

RESPECT: We respect our colleagues and work together for shared success. We treat others with civility and openness, recognising the dignity inherent in each individual.

EXCELLENCE: We are committed to delivering consistently high-quality service, teaching, and research through superior performance. We strive for excellence, seeking to apply the highest standards to benefit our communities.

IMPORTANT AND EMERGENCY TELEPHONE NUMBERS

MUT NUMBERS

Switchboard	031 907 7111
Admission enquiries	031 907 7181

Help Lines

Nationwide Emergency Response	10111
Cellphone Emergency	112
Stop Gender Violence	0800 428 428 / *120*7867# (free) 0800 150 150
Life Line	086 1320 2322
HIV and AIDS Help Line	080 001 2322
SA Counselling Line	086 132 2322
Child Line	080 005 5555
Women Abuse	080 015 0150
Suicide Help Line	080 056 7567

Police and Campus Security

Police	10111
Crime Stop	112
SAPS Durban Central	0800 428 428 / *120*7867# (free)
SAP Durban Central	10111
SAPS uMlazi Community Centre	112
SAPS Mayville	0800 428 428 / *120*7867# (free)
Campus Protection Services	031 907 7251 / 7444

Hospital, Emergency and Campus Clinics

Emergency Medical Services	10177
McCord Hospital	031 268 5700
Addington Hospital	031 327 2000
King Edward VII Hospital	031 360 3111
Prince Mshiyeni Memorial Hospital	031 907 8111
Emergency Campus Clinic	031 907 7260

TERMS AND HOLIDAYS FOR 2023 CALENDER

ACADEMIC TERMS FOR YEAR 2023

University Opens

All Staff	-	Tuesday, 09 January 2024
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SEMESTER 1

First Term

Tuesday, 09 January 2024	-	Friday, 12 April 2024
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Second Term

Wednesday, 24 April 2024	-	Friday, 12 April 2024
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SEMESTER 2

Third Term

Wednesday, 24 July 2024	-	Monday, 15 September 2024
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Fourth Term

Thursday, 26 September 2024	-	Monday, 23 December 2024
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Census Dates	-	30 May 2024 & 29 September 2024
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Closure of University	-	Friday, 22 December 2024
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Graduation Ceremonies

Faculty of Natural Sciences	-	Thursday, 18 April 2024
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Faculty of Engineering	-	Friday, 19 April 2024
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Faculty of Management Sciences	-	Friday, 19 April 2024
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Faculty of Management Sciences	-	Monday, 22 April 2024
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ACTING VICE CHANCELLOR'S FOREWORD

Class of 2023 welcome note

This year, I welcome students who have spent their last two high school years in a digital world, where teaching and learning have taken place predominantly through online applications such as WhatsApp, Facebook, Zoom, Teams, Bluejeans, and others. Your tenacity and agility have paid off. Without these two qualities, you would not be at MUT today. You have made your schools, teachers and families proud of you. You ascended unclimbed mountains and crossed uncrossed rivers to succeed in matric. I applaud you.

Your next chapter is here for the next two or two-and-a-half years if you are in the Engineering faculty and three to four years if you are in the faculties of Management Sciences or Natural Sciences. The onus is upon you to decide if you want to spend more years here or if you want to graduate promptly with an internationally recognised qualification. It depends on the choices you make right from the start.

At the back of your mind, I would like you to remember that this is Your Next Chapter. Whatever you do in this next chapter will either break or make you. As Acting Vice-Chancellor & Principal, I wish to appeal to you to make the right choices. For 12 years, you have worked hard, hopefully with the support of your schools, teachers, and families. These support structures may not be physically here, but we at MUT have your back. We have excellent student and protection services and a Teaching and Learning Centre that will help you succeed academically.

Our support to you starts with ensuring that you are technologically savvy, that you have tutors that support your post-classroom activities, and that you have residences and student counselling services that look after your physical and emotional wellbeing.



Prof Marcus Ramogale

Acting Vice Chancellor

One of my passions, which you will soon learn, is that I am an advocate of self-employment. We have a vibrant entrepreneurial programme. Do not wait until you have graduated to start your business. Use your business acumen to assess how best you could provide business solutions here on campus and most importantly, online, where the market is bigger if not global.

Sadly, the global COVID-19 pandemic is still with us. I urge you to observe the COVID-19 rules that we have set out as a University. We wish to see you graduate in record time and are excited to journey with you into Your Next Chapter.

Professor Marcus Ramogale, Vice-Chancellor & Principal (Acting)

MESSAGE FROM THE DEAN OF STUDENTS

I would like to personally welcome you to the Mangosuthu University of Technology and to the Department of Student Affairs. Student Affairs provides co-curricular experiences that support the growth and development of the students on campus. I am pleased you have chosen to become a member of the MUT Family. MUT and the Office of the Dean of Students are your partners in your quest to reach your academic and personal goals. Orientation is the first step on this remarkable journey.

I would like to take this opportunity to welcome you to MUT: my home for six years, a home for critical thinking, respect for others, and democratic values, and home to many students from different provinces outside KZN as well as internationally.

Every year, we open our doors to new students with an unwavering commitment to fostering personal growth, community engagement, and an open campus culture for all. Whether we advocate student wellness, support the SRC, or host trademark events like the Miss MUT Beauty Pageant and Freshers' Ball, we find ways for students to maximize their experiences both within and beyond the classroom.

As Dean of Students, I constantly look to the student body for ideas, feedback, and inspiration to propel our collective vision. Thanks to the collaboration between students, academics, and staff, we've made significant progress toward making MUT a bastion of academic excellence development and cultural tolerance.

Our work, however, continues. We remain relentless in our mission to make MUT a new 'home' for students who have left homes of all kinds in the pursuit of their passions. We continue to guide, support, and facilitate opportunities for the incredible students who tread through campus hallways every day.

In this student survival guide, you will find more information about our various offices and services that are available to ensure that you have a fulfilling and fun personal and academic experience at MUT.



Dr Thembi Kweyama

Dean of Students

It is our goal to make your MUT experience memorable and satisfying. We strive to offer the highest level of professionalism and commitment to students. During your time at MUT, you will be faced with a wide variety of challenges for which you may need support or assistance. I encourage you to seek out a Student Affairs staff member to assist you or refer you to someone who can. Student Affairs staff are trained and experienced professionals whose mission is to assist you in your holistic development as a person - intellectually, socially, emotionally, physically, and spiritually. Our purpose is to help you succeed and maximize your learning while at university.

Please take the time to learn more about the various functions of the Students Affairs Department. If there is any way the Student Affairs team can assist you, please contact my office at 031-9077291. We believe learning has no boundaries! Take advantage of our resources and best of luck in your academic endeavors.

The Student Affairs Department coordinates all aspects of the co-curricular experience. Our goal is to provide a high-quality experience that not only complements but also enhances the learning that takes place in classrooms. We promote and facilitate this growth through programs, facilities, resources and support for each student.

The office of Student Affairs oversees and coordinates the Office of Residence Life, Sports and, Student Health, Student Clubs and Societies, Student Counselling, Career Services and many other areas of student life.

Members of the Student Affairs staff take great pride in working as collaborative partners with our students. I hope you will take full advantage of our services and please do not hesitate to contact us if we can be of assistance to you.

Welcome to MUT! It is my hope that you will invest in your academic success, grow personally, and fully engage in the life of the university during your academic years at MUT. The more you invest in the university and its opportunities, the more successful and rewarding your learning experience will be. As your Dean of Students, I hope to work along with the staff to provide you with a wide array of programs and services that will help you be successful at MUT. National research shows that students graduate quicker and with better grades if they maintain campus involvement. We urge students to

If you see me on campus please feel free to say hello! I am never too busy to personally welcome you to the campus.

STUDENT COUNSELLING UNIT



Dr Paulette Naidoo

**Director: Student
Counselling**

Context and role of the Student Counselling Unit:

Student counselling services recognises the innate potential of every MUT student to excel in their chosen field of study, while also remaining cognizant of the social and environmental factors influencing academic success. Student Counselling's role is to complement the academic and educational objectives of MUT by providing personal, emotional, psychological and psycho-social support to registered MUT students. Additional Student Counselling roles include student advocacy, institutional and faculty liaison and collaboration, and community engagement.

STUDENT COUNSELLING TEAM

Director:	Dr Paulette Naidoo
Student Counsellors:	Lungie Mkhize Lindiwe Chamane Nokuthula Ndlovu
Secretary:	Thulile Shezi

The Student Counselling (SC) unit is headed by a director who is also a qualified Counselling Psychologist. The student counselling team comprises student counsellors who are qualified Psychologists registered with the Health Professions Council of South Africa (HPCSA) as well as a Social Worker registered with the Social Work Council of South Africa. Peer helpers trained by the SC unit, also assist and support the unit in a voluntary capacity.

STUDENT COUNSELLING MISSION

To promote well-rounded, emotionally-intelligent, socially-responsible and resilient MUT graduates who have successfully realized their full potential and are capable of making a meaningful contribution to their communities and society at large.

STUDENT COUNSELLING VISION

To provide a relevant and responsive professional support service to the MUT student community that enhances holistic well-being and personal development, promotes actualization of student potential, supports academic retention and throughput, and enhances student graduateness.

STUDENT COUNSELLING CORE VALUES

- Accountability
- Integrity
- Respect
- Excellence

STUDENT COUNSELLING CORE SERVICES:

Personal Counselling & Psychotherapy

Personal counselling and psychotherapy is offered for various issues ranging from first-year adjustment difficulties, relationship and family problems, trauma, gender-based violence, low self-esteem, lack of assertiveness skills, to psycho-social issues and psychological conditions such as anxiety and depression.

Experiencing such problems can make it difficult to study. Students are therefore encouraged to make use of Student Counselling services as soon as they become aware that they have a problem. Remember, no problem is too small!

The SCU keeps students' records in accordance with the professional, legal, and ethical guidelines of the HPCSA. Other than authorized SCU staff, no one will have access to records unless the student releases them in writing. This means that all client information is kept confidential.

Personal Development & Academic Life skills workshops

Student Counselling adopts a proactive approach to student development and support that focuses on holistic skills development. Workshops are offered on a range of topics that include:

- * Study Skills & Critical Thinking
- * Note taking
- * Learning Styles
- * Exam preparation & Stress Management
- * Emotional intelligence
- * Communication skills
- * Self-esteem
- * Assertiveness & Setting boundaries
- * Dealing with peer pressure
- * First-Year Adjustment Experience

Student Wellness Programs & Campaigns

- * Mental health awareness & support
- * Gender-based violence awareness & support
- * Diversity
- * Substance abuse & dependence workshops
- * Disability workshops

Programs and campaigns are periodically reviewed & adapted to remain relevant and responsive to changing student needs

Peer-Help Programme

The Peer-Help Programme (PHP) is organised and co-ordinated by the Student Counselling Unit. The Peer Helper Program is designed to facilitate personal and professional growth for all students. Open to students in their 2nd-4th year, the PHP uses a model of peer-to-peer learning in which students learn with and from each other and provides opportunities for students to work in different residences and around campus throughout the academic year.

The programme provides an opportunity for senior students to help fellow students within their respective residences and departments. There are opportunities to learn how to care for others and put the caring into practice. A peer-helper (who is another student) is trained to provide a non-judgemental listening atmosphere. This encourages others to explore their concerns and frustrations, in order to arrive at a solution. Peer-helpers work closely with student counsellors. They refer students to the Student Counselling Unit for professional assistance. Confidentiality is always guaranteed. Peer-helpers wear T-shirts provided by the Student Counselling Unit for easy recognition by fellow students.

First-Year Orientation Services

Orientation programmes are offered annually, with the aim of promoting holistic student adjustment and integration to university life at MUT. The Orientation program also includes a physical orientation, where first year students are accompanied by Peer Helpers and taken to the various university venues and departments on campus.

Career Counselling

Student Counsellors also provide career counselling services to students who are struggling to make a career choice or those who want to change careers. The Student Counsellor will assist students to re-evaluate their interests and abilities in order to make a better career-choice.

Students with Disabilities

Student counselling strives to promote an inclusive living and learning environment that is mindful of student needs & challenges, including students living with disabilities. To this end, Student Counselling supports students with disabilities through:

- Student advocacy
- Faculty & Academic liaison
- Academic & Psycho-social support and concessions
- Personal Counselling
- Education & Awareness training

Student Counselling Operations

Due to the Covid-19 pandemic, students are encouraged to use our online options for now, in order to minimize risk and exposure.

To book an appointment :

- Email studentcounselling@mut.ac.za. Include your name, student number, and cell phone OR
- Online booking on Blackboard (under Student Counselling course)
- Call the department on 031 907 7186

Counselling and psychotherapy is conducted via telephonic consultations, email, or video calls (MS Teams/ Zoom), during office hours.

Other useful emergency numbers:

- **HIGHER HEALTH 24-hour toll free helpline:**
0800 36 36 36 ; SMS 43336
- **Lifeline: 0861 322 322;**
- **South African Depression & Anxiety Group (SADAG) : 0800 567 567;**
- **24 hour helpline : 0800 456 789;**
- **GBV LINE : 0800428428**

DISABILITY AWARENESS



- Physical - affects a person's mobility or dexterity
- Intellectual - affects a person's abilities to learn and interact.
- Psychiatric - affects a person's thinking processes.
- Sensory - affects a person's ability to hear or see.
- Neurological - results in the loss of some bodily or mental functions.



Visible Disability

Visible disabilities can be easily identified by physical appearance, mobility difficulties and communication/ speech difficulties. Examples include:

- Using a wheelchair/ crutches
- Limping; limb deformity (hands/ legs)



Invisible Disability

The Invisible Disabilities Association (IDA) defines an invisible disability as a physical, a mental or neurological condition that is not visible from the outside, yet can limit or challenge a person's movements, senses, or activities. An invisible disability is not immediately apparent or obvious. It can also be difficult for one to know when someone has such a disability. Examples include:

- Hearing and visual impairments



- Cognitive limitations



A disability can be present from birth or occur later in life because of an injury or accident.

Disability status disclosure

- Voluntary disclosure of any type of disabilities is encouraged
- Disclosure assists both the academic and support staff to provide suitable support
- Students may be expected to provide medical documents and other personal information to confirm the disability

Disability support services available for MUT students:

- Student advocacy on disability-related needs e.g., disability funding; assistive devices and technology; residence placement, academic concessions where applicable)
- Disability awareness training for students and staff

To ensure that you receive the necessary support timeously, kindly follow the steps below:

- Step 1:** New & returning SWD's (students with disabilities) report to the Campus Health & Wellness unit (Clinic) before presenting at the Student Counselling unit for disability-related issues/ queries.
- Step 2:** The designated medical professional (Dr Ngobese / Sister N. Gasa) will screen and evaluate each student according to their disability, medical needs, eligibility for NSFAS Disability Bursary and other related issues.
- Step 3:** If necessary, Campus Health will refer students to Student Counselling if the need for career guidance/ redirection, academic concessions, residential and related psycho-social support is identified.



Campus Health: (031) 907 7260
Student Counselling: (031) 907 7186
Email: studentcounselling@mut.ac.za

STUDENT COUNSELLING



STUDENT COUNSELLING MYTH BUSTER!

MYTH #1

Student Counselling is only for people who have serious emotional and mental issues.



FACT

Student Counselling is about personal development and helping you realize your full potential.

shape and own the future

STUDENT GOVERNANCE, LIFE AND DEVELOPMENT UNIT

The Student Governance, Life and Development Unit was established to contribute to the preparedness of students for the world of work, as well as life in general. The unit provides a proactive and enabling support and capacity building service to the Student Representative Council (SRC) with a view to developing their potential.

In doing so, it seeks to uphold and promote the principles of co-operative governance between the SRC and the university management. The unit is also responsible for various leadership development opportunities for the Student Parliament, Clubs and Societies and Student Organisations. It is hoped that ripple effect will unfold and benefit the rest of the student body.

To achieve its objectives, the unit works in partnership with student leaders and other internal and external stakeholders around a number of initiatives. These partnerships are student centred, and the programme content is annually designed and implemented with the student leadership. Further, the unit is responsible for the following:

- SRC Activities;
- Student Life Events;
- International Students Activities;
- Choir Activities;
- ENACTUS Activities;
- Clubs, Societies and Student Organisation Activities;
- Future Leaders Programme;
- Social Cohesion Programme;
- SRC Elections;
- Inauguration of the SRC;
- Induction of Newly Elected Student Leaders;
- Handover to Newly Elected Student Leaders;



Dr Mthokozisi Ntuli

Student Development Officer

- SRC Capacitation and Strategic Planning Programme;
- Election and Capacitation of Clubs, Societies and Student Organisations;
- Election of the Executive of Student Parliament;
- Capacitation Programme for Members of Student Parliament;
- SRC Training and Development Programme; and
- Student Life Achievement Awards Programme;

The Student Governance, Life and Development Unit is situated in

1st floor of the East Wing Building,
Office No. W002,

Contact No. (031) 907 7427/7321/7184.

MUT Student Accommodation and Residence Life

The Student Housing Unit supports the core functions of MUT namely teaching & learning, research and community engagement by providing an environment that is conducive to living and learning. The Unit subscribes to the concept of diversity and multiculturalism and respect for differences within the student body and in accordance with the University's vision, mission and core values.

While each residence at MUT has a unique design, features and amenities, all provide reasonable quality accommodation, facilities, and resources. Both On-campus and off-campus student residences offer similar access and control systems, have established governance, a formal management structure as well as basic and reasonable accommodation that is conducive to living and learning.

The university has a total of 37 residences;

- Main Campus
- Executive Hotel
- Barnard Close
- Ponyton House
- Colonial Mutual
- 385 Smith Street
- Bombo House
- Pilglen Mews
- Seaboard
- Berea Court
- Plaza Lodge
- Lonsdale Hotel
- Fessifern
- Carmel Court
- Botanical Bliss
- Ark Roya
- 1Victoria Embankment
- Grand Lodge

- Gale Street
- Melody Hills
- Uniciti
- Beach Hotel
- Water Front
- Osis Res
- Halima Court
- Howell House
- Shiv Mansion
- Abelia Court
- Cross Street
- Admore Flat
- Urban Life Crystal
- Student central
- Ridgemont
- 120 Clarence Rd
- 537 Smith Street

Private Accommodation

- Villa mzimba
- Rads Lodge

Mr S.M Madlala

HOD: Housing

Governance Structure

1. Wardens

Each residence has a Warden who is responsible for managing a residence. He / she is responsible for conducive living and learning of students in a residence. He/ she works with the House Committees in all residential programmes. They are responsible for the following;

- Attending to student well-being
- Attending to student queries
- Being the first line of communication in all matters pertaining to students in residences
- Offering assistance during student programmes/ functions

2. Residence Assistants

Wardens have Residence Assistants who's primary role is to help students in the promotion of the Out of Classroom activities. They are full time post graduates students who are selected on the basis of their previous developmental role in student activities.

3. House Committee

House Committee members are elected annually by students in respective residences. They represent students' views within the student residence management structure. Each residence has a committee of 8 House Committee members who work closely with Residence Assistants in organising extra-mural activities.

4. Floor Representatives

Each floor in each residence has a Floor Representative "floor reps" who work closely with House Committee members in channelling students views about their living spaces, particularly on maintenance issues.

Facilities & Services

- All residences have washing / laundry facilities available within residences
- All our residences have study rooms designed for group discussion as well as individual need
- Nine of our leased residences have computer facilities with 24-hour access to internet, which were installed to assist students to do their academic activities, while all our on-campus have access to wireless internet.
- On-campus residences are disabled friendly residences and they have a computer laboratory that is designed for their specific needs.
- All our residences have TV rooms which is open 24 hours a day and have DSTV channels
- All residences have security personnel who ensures the safety of students, and have cleaning staff who keeps the residence in an acceptable hygiene standards.
- All students who reside in external residences are transported by the university contracted bus services who pick up students at the residence gate and drop them at the campus gate.

Residence Registration & Application

Residence application and registration takes place in accordance to the Student Housing Policy which is available on the university website.

All first year applicants are advised to apply through Central Applications Office (CAO) as spaces will be allocated to those who applied through CAO and followed the necessary processes.

HOUSING STATUS & PROTOCOLS ON COVID 19

- Current drive to screen students that returned to residences after DHET announcement is ongoing. Screening commenced on 28th of June
- Residence weekly disinfection has resumed in all residences, and all leased residences to have their own mechanisms in line with Department of Health Covid 19 protocols (share their plans with MUT).
- Visiting hours terminated (No visiting)
- Students and Staff to wear masks in common areas.
- Common areas will be reconfigured to ensure strict social distancing by removing access chairs; couches)
- Information on COVID-19 posters placed at all residences entrance and notice boards.
- Information sharing & institutional update session with leased and accredited properties.

Students on boarding residences

- Temperature screening and sanitising
- Provide movement or travel history and personal details
- Answer screening questions or use *134*832*2#
- If all box ticked enter the building
- If screening not passed referred to university COVID team or sent back home

Access control process

- Everybody must wear a Mask
- Everybody must go under temperature screening before access the residence or office.
- Sanitize the hands with sanitizer
- Complete assessment form/ register
- Pass through biometric
- And sanitize again

CAMPUS HEALTH AND WELLNESS SERVICES UNIT

The campus health and wellness unit is situated at the west end of the basement of the new building. The clinic has 6 registered nurses, 1 enrolled nurse, 2 HIV counsellors, 1 administrator and an independent Occupational Health Medical Specialist.

SERVICES OFFERED

Primary Health Care (treatment of minor ailments)
Chronic Disease Management
Treatment of injuries on campus
Occupational Health Services

Sexual and Reproductive Health Services

- Fertility Control (Family planning) services
- Emergency contraception
- Treatment of sexually transmissible infections
- Pregnancy testing
- HIV Counselling and Testing Services
- Care and Support Gender Empowerment Programme
- Condom Promotion and Distribution
- Promotion and advocacy for voluntary male medical circumcision (VMMC)

Health Promotion & Health Protection

Treatment and disease prevention
Health Risk screenings and measurements

COST

The service is free.

OPERATING HOURS

Monday to Thursday: 08h00–15h30

Lunch break: 13:00-14:00

Fridays: 08h00–12h30

Emergency services are provided by an external Service Provider Citimed, their number is: 0800 33 911

CONTACT DETAILS

Reception Desk: 031 907 7260



Ms Mkhwanazi

HOD: Clinic

Registered Nurses

Sr GCN Mkhwanazi: 031 907 7429

Sr NE Mazibuko: 031 907 7362

Sr HK Gasa: 031 907 7539

Sr. NPM Sibiyi 0319079456

Sr Maphumulo: 031 0979456

Vacant: 0319079479

Enrolled Nurse: N Zungu: 031 9077260

Administrator

Miss NP Msimango: 0319077191

Medical Doctor

Dr ACN Ngobese (031) 9077254

HIV & AIDS Counsellors

Silindile Bhengu: 031 907 7507

Cebisile Nkosi: 031 907 7538

SPORTS AND RECREATION

Sport and Recreation Unit plays a role in the holistic development of students as it provides and deliver activities that bring about a balance between Academic and Social Lifestyle. The Unit sprinkles essential aspects that encourage friendship, fair-play and co-operation among students who will one day occupy responsible key positions in various industrial fields. It creates an opportunity for young leaders to meet and foster lasting friendships which contributes to the development of a cohesive community and serve as an ideal vehicle for promoting mutual understanding amongst students with different background.

The Unit's core business is to maximize student participation and encourage sporting practice in harmony with and complementary to the academic character of the institution. All offered sport and recreation programmes are structured in such a way that facilitate and improve opportunities for students to acquire the necessary skills to compete at various levels. It is through these programmes that students are able to build a wide range of abilities such as leadership, confidence, teamwork, patience, self-reliance, trust and many more which facilitate the overall development of an individual. The offered activities also build character in students by providing them with opportunities to learn teamwork; self-sacrifice; discipline; overcome adversity whilst learning qualities of personal responsibility.

It is a well-known fact that transition from high school to university can be a monumental task caused by the huge gap between the two institutions. Sport in this instance plays a critical role in creating a conducive environment. Sport does not only provide a great physical benefit but also helps students in boosting and maintaining mental and emotional well-being. When you exercise daily, your body releases chemicals called endorphins which reduces stress and trigger a positive feeling in the body.

MUT Sport is a member of University Sport South Africa (USSA) which is the umbrella body of university sport. All priority and competitive sport codes are registered with local sport federations and actively participate in the respective leagues and other organised events.

Priority Codes	Competitive Codes	Recreational Codes
Athletics	Hockey	Volleyball
Netball	Cricket	Aerobics
Football	Rugby	Chess
Basketball	Boxing	Tennis
	Dance	Table Tennis
	Karate	Snooker
	Body building	Gym
		E-Sport
		Residence League

The Unit also host various fun-filled events and programmes on campus throughout the academic year. These recreational activities provide an opportunity to those students that are only interested in improving their health and well-being. MUT therefore offers a wide range of sport and recreational activities that encompasses the promotion of healthy living, recreational physical activity, sporting competitiveness and wellness for the entire university community as tabulated below:

All our sport facilities are located within a short walk of the main campus. A student fitness gym is available and accessible to all registered students.

For all your enquiries, please contact the Sports and Recreation Unit on (031) 907 7356.

TELEPHONE NUMBER

031-907-7106

Email: Andrew@mut.ac.za

SECRETARY, NAME: Philile Ngcobo

SECRETARY, TELEPHONE: 031 9077106

SECRETARY, EMAIL: Ngcobopp@mut.ac.za



MR AZM KUBONE

HOD

VISION:

To be a support department that is valued by students and all stakeholders.

MISSION:

To access and administer funds in order to provide equitable financial opportunities to financially needy but academically deserving students of Mangosuthu University of Technology.

OBJECTIVES:

Our objective is to make financial aid accessible to all students with academic potential.

GENERAL INFORMATION

The Financial Aid Office was established at Mangosuthu University of Technology to access available funds in order to provide equitable financial opportunities to its financially needy but academically deserving students. The funds so accessed are received from a variety of donors/sponsors and they all have certain criteria and requirements that the Financial Aid Office must comply with. Whilst the University does everything within its power to raise sufficient funds for all needy students who have made satisfactory academic progress, funding remains limited and insufficient to cover all the students' needs. Students are therefore encouraged and advised to find their own sources of finance.

BURSARIES AND SCHOLARSHIPS

Bursaries and scholarships are available to students who perform above average in their studies. Students are selected on merit depending on the availability of funds. We strive to provide an efficient and effective financial aid support to our students in order to create an enabling environment for them to achieve their full potential.

- Bursaries and scholarships available to students, awarded based on academic merit.
- Full bursary to cover tuition, accommodation, books, meals and/or living allowance
- Students with disabilities qualify for full bursaries including assistive devices and/or care giver.

BURSARIES AND SCHOLARSHIPS

To apply for bursaries and scholarships please visit MUT website at www.mut.ac.za or enquire at the Financial Aid Office (Step 6). You can also send an E-mail to; **bursaryenquiries@mut.ac.za**

Students who are already receiving financial assistance for their current year/semester of study should re-apply for the following year if they still need funding. Only properly completed application forms, submitted timeously, and with all the required supporting documentation attached are considered.

NATIONAL STUDENT FINANCIAL AID SCHEME (NSFAS)

The National Student Financial Aid Scheme (NSFAS) operates in terms of Act 56 of 1999. It was established in order to assist academically deserving but financially needy students who are registered at tertiary institutions.

NSFAS Funding prior to 2018

Students who qualify for NSFAS receive loans of which up to 40% may be converted into a bursary at the end of the academic year should all courses be passed. Interest is charged on these loans from 01 April of the year for which a loan is granted. Although the stipulation is that students need only begin repaying their loans once they are working, it is in their best interest to repay as much as possible in order to avoid the accumulation of interest. The minimum and maximum amount is stipulated by NSFAS each year. The rate of interest is determined yearly and is linked to the consumer price index (CPI). This is only applicable to students who registered prior to 2018.

NSFAS Funding from 2018 Onwards

In 2017 the South African Government introduced fully subsidised free higher education and training for poor and working class South African undergraduate students, starting in January 2018 with students in their first year of study at public universities. Therefore, as from 2018 NSFAS funding is no longer a bursary/loan, but a grant payable in full to all qualifying students.

How to apply for NSFAS Funding

- All new applications must be submitted directly to NSFAS online (www.nsfas.org.za)
- Students who have never received NSFAS funding must apply online (www.nsfas.org.za)
- All students who were previously funded by NSFAS, but are not funded currently must re-apply online at (www.nsfas.org.za)
- All students who have signed their Bursary Agreements (NBA) or Loan Agreement Forms (LAF) are currently receiving NSFAS funding **do not have to reapply**. Funding will be granted provided the funded student meets the NSFAS academic requirements

For further details regarding NSFAS applications, applicants should contact NSFAS offices on 0860 067 327 (share call) or Website: www.nsfas.org.za or E-mail info@nsfas.org.za

CONTACT DETAILS:

NSFAS RELATED MATTERS

(031) 907 7174

(031) 907 7189

(031) 907 7177

enquiriesfao@mut.ac.za

BURSARIES & SCHOLARSHIPS MATTERS

(031) 907 7126

(031) 907 7426

bursaryenquiries@mut.ac.za

HEALTH AND SAFETY- SOP

The health and safety of students is a high priority at all times. All reasonable provision will be made to achieve this objective. Equally, students have a very important role to play in implementing university policy on health and safety, and the following responsibilities are placed on them to ensure they make that valued contribution.

Students health and safety responsibilities

- Take all reasonable steps to ensure their own health and safety, and the health and safety of others.
- Cooperate with the university regarding all health and safety arrangements (for example by attending any briefings or participating in any other safety induction processes).
- Report all accidents and incidents (including significant near misses), and to bring to the attention of relevant supervisors or wardens any concerns they have regarding health and safety.
- Behave in a responsible and safe manner at all times, and to take reasonable steps to encourage others to do so – including visitors, contractors and others.
- Obey any lawful instruction issued in the interest of Health and Safety.
- Be mindful of vehicles and buses whenever walking or crossing the road.
- Report any unsafe act or condition that can cause harm to any person.
- Refrain from misuse of any equipment provided by the university in the interest of health and safety
- Adhere to COVID-19 regulations by wearing Masks, practice 1,5 m social distance and sanitization of hands regularly.

Fire Safety

Fire safety is particularly important and the university expects students to help to ensure their own safety and that of other people by:

- cooperating with the university regarding any fire safety arrangements (e.g. attending fire safety briefings or induction courses and evacuating buildings promptly when the fire alarm is sounded)
- not tampering with, vandalizing or misusing fire safety equipment, as this is prohibited and constitutes reasons for eviction from the residence
- making proper use of any equipment provided by the university to improve fire safety, and reporting any defect of such equipment
- unplugging irons, stoves and other electrical appliances when not in use or left unattended.
- reporting any fire related incidents to Protection Services, Works Manager, House Committee members, Wardens, HODs, SRC (or any other member of staff) any concerns they have regarding fire safety arrangements, hazards or risks.

COVID-19 Health and Safety Protocol

- All students shall comply with COVID-19 health and safety protocols.
- Students must wear masks that cover the mouth and nose.
- Practice 1.5 metre physical distance from another person.
- Wash hands with soap and sanitise regularly.
- Students must seek medical advice should they develop Flu symptoms associated with COVID-19.
- Student(s) who are close contact of COVID-19 case must self-isolate and observe if they develop any symptoms associated with COVID-19.
- Should a student develop symptoms for COVID-19, s/he must test for COVID-19 and isolate whilst waiting for the results.
- Should the results be positive, student (s) must inform the Warden and isolate for 10 days.

In case of fire or any other emergency:

- Call Campus Protection Services (031-907 7251).
- Call Fire Department on 031 -361 0000
- Call Operations Department on 031-907 7344
- Call Campus clinic on 031-907 7260
- Call Timed Ambulance on 0800 333911
- Call Housing Department-031-907 5952
- Inform the warden or any other authorized person.
- Follow the building evacuation procedure.
- Contain the fire if you can do so without endangering yourself; otherwise rather wait for Campus Protection services personnel to arrive.

In case of fire or any other emergency:

- Call Campus Protection Services (031 907 7251).
- Call Fire Department on 031 -361 0000
- Call Operations Department on 031-907 7344
- Call Campus clinic on 031-907 7260
- Call Timed Ambulance on 0800 333 911
- Inform the warden or any other authorized person.
- Follow the building evacuation procedure.
- Contain the fire if you can do so without endangering yourself; otherwise rather wait for Campus Protection services personnel to arrive.

OFFICE OF THE REGISTRAR

Student Enquiries and Admissions

The main function of this section is related applications for admission to Mangosuthu University of Technology, and to attend to all general enquiries related to admissions, viz:

- Admission requirements
- Issuing CAO application forms for admission
- Receiving post graduate application forms for admission
- Providing university calendars and faculty handbooks
- Updating student biographical details including names, postal address and cell phone numbers
- Issuing of official proof registration

Student Records

Student records section is responsible for maintenance of student records

- Creating student files
- Receiving and updating received documents from students
- Managing students records and files
- Block and unblock student accounts with regards to non-submission of ID/passport, matric/ equivalent, medical aid for international students

Academic Administration

This department is here to assist you in student administration related matters. These include the following:

- Consideration of all applications for admission of students in conjunction with the academic departments
- Responsibility for registration of students and issuing of information to prospective students (including acceptance letters and sms)
- Maintaining curricula for all the faculties
- Collecting information on new courses from the faculties and updating academic structures
- Issuing of letters to support study permit application and renewal for international students
- Interpretation and implementation of university rules and regulations to all students.
- Faculty Officers: Receiving applications for recognition of courses passed at other institutions and sending them to the Faculty Boards
- Faculty Officers: helping students with the changing of curricula and cancellation of courses

LIBRARY SERVICES

Library services at Mangosuthu University of Technology (MUT) are offered at the Main Campus and at the Faculty of Natural Sciences Campus. The Library is an integral part of the academic life of all students at MUT. It supplements the academic programmes by providing information that is suitable to complete students' assignments, tests and exams. Information about the Library is found on the MUT website under the option "Library Services". The following services are available online and offline:

Library Orientation

Attending library orientation is the first step to understanding how information is organised in the Library and what type of assistance Librarians provide. Library orientation sessions are scheduled during orientation week and throughout the year on demand. Thereafter, workshops are arranged by Librarians to train students on how to use the various library resources. Students are free to consult their Lecturers about attending orientation and workshops in the Library.

Subject/Faculty Librarians

information needs that they might have. Register in the library, watch out for notices on library orientation and workshops, and sign up. Librarians also assist with searching for information for assignments and help students find and use resources in the Library. You can also chat with Librarians online via "ask a librarian" option on the Library website.

WHAT CAN YOU EXPECT TO FIND IN THE LIBRARY?

Library Material

Information in the library is organised in a particular order called DDC (shelf number) on the shelves and online. That means you can find books and periodicals in print format arranged on shelves as well as online material such as e-books, e-journals, and videos using your computer or smart phone. MUT Library Resources are very varied and include numerous information sources such as encyclopaedias, dictionaries, fiction, Books (print and electronic); Journals (print and electronic); Multimedia resources (e.g. videos, DVDs, etc.); and Electronic resources (e.g. databases, such as Science Direct, Sabinet, Web of Science, etc). The Library also subscribes to writing tools such as Turnitin and Endnote. Various materials are available in the library in both print and electronic versions. The Library has revived the Institutional Repository which keeps material published by MUT staff as well as Thesis and Dissertations completed by MUT graduates. Students can access the Library Catalogue to search for library material using their smartphones by downloading the Library app called, BOOKMYNE.

Borrowing and Returning Material

Students use their students' cards to borrow materials from the Library. Different levels of study are allocated different borrowing privileges. The number of items one can borrow from the Library depends on the level of study. There are also due dates assigned to the return of library material which must be adhered to, otherwise fines will be applied. One can renew material closer to the due date if they are still busy with it, provided it is not reserved by someone else. Postgraduate students can use the Interlibrary Loan (ILL) service to borrow material from other higher education institutions if the item is not available in our catalogue.

Library Spaces

Library materials are loaned out at the Circulation desk using your student card. Some are reserved for short loan use at the Circulation Desk. In addition, there are study spaces such as discussion rooms, working spaces such as internet labs, training spaces such learning commons, and a quiet study area on the main entrance floor. Subject Librarians are available to help with your information needs. Please enquire at the Circulation Desk for more information regarding library services.

CONDUCT IN THE LIBRARY

For the benefit of all who use the Library including staff, it is advisable to observe the rules of the library in conjunction with the university regulations. Quiet study must be observed in all areas of the Library except in the discussion rooms. It is prohibited to damage library material, equipment and facilities. Strict measures will be taken against anyone caught illegally removing material from the library. A separate and more detailed guide to the MUT Library is available on the Library Website.

OPERATING HOURS

Every possible measure within the confines of university policies and principles is taken to ensure that the Library provides a conducive environment for studying and learning. Due to precautions taken because of preventing the spread of Covid-19, CURRENTLY, the Library operates on vacation hours. This arrangement might be adjusted from time to time as the need arises and the notices to that effect would be posted on the University online notice system.

Office Hours (Library Staff)

Monday – Thursday	: 8:00 – 16:00
Friday	: 8:00 – 13:00
After Hours – Monday - Sunday	: Staff availability - Same as Library Users

Normal Term-Time (Library Users)

Monday – Thursday	: 8:30 – 23:00
Friday	: 8:30 - 21:00
Saturday	: 8:30 – 21:00
Sunday	: 10:30 – 16h00

Vacation times (Library Users)

Monday – Thursday	: 8:30 – 16:00
Friday	: 8:30 – 13:00
Saturday	: Closed
Sunday	: Closed

POSTAL SERVICES

The University Postal Services Unit is responsible for controlling all channels of communication. The Department intergrates three sections which are the Mail Room, Switchboard and Archives. The services offered in the mail room include student fax transmission, sale of stamps, and mail distribution. It is situated on the lower level of the old Administration block next to the University Printing Unit. A private post box opposite the Post office has been placed for all outgoing mail to be used by both students and staff. Mail is despatched at 8:30 and also 14:30 in the afternoon every day by the driver to the main Post Office.

The University postal address is : Mangosuthu University of Technology, PO Box 12363 Jacobs 4026 and the street address is 511 Mangosuthu Highway,Umlazi,Durban.

PROTECTION SERVICES

Protection Services exists to protect the university staff, students, visitors, property and buildings. The university employs both full time and contracted, professional, security officers, certified by the Private Security Industry Regulatory Authority (PSIRA). They are responsible for enforcing the university rules and regulations, investigating incidents, arresting perpetrators of criminal activity, maintaining order and protecting the assets of the institution. The personnel are split into shifts covering both campuses. The mission of PS is to provide in an integrated and coordinated manner, professional, effective and efficient risk management and protection services to the students, staff and visitors of MUT. In extraordinary circumstances PS is empowered to take whatever appropriate action is necessary to maintain stability, safety and security on campus.

The staff is available at all times to give assistance.

Your safety is our priority. Our campus is a safe, supportive and caring community, but even safe communities are not immune to poor choices and actions that may create risk for all. Please do your part to keep this campus safe by making wise choices, respecting boundaries and understanding acceptable behaviour.

The university ambulance is operated by CITI MED and in the event of a medical emergency, they can be contacted on 084124 the speed dial number is 5067(if calling within the main or natural sciences campus). If you are a victim of crime report at PS control room so that an internal investigation can be initiated.

The following tips will help you to maintain security awareness:

- Theft is the most common crime reported on campus. The best means of prevention is to reduce or remove the opportunity.
- Always be aware of acts which compromise the safety and security of others. Contact the Protection Services office if you observe any such acts.
- Follow the rules and regulations of the university.
- Know who to contact for emergencies, such as the police ambulance service, PS control room
- Protection Services (031)9077251/7257
- Police emergency line 10111
- Durban metro municipality emergency speed dial 5046 (main campus and natural sciences telephone lines)
- Never carry large sums of money
- Always ensure that your room doors are locked.
- Do not leave backpacks, laptops, tablets, cellphones or bags in open public areas unsupervised, especially the cafeterias or libraries.
- Keep a record of serial numbers and descriptions of your valuables
- Keep your access card and student card safe and secure at all times.
- Do not allow fellow students to use your student cards at any stage.
- If your access or student card is lost or stolen, report it immediately to the Protection Services control room.
- Do not allow any unauthorised persons into the campus or the residence.

- Do not participate or be in the company of persons abusing illegal substances. Report all incidents of crime and misconduct to the Protection office immediately. Remember, the observer is as guilty as the participants if not reported.
- Avoid walking alone at night
- When attending functions/bashes, it is the responsibility of all students to uphold the good name of MUT by not consuming alcohol and by behaving in a professional manner.
- Students utilising any campus facilities after hours should ensure that the facilities are kept safe and secure and that the equipment provided is kept in good order at all times.
- Ensure that all your valuables are marked with a permanent marker including clothes for identification purposes.
- Ensure that all bar-coded items are entered in the security property register upon arrival/departure from university premises.
- Do not divulge your bank or student pin code to any person.
- When using an automatic teller machine do not accept help from strangers
- When walking home from the institution after dark ensure that you travel with other students in groups or ask protection service staff at the control room for an escort.
- When travelling to or from the institution in the late hours leave your valuables at home i.e. cell phones, laptops, jewellery etc. to reduce the risk of being robbed.
- When confronted by robbers outside campus just comply with their directives don't fight with them your life is more important than your valuables.
- Always produce and display your access card to security personnel
- Report all suspicious persons to University security personnel.
- Use well-illuminated walkways and paths during darkness
- Report all criminal acts on campus or University premises to the department of protection services.
- If you own a vehicle apply for a vehicle access disc at the department of protection services.
- No weapons or firearms are permitted on campus

Crime Prevention

The best way to prevent crime is for all staff, students and visitors to always be aware of your surroundings and particularly the people in your environment. Staff, students and visitors to the University are encouraged to be alert for suspicious persons in and around campus buildings and in parking areas. Some questions to ask yourself:

- Are they hanging around for no apparent reasons?
- Are they looking into cars as they walk through the parking areas?
- Are they going from room to room trying door handles?
- Are they carrying valuable property from buildings after normal campus working hours?

Criminals rely on the community being indifferent and "minding their own business".

If you suspect anything, DO NOT PURSUE them, you should either notify the nearest visible uniformed security personnel or contact the Protection Services Control Room on campus immediately.

Crime Victims

By using the suggested crime prevention techniques listed above may reduce your chances of you becoming a victim. If you are however confronted with a threatening situation, the following is very IMPORTANT:

- Attempt to remain calm.
- Do anything to stay alive and use your judgement of a particular situation.
- No material possession is worth endangering one's life for or that of a fellow student or staff member.
- Give up your property immediately if and when confronted by a criminal who is armed, or claims to be armed,
 - Try to remember what the criminal looks like (e.g. Age, height, hair colour, clothes, voice etc.)
 - At the first opportunity, contact the Protection Services Control Room immediately on campus.

DEPARTMENT OF MARKETING AND COMMUNICATIONS (MarComms)

The Marketing and Communications (MarComms) directorate aims to advance MUT's mission and vision to all the University's stakeholders through various communication and marketing channels with a strategic intent to elevate the profile, image and reputation of MUT both nationally and internationally. We provide specialist professional services in the stakeholder relations management, marketing and communication disciplines. Our services are derived from our Integrated Marketing & Communications strategy and stakeholder mapping. MarComms has been spearheading the Anchor Strategy which is now the underpinning MUT Strategy 2025. Our work is measured on a continuous programme through Advertising Value Equivalents (AVEs), web hits and various engagement programmes with strategic stakeholders. Located within MarComms are two sections; Stakeholder Relations Management and Public Relations and Brand Management as well as event management.

Stakeholder Relations Management

Our institution is in a quest to provide a diverse student community, this is one of the responsibilities of the Stakeholder Relations Management Unit. To provide the diverse student body, the Stakeholder Relations Management Unit undertakes different student recruitment strategies all over South Africa and within the SADC region. We drive a proactive recruitment strategy through recognition awards for top performing schools; tagged school visits; cluster presentations; career exhibitions; and campus tours.

Our focus is providing various platforms for our alumni to connect and reconnect with each other and with their alma mater; cultivating a culture of giving with our alumni; and creating real-time role models for our pre & young alumni. We achieve our mandate through a range of sustainable stakeholder relations activities and an integrated marketing and communications approach. We exist to please MUT stakeholders and position the institution positively to all stakeholder groupings.

Public Relations & Brand Management

Brand management is about ensuring that the MUT brand is known within the SA market and this is done through activities like advertising and the branding of our institutional events. PR & Brand Management Unit develops campaigns aimed at enhancing the MUT brand and supervise media relations, website management, corporate identity and publications. This section of **MarComms** is also responsible for the University website, Facebook and Twitter pages, weekly and quarterly publications: the Good News Friday (GNF) and MUT Spirit. They also responsible for liaison with the media, advertising and marketing.

Teaching and Learning Development Centre

The Teaching and Learning Development Centre (TLDC) provides academic support for all MUT students. Our services are voluntary, free and open to all students and lecturers. There are five units in the TLDC that offer services to assist you to succeed at MUT, namely Academic Literacy and Language Unit (ALLU); Mathematics and Science Education Unit (MSEU); Teaching and Professional Development Unit (TPDU); the Writing Centre and the E-learning Unit. The TLDC offers the following academic support to all students of MUT:

Academic Literacy and Language Unit:

- Academic Reading
- Academic Writing• Listening and Speaking
- Writing in the Disciplines
- Visual and Digital Literacies
- Public Speaking and oral presentation skills
- General and technical report writing
- Computer Assisted Language Learning
- Fully equipped Writing Centre

Mathematics and Science Education Unit:

- Student Academic Advising;
- Female Engineering support programme;
- First Year Experience;
- Peer Student Success Mentorship Programme
- Student Engagements through the BUSSE and SASSE surveys;
- Profiling tests (TALL and NBT performance Report);
- Numeracy and Quantitative Skills Development Programme;
- Mathematics tutorials;
- Physics tutorials;
- Chemistry tutorials;
- Academic monitoring and Student Tracking;
- Learning groups, tutorials, remedial and core-teaching;
- Residence tutors and online Tutorial;
- Science Practical demonstrations.

Peer Assisted Learning (through the Professional Development Unit)

- Tutor Development and Supplemental Instructors

E-learning Unit

- Use of e-Learning technology, i.e. Blackboard
- Monitoring and Quality assurance of the tutorial system in all the faculties,
- Supplemental Instruction in selected courses
- Digital Literacy course

Writing Centre:

- Assistance in any academic writing (assignments, CV, reports, research etc.)

The **Academic Literacy and Language unit** Academic literacy lecturers offer academic skills workshops throughout the year. The unit boasts fully resourced reading, language and writing labs for students. These labs are well-equipped with top of the range resources and fully manned by well-versed lab assistants, ever ready to assist students. Lab assistants actively train and engage students in interactive language learning and writing development software in these laboratories. The TLDC is actively involved in the promotion of multilingualism in South Africa through our Academic literacy unit. Projects include the institutional collaboration with other universities in the Community of Practice of African Languages (COPAL), the celebration of the International Mother Tongue Day, Africa Day, Heritage Day, etc. Students are encouraged to write and perform in different kinds of genres during the Time of the Writer and Poetry Africa Days through the coordinated activities of the Reading and Writing Club. Partnering with other institutions of higher learning in projects on the development of glossaries with discipline-specific terminologies is ongoing. For more information please contact our offices.

Mathematics and Science Education Unit's primary mandate is to offer academic assistance to students in subject areas such as Mathematics, Physics and Chemistry. We also offer an array of support such as academic advising, academic coaching etc. Our lecturers are here to help improve students overall academic performance. Students are welcome to get in touch with our offices to find out more about the various support activities that we have available.

The First-Year Experience Programme headed by the TLDC, is a university-wide programme aimed at supporting our first-year students to equip themselves for holistic success.

Part of the programme includes providing all first-year students with a student mentor. These mentors assist students with adapting to their courses and familiarising themselves with the campus. We also host a range of workshops and training to help prepare you for your journey as a student at MUT. Feel free to contact the FYE office (details below) for further information. Look out for the information page on the MUT website and find us on your university LMS by engaging with the FYE page of Blackboard.

The TLDC through the multiple activities and interventions hope to create a learning environment that will meaningfully contribute to your academic success at MUT. Start making use of these TLDC services now! Below is a list of our contact details:



WRITING CENTRE
shape & own your writing

Students can be assisted with:

- Understanding the assignment question
- Developing an academic argument
- Using academic sources
- Summarizing and paraphrasing
- Citing and referencing
- Reformulating and revising drafts

To book a free, 50 minutes session with a writing centre assistant, register for your free account @ mut.mywconline.com

Operating Hours:

Mon - Thurs: 08h00-19h00

Friday: 08h00-13h00

For Enquiries:

☎ 079 020 0172 ☎ 031 907 9490

✉ writingcentre@mut.ac.za

www.mut.ac.za/tldc/writingcentre/

📍 1st Floor Library Building



MENTAL HEALTH AWARENESS MONTH

I care... We care...
Student Counselling cares!
Let's talk



What is mental health?

"...a state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community." (WHO, 2004, p.12)

Seeking help is not a sign of weakness.

It's a sign of strength

- Speak to a trusted friend
- Student Counselling Unit (Main campus) and Natural Sciences Campus (031) 907 7186
- SADAG Lifeline 0800 121314 / 0800 567 567
- SMS 32312

IT&N

The Information Technology and Networks department (ITN) has implemented a system called Student IEnabler. This system enables the student to do things on their own anywhere and at any time. It also cuts the need of having to go to Administration offices and standing on long queues for help.

How to access Student IEnabler

The ITN department in conjunction with Academic Administration Unit would firstly create a default pin for all students. Once the pin has been created the students can then be able to login to the system using their student number as the username and the pin as the password. However they must first click on the student radio button before they try to login, otherwise they won't be able to.

The student must go to the Mangosuthu University of Technology (MUT) website www.mut.ac.za. Once the student has gained access to the MUT website they must then click on the STUDENT PORTAL link as pointed by the blue arrow.

The screenshot shows a web browser window displaying the Mangosuthu University of Technology website. The browser's address bar shows the URL mut.ac.za. The website header features the university's crest and name, along with navigation links for Alumni, Library Services, Vacancies, Staff Portal, Student Portal, and Contact Us. A main navigation menu includes Home, About MUT, MUT 40, Faculties, Students, Research & Innovation, Support Services, and Media. The main content area features a large banner with a photograph of three people and the headline "New appointments in Operations and Risk and Compliance Directorates to improve service delivery". Below the headline, a short paragraph states: "Three senior staff members have been appointed in the Directorate of Operations, and the Directorate of Audit, Risk and Compliance, to improve the two directorates' service offering to the University. All individuals that have been appointed have vast experience in their respective fields." A "READ MORE" button with a right-pointing arrow is positioned below the text. At the bottom of the page, a cookie consent banner is visible, with "CONFIRM" and "DECLINE" buttons. The Windows taskbar at the bottom shows the time as 8:19 AM on 2019/11/10.

Once they have clicked on the student portal link the below screen will appear. On this screen they should then click on the Student IEnabler link.

HOME - Mangosuthu University | Student Portal - Mangosuthu Uni | +

mut.ac.za/student-portal/

MANGOSUTHU UNIVERSITY OF TECHNOLOGY

Alumni | Library Services | Vacancies | Staff Portal | Student Portal | Contact Us | Q

HOME ABOUT MUT MUT 40 FACULTIES STUDENTS RESEARCH & INNOVATION SUPPORT SERVICES MEDIA

Use the Student iEnabler to view the following:

- Student Exam results
- Academic statements
- Student Fees
- Application for Residences
- Class Timetable
- Exam Timetable

INSTRUCTIONS ON HOW TO ACCESS ITS Student iEnabler

- Click on the Student iEnabler link.
- Select the Student Radio button.
- For student number, enter your student number.
- For a pin you must enter 46579 and before you log in you must change your pin.
- To change your pin you must click on Change Pin button, enter your new pin in the space provided and click on Change Pin.
- Please make sure that your new pin:
 - Is 5 numeric digits in length.
 - Does not have same numbers next to each other

Blackboard >>

Self Service Password Reset >>

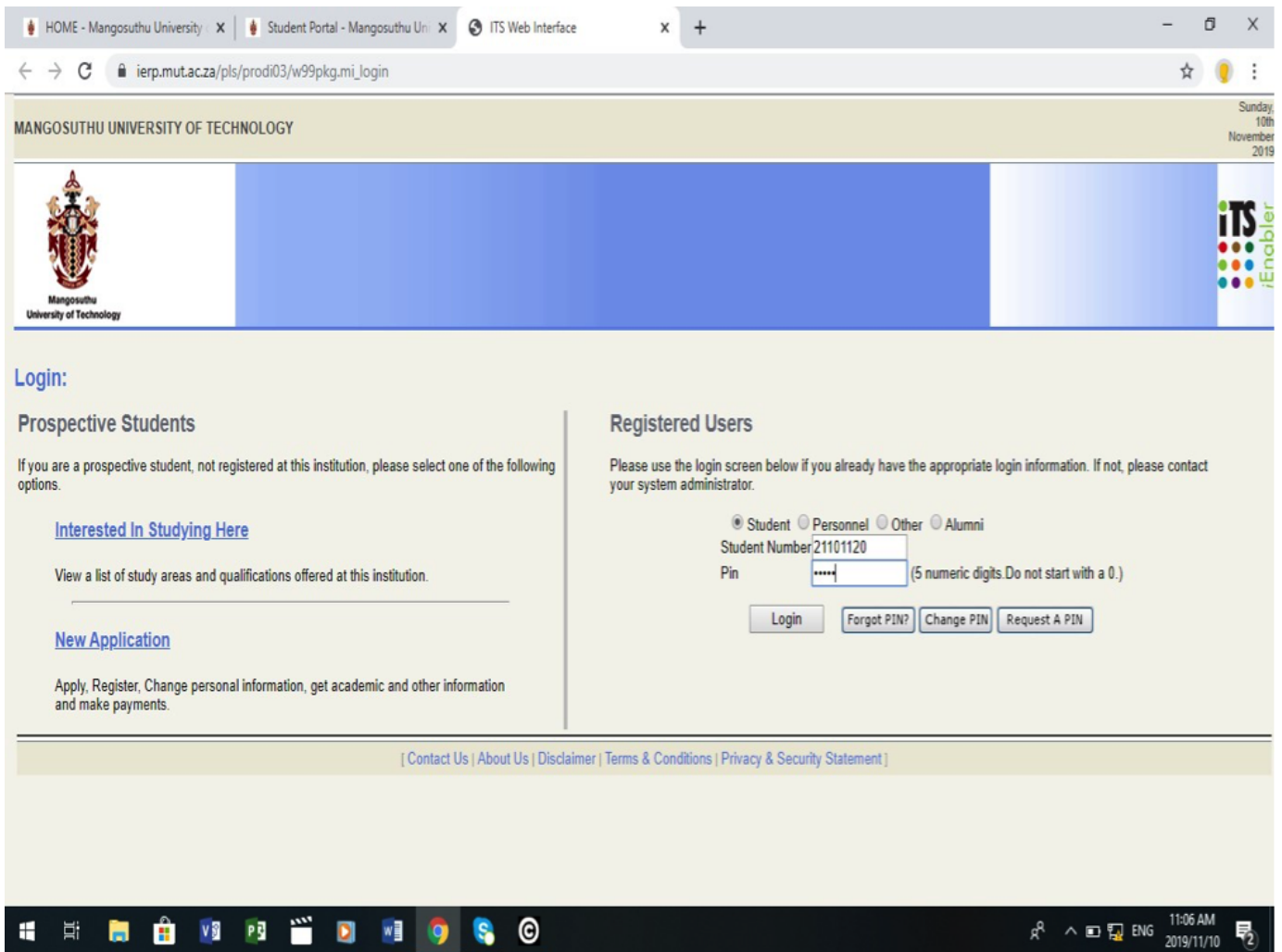
Student iEnabler >>

Student Email Login >>

MUT's Website use cookies to ensure that we give you the best experience on our website. If you continue to use this site we will assume that you are happy with it. CONFIRM ✓ DECLINE ✗

10:59 AM 2019/11/10

After clicking on the Student IEnabler link. The below screen will appear and there after they should select the STUDENT radio button and thereafter capture their student number and enter the default pin or password which is usually 46579. The students are also urged to make sure that they change this pin or password to the password of their choice. The password or pin can only be numeric. Thereafter click on the login button.



Once the login button is clicked the below screen will appear. A lot of links will then appear. These links are the ones that will enable a student to do a lot of things. If the students wants to apply for residence the student can click on the Residence Application link. Once that is done the student can be able to apply for the residence of his or her choice anywhere they are provided the system is opened for residence application. The Housing unit usually communicate this with the students.

HOME - Mangosuthu University | Student Portal - Mangosuthu University | ITS Web Interface 21101120

ierp.mut.ac.za/pls/prod03/w99pkg.mi_main_menu

MANGOSUTHU UNIVERSITY OF TECHNOLOGY Sunday, 10th November 2019

ITS iEnabler

Welcome LUCKY VUSI THABEDE to the ITS iEnabler system for Students.

Navigate through the menu pane on the left and click the required option in order to proceed.

The following table provides a brief description of the main processes available to you. Click on the link you require in the left hand menu panel to view the available sub-processes or process steps within each of the displayed processes.

Residence Application	This process allows you to <u>apply</u> for admission to a residence. You will be able to specify which building to live in.
Residence Registration	This process allows you to <u>register</u> for a residence.
Registration	
Student Administration Module	
Student Administration Module	
Financial Aid	
Student Enquiry	
MyGate Online Payment	E-payments: Read Here
Medical Web	

powered by ITS INTEGRATOR

javascript:do_plusmin(35); [Contact Us | About Us | Disclaimer | Terms & Conditions | Privacy & Security Statement]

11:08 AM 2019/11/10

The students can also register for residence anywhere they are. However they can only register for the residence provided they had applied for a residence and were given a firm offer by the housing unit and when they have registered academically. If a student does not have a firm offer or has not registered academically the student will not be able to register for a residence through this system.

Below is the Residence registration link that a student must click on after they have registered academically. Once they have registered for residence they can also print their Proof of Residence Registration by clicking on its link.

The screenshot shows a web browser window with the URL `ierp.mut.ac.za/pls/prod03/w99pkg.mi_main_menu`. The page header includes the Mangosuthu University of Technology logo and the date 'Sunday, 10th November 2019'. The main content area is titled 'ITS iEnabler' and contains a welcome message for 'LUCKY VUSI THABEDE'. Below the welcome message, there is a table of services:

Residence Application	This process allows you to <u>apply</u> for admission to a residence. You will be able to specify which building to live in.
Residence Registration	This process allows you to <u>register</u> for a residence.
Registration	
Student Administration Module	
Student Administration Module	
Financial Aid	
Student Enquiry	
MyGate Online Payment	E-payments: Read Here
Medical Web	

The left-hand menu includes links for 'Residence Application', 'Residence Rules and Regulations', 'Submit Residence Application', 'Process Status', 'Residence Registration', 'Registration', 'Student Administration', 'Financial Aid', 'Student Enquiry', 'MyGate Online Payment', and 'Medical Web'. An orange arrow points to the 'Registration' link. The page footer contains links for 'Contact Us', 'About Us', 'Disclaimer', 'Terms & Conditions', and 'Privacy & Security Statement'.

Students can register online anywhere and at any time provided the system is opened for registration. Students should click on the Registration link and follow the prompts as indicated on the MUT website on how to register. Below is the registration link.

HOME - Mangosuthu University | Student Portal - Mangosuthu Un | ITS Web Interface 21101120

ierp.mut.ac.za/pls/prodi03/w99pkg.mi_main_menu

MANGOSUTHU UNIVERSITY OF TECHNOLOGY

Registration Rules and Regulations

I MR LV THABEDE Student Number 21101120 undertake:

- 1.1 To comply with the rules and regulations as determined from time to time by the Senate / Council of Mangosuthu University of Technology.
- 1.2 To inform the Registrar immediately, in writing, if I abandon my studies and/or change my address.
- 1.3 To acquaint myself with all the rules and general regulations that relate to the course of study for which I am enrolling.

2. I/we hereby absolve Mangosuthu University of Technology, its Staff, employees, representatives and/or agents from any claims which I/we may acquire as a result on any injuries which I/the student may receive and/or damages which I/the student may suffer as result of any happening, incident, injury, illness or death howsoever it may have resulted or as a result of my/ his/her studies at Mangosuthu University of Technology.
3. I/we accept that I/the student shall participate in the activities mentioned in Paragraph 2 on my/his/her own responsibility and shall voluntarily accept the risk incidental thereto.
4. I/we hereby accept liability for the payment of all study, class or other fees which may be charged as a result of my/his/ her studies at Mangosuthu University of Technology.
5. I am aware that my enrolment is valid only if it complies with the regulations of the course of study concern, notwithstanding the acceptance of this enrolment by Mangosuthu University of Technology.

I declare

- 6.1 That I conclude this agreement with the knowledge and consent of my parent/Guardian/Employer.
- 6.2 That I choose the permanent residential address in writing as provided by me to Mangosuthu University of Technology as my domicilium citadani et execudanti. Any correspondence, notice or item forwarded to me under registered post to that address will be deemed as properly delivered.
- 6.3 That all particulars provided by me to Mangosuthu University of Technology are true and correct.

Printer Friendly Format | I Accept

(Mandatory Step 1 of 9) | Next Step

powered by ITS INTEGRATOR

Student Web

- Residence Application
- Residence Registration
- Registration
- Rules And Regulations
- Submit Registration..
- Academic Record
- Registration Status
- Proof and Cost
- Credit Certificate
- Add Subjects to a Registration
- Registration Restrictions
- Process Status
- Student Administration
- Student Administration
- Financial Aid
- Student Enquiry
- MyGate Online Payment
- Medical Web

Logout

11:10 AM 2019/11/10

If students want to check their progress reports, academic record, statement of account etc. They should click on the Student Enquiry link.

HOME - Mangosuthu University | Student Portal - Mangosuthu Un | ITS Web Interface 21101120

ierp.mut.ac.za/pls/prodi03/w99pkg.mi_main_menu

MANGOSUTHU UNIVERSITY OF TECHNOLOGY

ITS /Enabler

Welcome LUCKY VUSI THABEDE to the ITS /Enabler system for Students.

Navigate through the menu pane on the left and click the required option in order to proceed.

The following table provides a brief description of the main processes available to you. Click on the link you require in the left hand menu panel to view the available sub-processes or process steps within each of the displayed processes.

Residence Application	This process allows you to <u>apply</u> for admission to a residence. You will be able to specify which building to live in.
Residence Registration	This process allows you to <u>register</u> for a residence.
Registration	
Student Administration Module	
Student Administration Module	
Financial Aid	
Student Enquiry	
MyGate Online Payment	E-payments: Read Here
Medical Web	

[Contact Us | About Us | Disclaimer | Terms & Conditions | Privacy & Security Statement]

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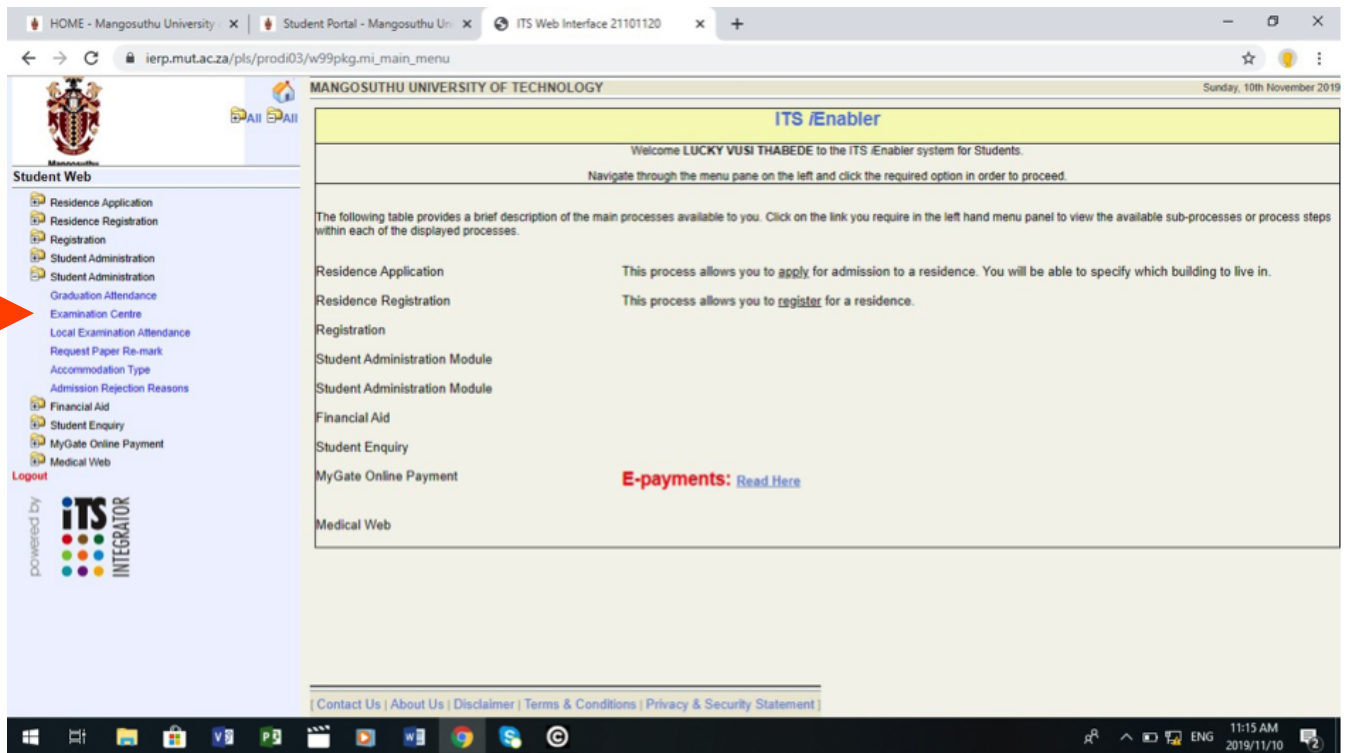
Student Web

- Residence Application
- Residence Registration
- Registration
- Student Administration
- Student Administration
- Financial Aid
- Student Enquiry
- Summarised Statement Of Account
- Examination Timetable
- Academic Record
- Qualifications Awarded
- Class Timetable
- Progress Report
- Proof Of Registration
- Residence Admission Status
- Aged Statement Of Account
- Detail Address/Contacts Enquiry
- Enrolment Detail - PDF
- Graduation Ceremony Info
- MyGate Online Payment
- Medical Web

Logout

11:16 AM 2019/11/10

If students would like to check their examination attendance, graduation attendance etc. The students should click on the Student Administration link.



At the moment the NSFAS as well Online Payment services has not yet been implemented by the institution. Once there are any developments with regards to these services the ITN department will communicate through the relevant departments.

SUICIDE

IS NOT THE ANSWER

DEPRESSION

- FEELINGS OF SADNESS
- FEELING TEARFUL
- HOPELESSNESS
- SOCIAL WITHDRAWAL

WARNING SIGNS

- TALKING ABOUT WANTING TO DIE
- FEELING HOPELESS
- FEELING OVERWHELMED

**YOU ARE NOT ALONE. HELP IS AVAILABLE.
CONTACT:**

- Student Counselling Unit (SCU) (Student Affairs building) : (031) 907 7186
- A trusted friend/family member
- Warden/Residence Assistant
- Campus Health Clinic staff
- Campus Protection Services : (031) 907 7251 /Residence Security
- HIGHER HEALTH (24hr Toll Free: 0800 36 36 36. SMS 43336
- 24 Hour Helpline : 0800 456 789
- GBV LINE: 0800 428 428
- Lifeline counselling : 0861 322 322
- South African Depression & Anxiety Group (SADAG): 0800 567 567

SUICIDE CAN BE PREVENTED.

Place your hand over your heart, can you feel it?
That is called your purpose.
You are alive for a reason so don't give up.



WHY STUDENT COUNSELLING

What does confidential mean? This means that all information collected about a client is kept private (it is not discussed with anyone else) in emergency situations there are some limits to confidentiality, but these will be discussed with clients by their psychologist.

The basic aims of counselling are to facilitate students:

Understanding themselves in terms of their personality, ability, interest, motivation, emotions, behaviour and potential;

Finding solutions to relational issues by gaining insight into why relationships are problematic;

Gaining insight into the origins and development of emotional difficulties, leading to an increase capacity to take rational control over their feelings and actions;

Changing maladaptive (undesirable) behaviours;

Moving towards the direction of fulfilling their potential.

Learning skills, awareness and knowledge that will enable students to confront social inadequacies.

Gaining some insight into the world of work - the realities therein and how this relates to their education and specialisation;

Developing decision-making and other important life skills;

Developing effective coping skills for traumatic life experiences.

Why consider going for counselling?

At any stage of development in our lives, we can face difficulties with adjusting and coping. As humans we are fundamentally relational, therefore, when we go through struggles, we need support from those around us. Although it is good to have support from people we are close to, sometimes they are too involved and cannot be totally objective. They might also have their own problems that they are dealing with and are not always able to help.

Going for counselling is helpful because the psychologist's role is to listen to you and help you gain insight and find solutions. It is a professional, confidential and safe environment in which to express your difficulties and explore solutions.

You might struggle with any of these personal or relational issues:

Emotional distress;

Behaviour difficulties;

Anxiety (about finances, illness, workload etc)



10
OCT

Mental health Day

**Is It Stress?,
Depression? Or
Anxiety? Healing
Can Take Time But Asking
For Help Is The
Courageous First Step.**



Book for counseling sessions
via email:
studentcounseling@mut.ac.za
call : 031 907 7186
SADAG: 0800567567



Helping you grow to greater heights!

