FACULTY OF EDUCATION
A to Z Guide for New Members of Staff

Who, what and where at the Faculty of Education

To do:

1. Personnel card and access: Groenkloof Client Service Centre – x5596
   (Please remember to take appointment letter with).
2. Intranet and e-mail: x3051 or help@it.up.ac.za
3. Telephone: x3051
4. Internet access: x2712
5. Library services: x5536
6. Study the appointment and conditions of service documentation carefully.
7. Probation conditions: Your Head of Department.
8. Parking disk: Apply on staff intranet. More information available at Client Service Centre.
9. Compulsory courses: Orientation and Induction: upstafftraining.ce@up.ac.za or x5845 or x4178
10. Passwords differ for Intranet, Internet, Library e-resources and Groupwise (e-mail).
    Contact IT Helpdesk x3051.

Links:

UP Webpage:	http://web.up.ac.za/
Education Faculty website:	Education Faculty
UP Staff Intranet:	https://www.up.ac.za/intrawebhome/login.do
Internal telephone and e-mail guide:	http://www.up.ac.za/intranet/telephone/
IT Service Manager	https://upnet.up.ac.za/SRC/secure/main.jsp
(Application for internet access and IT requests)	
Telephone information of staff	http://mx1.up.ac.za./edit/login
Search Guide (by name, department, etc):	http://mx1.up.ac.za/Idap/search/action
IP telephone system information:	http://www.up.ac.za/ipphone
Groenkloof campus Map:	Groenkloof Campus Map
Hatfield campus Map:	Hatfield Campus Map
Library website (Education Faculty):	http://www.library.up.ac.za/edu/index.htm

Faculty-related and other urgent contacts:

• Dean: Prof Chika Sehoole x 2327	• HR Business Partner: Jeanette Schoeman x 2213
• Dean's Senior Management Asssistant: Yvonne Munro x 5721	• Marketing and Communication: Annalize Brynard x 2570
• Dean's Senior Management Assistant: Rose Tibane x 5627	• Assistant Accountant: Michelle Stobie x5581
• Deputy Dean: Prof Max Braun	• Head: Education Library: Julene Vermeulen x 3659
• Departmental Administrator: Marieta Nieman x 5556	• Student Support Services: Alexandra Norton (Psychologist) x 5687 Ronel du Toit (Psychologist) x 5687
• Head: Student Administration: Melinda Joubert X 5590/5695	

• Facilities Management: Lucille Weyer x 5541	• Health Services: Sister Hannelie Coetzee x 5233 Sister Winnie Sekhukhune x 5233
• Student Academic Advisor: Elsie Mahlangu x5968	

UP 24-hour **crisis line**:	0800 00 64 28
General enquiries:	http://mx1.up.ac.za/ldap/search/action
IT help-desk:	x 3051 help@it.up.ac.za
Facilities (Log repairs/tasks):	x 2244 onestop@up.ac.za
Facilities Management / Parking bay:	x 5541 lucille.weyer@up.ac.za
Security:	x 2310
Operational Manager of Security Services	*15431 or 083 654 0476
Library help desk:	x 5536

Use of media during lectures:

Teaching media in lecture halls – audio-visual support:	x 5531
Problems during lectures with media:	x 5531 or *15133 or 0731416022
LAN Admin	x 5694
Photographic services (if photographer is required):	x 2570
Graphic art and help with the production of posters:	x 2570
Video recording:	x 2570

Teaching:

Education Innovation provides training and support in teaching in learning matters; e-education, graphics, video and sound; and educational research.   x 6305

E-learning: web: http://www.click.up.ac.za/
E-mail:- e-support@up.ac.za or x4378
Study guide templates: x 2570

Research and Innovation:

Research website provides information on NRF rating funding opportunities, research information system [RIS] etc. Contact: Prof Jan Nieuwenhuis x2842

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Academic Administration
All academic and student administrative matters, click here.

After hours support
Call Risk Management at x 2310 (e.g. lost keys, locked in the building, etc.)

Assessment
Regulations regarding examination and related matters are summarized in the UP policy on the Registrar's web page. The number of this very important policy is: **S4671/10**
Faculty guidelines appear in the faculty yearbook.
Departmental policy should be respected in all instances with regards to assessment in a departmental environment.

Assessment – Students with Special Needs/Disabilities
It is the student's responsibility to communicate their special need/disability to the lecturer with the support of the university's Disability Unit confirmation. Contact the Disability Unit at x4002 or x233 to discuss the processes and logistics of accommodating such students.

Assessment workshop
Education Innovation offers a training course 3 times per year (Jan/Feb; June/July; Nov) about the planning and implementation of assessment in higher education. Contact CEatUP for course dates and bookings. upstafftraining.ce@up.ac.za x4178

Asset removal
No asset may be removed from respective campuses without permission or approval of line management and Asset and Insurance Management in the Department of Finance. Michelle Stobie x 5581

An Asset Removal Form (A37/98) should be completed in triplicate for the removal of assets from the campus/premises. This form is available on the University's Website (Intranet) and can also be obtained from the Division Asset and Insurance Management (Room 5-56, Administration Building). The completed form should be submitted to the Head: Asset and Insurance Management, for approval.

The original copy of the approved form should at all times accompany the assets that are being removed. A copy is retained by Asset and Insurance Management for record-keeping purposes. A second copy should be surrendered to security staff at the gate if the assets are removed from the premises.

No asset should be removed from the premises without the aforementioned procedure being followed. Non-compliance of policy and procedure constitutes an offence and could lead to embarrassment at the security checkpoints.

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BE@UP

Business Enterprises at University of Pretoria (Pty) Ltd (BE at UP) is a company wholly owned by the University of Pretoria. Its main objective is to provide and facilitate easy access for all industry sectors to the multidisciplinary range of *contract research and consulting expertise* available at the University.

Branding

The branding pages include
- Brand Manual
- E-mail signatures
- Letterheads
- Fax cover
- Screensaver
- Powerpoint presentation template
- UP Electronic Brand Standards

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Calendar

The UP calendar is available here.

CE@UP

CE at UP is an accredited provider of more than 500 short certificate courses across 20 industry fields. The highly diverse and specialized range of short courses are continually revised and updated in keeping with the acceleration of knowledge and technology in the fast changing economic environment. They are situated in the Graduate Center on the Hatfield campus. Also see the Professional Development section in this document.

Centres and Units at Groenkloof Campus

Centre for Evaluation and Assessment (CEA) Director Admin Officer	Prof Sarah Howie Rosalie Loots	x4131 x4175	Library Room 2-9	sarah.howie@up.ac.za rosalie.loots@up.ac.za
Centre for the Study of Resilience (CSR) Director	Prof Liesel Ebersohn	x2337	Aldoel 2-60	liesel.ebersohn@up.ac.za
Unit for Distance Education Manager Admin Officer	Tony Mays Mamello Matima	x5700 x5699	Aldoel 3-42	tony.mays@up.ac.za mamello.matima@up.ac.za
Living Lab for Innovative Teaching Research (LLIT UP) Unit Manager	Dr Ronel Callaghan	x5521	Nat Science 4-15	ronel.callaghan@up.ac.za

Claims
Claims are handled in the following manner: Any purchase out of your own pocket for goods that were used/necessary for official purposes, can be submitted by filling in a General Claim form and submitting this with the relevant supporting documents. Please note that a credit card slip is not acceptable. Claims are made against a cost centre. Contact: Michelle Stobie x5581.

Claims for Services Rendered
Claims for services rendered, for example, student assistants, etc. have to be submitted to the HR Department. The 'Claim form for Services rendered' form has to be completed.

Clickers
Clickers are an assessment tool which can be used to get prompt feedback during lectures. For the training of the use of Clickers contact: Dolf Jordaan at x3721 or dolf.jordaan@up.ac.za. Groenkloof campus Clickers are available from Michelle Stobie at x5581 or michelle.stobie@up.ac.za. Please confirm the number of Clickers needed with Michelle before planning for the use of Clickers.

clickUP
clickUP is the official learning management system for UP. It offers features such as presentation of information, online communication and collaboration, student assessment tools, student record keeping etc.
For more information and to register for the priority training courses visit the clickUP web page.
Self-help please go to clickUP Helpdesk.

Clinic / Student Health Services
The Student Health Clinic provides services related to general medicine, gender health, voluntary counselling and testing (VCT) and substance abuse treatment. A medical doctor and professional nurses are available in the Student Health Services Building throughout the day, five days a week, while a full-time staff complement is dedicated to the VCT clinic.

Student Health Services
Student Health Services Building
(Opposite Roosmaryn Building – North-West from the Student Centre)
012 420 2500

Computer based testing
Lecturers that would like to use objective testing and MCQ's as part of assessment needs to be trained in the setting of these questions. This can be achieved by attending the Assessment workshop presented by EI, or by organizing customized training with the education consultant.

Computer-based testing Guidelines: 2013 contains important information on computer-based testing processes, booking of laboratories, compiling tests, format in which tests are provided, and processing test marks and statistics.

Computer Literacy Training for staff
ITS training webpage.

Copyright
Copyright website contains comprehensive and detailed information including the UP's Copyright Policy. Copyright clearance for all materials used for students should preferably be obtained in conjunction with the Copyright Officer.

Co-ordination (Module or Programme)
Consult your Head of Department for the **Guidelines** on the responsibilities of Module or Programme Co-ordinator

Cost centers
For every purchase, claim and payment there must be a relevant cost centre against which the order is placed. Find cost center numbers from your departmental secretary or Michelle Stobie x5541.

Curriculum Development
Consult the yearbook for information regarding a specific programme or module. Consult the module coordinator or your departmental head regarding the syllabus.

Your departmental head should be able to assist you in terms of departmental guidelines and processes. The faculty has a determined process pertaining to the quality assurance of programmes and packages. Contact the Department for Education Innovation regarding support and guidance on Curriculum Development or for individual consultation in this regard.

Departments (Education Faculty)

Department of Humanities	Prof Jan Nieuwenhuis	x5571	Aldoel 1-114	jan.nieuwenhuis@up.ac.za
Head				
Departmental Administors	Zama Khumalo	x3639		zama.khumalo@up.ac.za
	Dinah Ngobeni	x5635		dinah.ngobeni@up.ac.za
Department of Science, Mathematics & Technology Education				
Head	Prof Gerrit Stols	x5750	Nat Sciences 2-17	gerrit.stols@up.ac.za
Departmental Administors	Sophia le Roux	x5693		sophia.leroux@up.ac.za
	Buhle Oliphant	x5659		buhle.oliphant@up.ac.za
Department of Education Management & Policy Studies				
Head	Vacant		Aldoel 3-117	
Departmental Administors	Marthie Barnard	x2778		marthie.barnard@up.ac.za
	Dimakatso Mashigo	x2778		dimakatso.mashigo@up.ac.za
Department of Educational Psychology				
Head	Prof Ronel Ferreira	x5504	Aldoel 3-42	ronel.ferreira@up.ac.za
Departmental Administors	Mpumi Mafafo	x3751		
	Mardeleen Ford	x5508		mpumi.mafafo@up.ac.za
				mardeleen.ford@up.ac.za
Department of Early Childhood Education				
Head	Prof Ina Joubert	x5636	Aldoel 2-72	ina.joubert@up.ac.zaa
Departmental Administors	Annelise Barkhuizen	x5568		annelise.barkhuizen@up.ac.za
	Boitumelo Kube	x5641		boitumelo.kube@up.ac.za

Desk Copies

Contact the Departmental Secretary for any Desktop needs. The following policy: UP SOFTWARE USE AND PROCUREMENT POLICY (https://www1.up.ac.za/cs/groups/staff/@public/documents/document/mdaw/mda0/~edisp/004242.pdf) is available at the IT Services website. It provides comprehensive information on areas of responsibility, acquisition and support.

Discipline

A holistic approach needs to be taken, therefore you are strongly advised to engage into dialogue with colleagues and/or your head of department.

Certain transgressions are dealt with through the department and serious cases via the office of the registrar. Contact your departmental head for guidance.

Below is the link to the Disciplinary Code of the University of Pretoria:

http://www.up.ac.za/services/personnel/policies/w156E.pdf

DRIS (Department of Research & Innovation Support)
DRIS facilitates the creation of an enabling environment to
conduct research and obtain funding from third parties through contract writing, monitoring and execution (research, contracts and innovation support). The department provides information and operational support to
the University's research programme. It also provides the University with strategic and operational links with external agencies, including funding bodies.

Its services can be categorised as follows:
- Research Support
- Research and Innovation Support
- NRF-rating and Evaluation
- Innovation Support
- International Relations

Unit	Portfolio	Manager and Contact Details
Research Support	• NRF Research Funding • NRF Researcher Ratings • MRC and other local and national funding agency applications • Institutional Support • Research outputs • VC's Academic Development Programme • Early Career Researchers Programme • UP Visiting Professor Programme	Dr Patricia Smit 012 420 2848 patricia.smit@up.ac.za
Graduate Support Hub	• Postgraduate support co-ordination • Postdoctoral support co-ordination • VC's Postdoctoral Fellowships • UP Postdoctoral Fellowships • UP Postgraduate Bursaries • Capacity development support for graduates	
Research Fundraising and Research Communication	• Grant application assistance • Prospecting for research funding • Communication of research funding opportunities • Enhance UP research profile • Research report	Ninette Mouton 012 420 3528 ninette.mouton@up.ac.za
Contracts and Innovation Support	• Technology transfer office • Research Contracts • Contract negotiation • European Union and THRIP funding applications	Lawrence Baloyi 012 420 5303 lawrence.baloyi@up.ac.za
International Programmes Office	• International Institutional Agreements • Faculty Agreements • Staff and postgraduate student travel grants • Prestigious international scholarships and fellowships	Louise Euthimiou 012 420 3237 louise.euthimiou@up.ac.za

Education Induction for newly appointed lecturers
Education induction courses are presented annually in January (before classes commence) and July (during the recess).
The Orientation Program of the University is compulsory for all permanent members of staff. Contact the Learning and Development Division, at telephone (012) 420-4178 or upstafftraining.ce@up.ac.za in this regard.

E-mail from home/off campus
E-mail can be accessed from home from the University's website. Access is available on hte UP Staff System Portlets site – Groupwise web email. Click the "Read your email via the web" link.

e-learning
The university's e-learning management system, clickUP, is accessible from the intranet. For information on creating a module on the system, or for access to existing modules go to http://www.click.up.ac.za/ or e-mail e-support@up.ac.za.

e-resources on library website
You will need a pin-code / password for access to the e-resources on the library website. Contact your information specialist (see Library).

Ethical clearance
Information for Education Faculty ethical clearance and integrity processes on the Education Faculty webpages.

Examinations and related matters
Carefully study and follow the following policy: **S4671/10** Examinations and related matters.

Furniture
Standard items like bookcases, filing cabinets, desks etc are aviailable at x2150 The correct request forms are available from the intranet.

Graphics services
Available at **x**3932

History, mission, vision of UP
Available on UP website: www.up.ac.za or http://web.up.ac.za/

HIV/AIDS
The Centre for the Study of AIDS provides a wide range of HIVrelated services. This is an independent centre housed in the Huis en Haard Building (joint to Adlers'and Wannabee) on the main campus. It also operates from the Hammanskraal Campus, where a paralegal advisory centre has been established. It handles a wide range of community projects and has developed strong regional and international links.

Centre for the Study of AIDS:
Tel: 012 420 4391; E-mail: csa@up.ac.za OR Student Health Services (Clinic)

Human Resources (HR)

Mrs Jeanette Schoeman (x2213, Admin Building T17 – Groenkloof Campus) is the Human Resources Business Partner for Faculty of Education Contact her about all matters pertaining to salaries, service conditions, appointments, etc. The Senior HR Officer in this department is: Aneesa Osman Jazbhay: X2966.

HR menu on the UP portal

This menu provides the following links:

- HR Intra Web Home
- Careers at UP
- HR Policies and Procedures
- Employee Assistance Programme
- Employment Equity
- Medical Aid
- Learning and Development

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Injury on duty

Procedures and Employers report are available
Contact Stephan Pietersen x2086.

Internet access

Application for Internet access, contact Zenobia Botha x2712.

IT services one-stop

Any problems of an IT nature (e-Mail, Telephone, Internet access) can be reported at the one-stop service. They are accessible at x3051 or by E-mail: at help@it.ac.za

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Job-descriptions

Job descriptions are available on the HR performance management webpage on the link Academic Appointment Criteria

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Language policy

Although the language policy is available on the UP web page, the classroom practice is often different. Contact your departmental head for the best possible scenario in your department and environment.

Leave

Apply for leave on the UP portal. Leave must be approved by your line manager.

Lecture venues:

To arrange for access to lecturing venues etc. kindly contact Lucille Weyer x5541 or lucille.weyer@up.ac.za

Library (Academic Information Service, AIS)

UP Library Website: http://www.ais.up.ac.za/
Education Library Website: http://www.library.up.ac.za/edu/

Library Helpdesk: x5536

Information specialists:
- Undergraduates – Sonja Delport x 5545
- Honours and Master's – Maggie Moropane x 5565
- PhD – Liesl Stieger x 5559

All the services of the Education Library are available to you. You must show your personnel card when required. Every member of staff is allowed to take 20 books at a time from the library for a period of 30 days.

You have been registered automatically with the library to gain access to online resources. Contact the information specialist to make an appointment for training on how to access the online resources.

The [plagiarism policy](#) and other information is available. Plagiarism detection and prevention can be managed with TurnItIn - also available on this website as well as on the e-learning management system (clickUP) from within your modules. Contact the Instructional Designer Jaquoline Rammupudu for support and guidance.

Interlending requests (registration and lending) contact: Junior Baloyi x5649.

Lists
Personnel list of your department: Request a list from yout Departmental Administrator
Telephone list UP: http://www.up.ac.za/intranet/telephone/ or at http://mx1.up.ac.za/Idap/search/action

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Marks
Faculties and departments have (within a generic system) customised deviations. Your departmental head or secretary or programme manager should be able to provide more accurate information.

Medical Scheme
You are currently a member of the [BestMed](#) medical scheme. More information is available from the UP personnel society or from Human Resources, Mrs Jeanette Schoeman x 2213

Mentorship
Departmental mentorship structure and processes differs from department to department. Contact your departmental head with this regard.

The UP mentorship programme is managed by Dr Rina Wilken at 082 8884438

Messengers
Special requests should be directed to the marieta.nieman@up.ac.za or x5556

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NRF
The following links might be helpful: [NRF website;](#) Application for [NRF rating](#); NRF [funding](#) booklet; Other [information](#) about funding; [Capacity building](#) opportunities.
Research Committee Secretary: eric.berelein@up.ac.za
NRF contacts:

	Cas Labuschagne:	NRF Finance
	Patricia Smit:	Research support
	Cynthia Mamabola:	NRF research and funding support
	Dianne / Lynn:	NRF Contacts diane@nrf.ac.za / lynn@nrf.ac.za

Office Hours
University office hours are from 07:30 to 16:00. Flexitime for support staff can be arranged with the line manager but is subject to core hours of office presence and guaranteed full service delivery to staff, students and clients being maintained in every department between 7:30 and 16:00. The flexitime model was implementedon 1 June 2010.
The following proposals were approved:
The official office hours remain 40 hours per week with a 45 minute lunch break and 15 minute tea break during the working day; but **that line managers arrange office hours with staff** as follows:
1. 7:00 - 15:30; or
2. 7:30 - 16:00; or
3. 8:00 - 16:30; or
4. 8:30 - 17:00

Office hours for staff working 25 hours per week will change as below:
1. 07:00 – 12:00; or
2. 07:30 – 12:30; or
3. 08:00 – 13:00; or
4. 08:30 – 13:30

Online Venue Booking
Online Venue Booking for booking the IT Labs, sent an e-mail to bookings.gk@up.ac.za specifying the date, time, group size and duration of the test.

Orientation for permanent staff members
The Orientation Program of the University is compulsory for all permanent members of staff. Contact the Learning and Development Division, at telephone (012) 420-4178 or upstafftraining.ce@up.ac.za in this regard.

Parking discs
Parking applications are done *annually* via the UP Webpage – find the P-icon top left on the UP main page. Members of staff get free parking on main campus, but a parking disc must be obtained from the Division of Risk Management, at the Client Services Centre x5245 Shaded parking and parking in the parking garage is available at a price, but due to limited availability your application will be placed on a waiting list.
Covered parking: Lucille Weyer x5541 / lucille.weyer@up.ac.za

Parking at Hatfield
Request parking from the contact of the purpose of the visit/functon or personally request parking from Chris Colyn at x4342 or chris.colyn@up.ac.za or Johan Boonzaaier at x4089 or johan.boonzaaier@up.ac.za. Provide full details for your parking request: personal details, date, time, duration, building you are visiting & purpose.

Performance Management
The universtity has an electronic Perfomance Management System that offers a format and platform that empowers managers and employees to manage their Job Descriptions, Personal Output Agreements and Personal Development Portfolios at UP. Discuss your Personal Output Agreements with your HOD before loading them on the system. HOD can guide you or refer you to the training offered by CE@UP.

Photocopies
Each department has different rules regarding photocopies.
If a large number of copies must be made it should preferably be sent to the printers. This would typically be the case for study guides, tests and exams.

- Soft copies must be password protected and can be e-mailed to Phyllis Lottino at the UP Printers: phyllis.lottino@up.ac.za x2127
- Hard copies must be in a sealed envelope and handed in on the South Campus Building 7-2.2

Requests for print work must be handed in typically 7 to 10 days before the work is required.

See Photocopying in the Library for guidelines using library's copying and printing equipment.

Photographic services
Available at   x2651.

Plagiarism
The plagiarism policy and other information is available on the library website. Plagiarism detection and prevention can be managed with TurnItIn - available on this website as well as on the e-learning management system (clickUP) from within your modules. Plagiarism Declaration Form.

Policies
Policies are available from various sources.
- Office of the Registrar
- Human Resources
- Procurement

Promotion
The documents pertaining to performance management and promotion is available on the HR website.
Contact: Jeanette Schoeman x2213

Professional development
A variety of courses are available on from Continuing Education at UP, the UP learning and development division and the ITS training webpage.
- Orientation and Induction Programmes for new staff members
- Priority courses –*free of charge for UP staff members*
- External training, skills development programmes
- Adult Basic Education and Training
- Study at the University of Pretoria or at another Higher Education Institution
- UP internal Computer training

Courses for continuous professional development needs to be clarified with your line manager and managed in the performance management process.

Purchases, orders and claims
See Procurement on the UP portal.

The purchase of apparatus/equipment is currently done within a main frame based ordering system. Contact your secretary to find the relevant person for your department.

The university's financial system is based on cost centres, i.e. for every purchase there must be a relevant cost centre against which the order is placed. Discuss with the Head of Department or your focus group leader.

Purchasing procedure
(i) Obtain all the necessary information regarding an item to be purchased, ie complete description, price, delivery time as well as the full address and telephone number of the supplying company (normally by means of a written quotation).

(ii) The full particulars regarding the order are then supplied to your procurement admin

(iii) If the supplier is not on the list of official debtors of UP, a debtor has to be created by the Finance Department before an order can be generated. Please note that this involves documentation to be submitted by the supplier. Note: This activity takes time, please take this into account when urgent orders need to be generated.

(iv) It is imperative that the necessary cost centre against which the order should be placed, should also be provided, otherwise no official order can be generated.

(v) Please note that the delivery address to be used on the order should be clear. (Note: Do **NOT** use the default address, ie the UP Central receiving Depot, rather use the office number of the recipient.

(vi) Only in exceptional cases, and when small costs are involved (typically less than R1000), can a staff member purchase items and claim the money back, by submitting the necessary claim form, receipts and a complete description of goods purchased. ('Goods' or 'Diverse' will unfortunately not go through).

On receipt of goods, the recipient will sign the relevant delivery documents, which will normally include an invoice (containing the UP order number) for the delivery. This documentation has to be submitted as soon as possible in order to facilitate payment. Please note that no payment is made until the equipment has been delivered, receipt has been acknowledged by a Proof of Goods Received and the invoice submitted for payment.

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Rebate information / form

Comprehensive information on Rebate on tuition fees for study at UP is available at the following link: https://www1.up.ac.za/cs/groups/staff/documents/document/mdaw/mde3/~edisp/uppr017403.pdf The application for the rebate on tuition fees in respect of persons (personnel) and/or dependent children who qualify is available at Human Resources Department's Forms website: http://www.up.ac.za/services/personnel/policies/MH14E.html or enquire at X4647 or Fax (012) 420 4645

Registration of students

The Client Service Centre handles student administration. Recruiting of new students is the responsibility of the departments (in collaboration with the marketing committee of the faculty). Web registration is also available.

Research

Faculty contact: Prof Jan Niewenhuis x2842

Contact: Patricia Smit: Research support

Links on the research website:

- Research News!
- Communiqués
- Capacity Building
- Funding Opportunities
- VIRTUAL MANUAL (Funding Guidelines)
- PRIZES AND AWARDS
- SARChI Chairs Info
- NRF Rating 2012
- NRF-Rated Researchers
- National Funding Bodies - Grants, Fellowships Prizes and Awards
- Research Information System [RIS]
- DoE Policy, Procedures and Journals Lists
- Research Reports
- Research Regulations
- Presentation to Senate
- Research and Postgrad Performance
- Senate Committee on Research
- Committee for Research Ethics and Intergrity
- Contract Research and IP
- DST Ministerial Committee

- Other Important General Links

Safety and Health
Each building has a team of safety and health officers, alarms, and evacuation procedures.
The Health and Safety Representative of the Faculty of Education is Ms. Michelle Finestone at x5510

Security Services x2310
This number should be dialled in any emergency event requiring action from the Security staff on campus, but also for venues that have not been opened or problems for which the services of security personnel are needed.

Software
Desktop support is available from IT services. Visit the IT website or contact x3051
Faculty/departmental software: Contact your department

Sport and health
The UP High Performance Center provides various state-of-the-art facilities. Their unique combination of world-class training facilities, medical services, accommodation, nutritional food, scientific expertise, research and hospitality has established its local and international reputation for excellence and success

Staff Society
Feel free to join the UP Personnel Society. Secretary: x2120.
The important advantage is attendance of the Spring Day festivities at Uitspan, the annual celebration of the University's birthday early in February, assistance with the choice of short term insurers, pension/estate/retirement planning etc.

Stationery
The very basic stationery (paper, staples, paper clips, CD's/DVD's etc.) is ordered by your departmental secretary. If you have a specific need, they have a catalogue available.

Support services
Support menu on the UP portal provides the following links:
- Academic Administration
- BIRAP
- Client Service Centre
- Corporate Communication & Marketing
- Department of Risk Management and Internal Audit
- Library
- Education Innovation
- Facilities Management
- Finance
- Information Technology Services
- Security Services
- Procurement
- Quality Unit
- Research and Innovation
- Student Affairs

Study guide
Study guides are a departmental matter. They might differ from department to department, as different subject fields have different requirements. Find out whether your department has specific guidelines in

terms of the writing of study guides. Study guides must be provided to students in both Afrikaans and English.

Study guide documents (policy, guideline and template) are available on the intranet.

Also contact your faculty's Education Consultant for individual consultation with regards to the compilation of your study guide.

Student feedback

Contact your departmental head with regards to the department's policy on student feedback. Departmental Secretaries:

Department of Early Childhood Education x5568

Department of Humanities Education x5639

Department of Education Management & Policy Studies x2902

Department of Education Psychology x3751

Department of Science, Mathematics & Technology Education x 5659

Student Support

24-hour Crisis Service number: **0800 00 64 28 and 012 420 2310**

24-hour Operational Manager: 083 654 0476

List of support services:

- 24-hour Crisis Line
- Academic Support
- Career Guidance
- Emotional Support
- Spiritual Support
- Student Health
- Unit for Students with Special Needs

Student Academic Advisor: Elsie Mahlangu x5968 or elsie.mahlangu@up.ac.za

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Teaching, Learning & Assessment Support

E.g. Curriculum review/mapping, Teaching & Learning facilitation strategies, Assessment planning, use of technology to support teaching &learning, etc. Contact: Education Consultant – Faith Mathibedi x6305/5177 or faith.mathibedi@up.ac.za

Technical Support / Technology challenges

Rentals and bookings for technology equipment (e.g. projector, speakers, etc.) can be made with the Information Technology Department at avsupport@up.ac.za.

Problems in lecture venues, call IT help-desk x3051 or e-mail avsupport@up.ac.za

Telephone and mailbox

Switchboard: Dial 9

IP telephone

When phoning internally from another campus than the Main Campus, the Main Campus internal numbers (four digit code) have to be preceded by the code 81. While phoning an internal number form the Main Campus, the 81-code is not necessary and internal numbers can be dialled using the 4-digit code.

PIN code

To prevent the possibility of unauthorised calls from your telephone a PIN code is given to every member of staff. This is available from Hannes Pretorius, **3499** at Information Technology.

Mailbox

In addition it is recommended that you activate your telephone mailbox as soon as possible. Please ask Razia Vizasie (**3769**) to e-mail you the relevant instructions on how to get this right!

Lists

The UP list of telephone numbers is available at: http://mx1.up.ac.za/ldap/search/action
A document, in *pdf-format can also be downloaded from: http://www.up.ac.za/intranet/telephone/
Information regarding the new telephone system can be found at http://www.up.ac.za/ipphone

Time table
All matters concerning lecturing time-table (a period is 50 minutes long) of Groenkloof Campus contact Laverne Coverdale at laverne.coverdale@up.ac.za at x5830 or Valeriëte De La Pierre at vdlp@up.ac.za or at x2134. For examinations: pieter.gouws@up.ac.za

Contacts and details for other time table requests and scheduling of examination and tests are available here.

Tutors Departmental tutoring structure and processes differ from department to department. Contact your departmental head in this regard.

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Venues
Information on venues and bookings are available on the web site.

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Webmail
To access your e-mail via the internet: https://gwise.up.ac.za Use your Groupwise username and password

Web registration
Information about web registration is provided in this page.

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Yearbooks
Yearbooks are available on the UP website.

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