

INFORMATION FOR ALL NEW AND RETURNING UNDERGRADUATE STUDENTS

PLEASE READ THIS INFORMATION PAMPHLET CAREFULLY AS IT CONTAINS IMPORTANT INFORMATION ABOUT REGISTRATION AND OTHER GENERAL INFORMATION

Faculty Website: <http://www.wits.ac.za/health/>
Facebook: <https://www.facebook.com/WitsHealthUndergrad>
Twitter: <https://twitter.com/WitsHealthUG>

1. REGISTRATION 2024

1.1 REGISTRATION FOR NEW FIRST YEAR/ DEFERRED ADMISSION STUDENTS AND GRADUATE ENTRANTS INTO MBBCh III and BSc (Physiotherapy) II

As long as you have accepted your offer via the self-service portal and have made the first tuition fee payment (see 2. below), you will be eligible to register on-line.

The period for on-line registration for all **new first year students** is **19 January to 25 January 2024**. Students must check the Wits website for specific dates. Registration for certain programmes may close earlier if the classes reach their capacity. Students registering for certain programmes (see bullet point below), also need to register with the Health Professions Council of South Africa (HPCSA).

LATE REGISTRATION:

- New first year students who, for some reason, will not be able to register on the designated date must apply for permission to register late from the Registrar's Office. Your request, with detailed reasons for the late registration should be sent to Registrar@wits.ac.za, **PRIOR** to your deadline for registration.
- Returning students must request permission to register late from the Deputy Faculty Registrar, Mrs Henda van der Walt on henda.vanderwalt@wits.ac.za; a maximum of one week extension will be allowed in exceptional circumstances. Each request will be considered on a case-by-case basis.

All **new Graduate entry MBBCh III** students should either register in person on **19 January 2024** or should have registered on-line by 19 January, as your classes will commence on 22 January 2024. All **new Graduate entry BSc (Physiotherapy) II** students should either register in person on **26 January 2024** or should have registered on-line by 26 January, as your classes will commence on 29 January 2024.

• Registration with the Health Professions Council of South Africa (HPCSA)

Enrolment with the Health Professions Council of South Africa (HPCSA) is compulsory for all students registering for all programmes listed below. **The Faculty will facilitate the HPCSA registration process.**

- Bachelor of Dental Science
- Bachelor of Oral Health Sciences
- Bachelor of Clinical Medical Practice
- BSc (Occupational Therapy)
- BSc (Physiotherapy) & BSc (Physiotherapy) II Graduate entrants
- Bachelor of Medicine and Surgery (MBBCh I) & MBBCh III – Graduate entrants

1.2 REGISTRATION FOR RETURNING STUDENTS

- **Can I register on-line or do I have to register in person at the Faculty Office?**

All new and returning undergraduate students for all degrees MUST register on-line, except for repeat BDS V students.

Returning students who encounter registration errors must go to their assigned Senior Faculty Officer (see 9. below) between 9:00 and 12:00 on the stipulated deadline date (see pg. 7), to register in person.

NB - you are expected to access/ download all pertinent information to your degree and year of study (i.e. timetables etc.) from the Faculty website: <http://www.wits.ac.za/health/faculty-services/staff-and-student-downloads/>.

On-line Registration will open on 22 December 2023 for the returning students in all degrees in Health Sciences and will close on the designated registration date for your degree/ year of study (please refer to pg. 7).

PLEASE NOTE that the Faculty will be monitoring on-line registrations closely. You must be registered by the official published deadline date for registration for each degree/ year of study. Students who do not register on time may be charged the late registration fee of **R1450** (please refer to pg. 8 below).

Updating of personal details

You will be expected to update your personal details (addresses/ contact numbers etc.) as part of the registration process, whether you register on-line or in person. Please ensure that you have all relevant information at the time of registration. It is vital that the University has your most current details.

Steps to follow for on-line registration:

1. Make sure you have made your first tuition fee payment (see 2. below)
2. Log-in to the Student Self-service website with your student number and password.
<https://self-service.wits.ac.za/>

PLEASE NOTE that you will still have to renew your student identity card (Kudu Card) as soon as possible after registration. Students based at the Wits Braamfontein Campus can renew their cards at the ICAM office on the ground floor of Solomon Mahlangu House (formerly known as Senate House) or in the registration venue in Flower Hall, Wits West Campus. Students based at Wits Parktown Campus can renew their cards at the ICAM office on the first floor of the Administration block, Wits Education Campus.

1.3 STUDENTS RETURNING FROM LEAVE OF ABSENCE OR WHO WERE GRANTED A DEFERRED REGISTRATION

Students who were previously registered and granted Leave of Absence needed to inform the relevant Senior Faculty Officer of their intention to renew their registration. Based on this information, the Faculty will term activate you for 2024. These students will NOT be able to register on-line, they must visit the relevant Senior Faculty Officer to complete their registration once the first tuition fee payment is reflecting in your account (please refer to 2.). Please check with the relevant Senior Faculty Officer (please refer to 9.) to confirm that your registration has been term activated for 2024.

2. FIRST TUITION FEE (UPFRONT) PAYMENT FOR 2024

All students are required to have made an upfront payment of **R9340 before registration**. If you are a self-funded student, please pay at least 3 days before registration. If this has not been paid, you will not be able to register. Students are allowed to apply on-line (on the self-service portal) to defer this first fee payment.

Information regarding historical debt and eligibility to re-register will be sent to all students from the University Registrar's Office.

If you are funded by:

- **NSFAS**
You must have received confirmation via SMS that you have been awarded NSFAS Funding or check on Self-Service. You do not have to pay the upfront payment.
- **Wits Scholarships / bursaries**
 - If your scholarship is less than R9340 you have to pay the difference and have your proof of payment.
 - If your scholarship is more than R9340 you don't have to pay the upfront payment
- **External company / donor**
Your donor / company must have paid at least 2 weeks before registration. Please have proof of funding letter and have the payment/bursary confirmed by the Fees Office prior to registration.

WITS STUDENT FEES BANKING DETAILS

Bank: First National Bank, Braamfontein
Account Name: University of the Witwatersrand
Account No: **622 7055 1015**
Branch Code: **210 554**
SWIFT Code: FIRNZAJJ (International students only)

REFERENCE NUMBER: You MUST use your student (person) number as a reference.

METHODS OF PAYMENT

- **Direct Bank Deposit** payments can be made by means of the bank deposit form (M65). Payment can be paid directly into any branch of Standard Bank of South Africa Ltd using the details for Wits mentioned above.
- **EFT** payments can be made by using the banking details for Wits mentioned earlier.
- **Credit card payments** can be made through the self-service portal (**only Master/Visa cards**).
- **Credit/ Debit Card and/or Cash** payments may be done **in person** at the Cashiers' Office, Ground Floor, Solomon Mahlangu House or First Floor, Admin block, Wits Education Campus (hours are 08:00 to 15:30)

NB: No student may register unless he/she has paid the first tuition fee (upfront payment fee) or has a clearance certificate from the Student Finance office or completed the online waiver application.

PLEASE NOTE that **NO** money will be accepted by the Faculty of Health Sciences. All cash payments must be made at the Fees Office at the Braamfontein Campus or at the satellite Fees Office – 1st Floor, Administration Block, Wits Education Campus.

3. INTERNATIONAL STUDENTS: FEES AND STUDY PERMITS

International students need to obtain an international clearance certificate from the Wits International Office (WIO) before they can register. To obtain an international clearance certificate from the WIO you must present an **original passport containing a valid study permit** (which reflects that you will be studying at the University of the Witwatersrand, Johannesburg), proof of one year's membership with a South African based **medical aid**, a **completed fees quotation form** and an **international fees clearance certificate** from the Fees Office (which is proof that you have paid your year's tuition, international registration fee and residence fee – if applicable); if you are sponsored or on a bursary you must produce a letter confirming the same which must be vetted by the Financial Aid and Scholarships office before you proceed to the Fees Office. (Study permit holders are reminded that the International Office will assist with the renewal of study permits, provided they are contacted at least **five** weeks before the expiry date.)

Call at the International Office before registering on 011 717 1052/4 or Email:

studysa.international@wits.ac.za

4. STUDENT IDENTITY CARDS – KUDU CARD

Students must carry their student identity cards with them at all times (refer to the General Rules for Student Conduct). Your student card will be used for access and for most purchases e.g. photocopying, printing, residence meals etc. Returning students' student cards must be updated for the 2024 academic year on the day of registration - if you are attending registration in person, or as soon as possible once you have registered on-line. Please bring your 2023 student identity card with you to registration for proof of identity. If you registered on-line, please bring a copy of your 'Confirmation of Registration' letter as proof of your on-line registration to ICAM for the purpose of updating your card; if you have lost your student card, you will be required to complete the declaration form (obtainable from the Faculty Office) and sign it before an authorised member of the Faculty Office staff. **R150** (2023 fee, 2024 fee TBC) must be paid to the Fees Office. The signed declaration, receipt and an acceptable form of photographic identification (e.g. passport, ID book) will then have to be presented at the ICAM office, 1st level, Administration Building, Wits Education Campus before a new card can be issued. **Please note:** No person will be issued with a student identity card unless they have registered as a student.

Student identity cards are not to be lent to any person under any circumstances whatsoever, and to do so is a punishable offence.

5. CANCELLATION OF REGISTRATION

Cancellation of a student's registration for an individual course or for a year of study **MUST** be in writing. **A student who discontinues attendance of a course or at the University without completing a cancellation form will remain liable for the payment of fees due for the entire course or year of study.** The relevant form can be obtained from the Faculty Office.

Please note the following pertaining to the payment of tuition fees on cancellation of registration for an individual course or for a year of study:

	Full Refund	25% liability	50% liability	No refund
Full-year courses	First 2 weeks of term	3 rd week of term – 31 March	1 April – 31 July	1 August – 30 September
Semester 1 courses	First 2 weeks of term	Not applicable	3 rd week of term – 31 March	1 – 30 April
Semester 2 courses	On or before 31 July	Not applicable	1 – 31 August	1 – 30 September

NB. A student may not cancel her/ his registration for a programme or course later than **30 September** of any given academic year (30 April for Semester 1 courses). Please refer to General Rules - 5.9.1 and 5.9.2 in the Rules and Syllabuses Book.

PLEASE NOTE that the start dates for programmes offered in the Faculty of Health Sciences differ from those provided for programmes in other Faculties and this should be taken into consideration when a programme is cancelled. Please refer to the 'Schedule of Fees – 2024' booklet for further information.

6. COMMENCEMENT OF CLASSES

The dates for commencement of classes for the first term are given on pg. 7. ***You are urged to consult the Departmental notice boards before the first day of term to ascertain your clinical timetable.***

Students who do not report to their unit on the scheduled dates may be required to make up the time during the first vacation.

7. EXAMINATIONS, RESULTS AND RE-ADMISSIONS

7.1 Absence from the University – missing examinations

You are reminded that should you miss any academic activity (e.g. lectures, tutorials, practicals) during the academic year due to illness or other good reason, you must submit a medical certificate or some documentary evidence (including exact dates of absence) to the **relevant department/s** to explain the reason for your absence. **If you should miss an examination (not a test) you should submit an on-line application for a deferred examination within three days of the missed examination via the Self-Service Portal. This does not apply to MBBCh III – VI students who need to obtain the necessary application form from the Unit for Undergraduate Medical Education (UUME) or the Faculty Registrar's Office immediately to apply for a deferred examination.**

7.2 Arriving late for an examination

If you are less than half an hour late for an examination, present yourself at the examination venue and you will be permitted to write for the balance of the duration of the examination, no extra time will be given. If you are more than 30 minutes late, you will not be permitted to write the examination. If you need any further information about examinations, please consult the Faculty Office.

7.3 Results and outcomes

- **What does the overall progression outcome mean?**
 - PCD – Proceed – All subjects passed, continue to the next year of study.
 - PSC – Proceed to next year of study on a special curriculum.
 - RSC – Return on a special curriculum.
 - RET – Must return to complete requirements for year of study.
 - MAR – Exclusion waived with conditions – Return to same year of study.
 - XXXX – Result depends on the outcome of deferred or supplementary examination.
 - MRNM / MRNL – Minimum Requirements Not Met – See below.
 - MRNX – Readmission Requirements Not Met – Final Exclusion.
 - M1C – Renewal of registration in the same faculty permitted by WRC-1 – With Conditions.
 - M2C – Renewal of registration in the same faculty permitted by WRC-2 – With Conditions.
 - M1E – Permission to renew registration refused by WRC-1.
 - M2E – Permission to renew registration refused by WRC-2.
 - Q – Completed all requirements for qualification
 - QD – Completed all requirements for qualification with distinction
- **What do the individual course result outcomes mean?**
 - PAS – Pass.
 - PABS – Granted permission to be absent from an assessment with a reason acceptable to Faculty/Senate. Course must be repeated.
 - FAIL – Fail.
 - FABS – Fail, absent from examination.
 - FSUB – Fail, subminimum requirement not met.
 - FDEF – Approval for deferred exam withdrawn.
 - FCLN – Fail, clinical component failed.
 - FTH – Fail, theory component failed.
 - FTK – Fail, theory component tracks (MBBCh only)
 - FNQL – Fail, did not qualify to write final assessment.
 - WDEF – Deferred examination granted.
 - WSP1 – Supplementary examination granted.
 - WSP2 – Supplementary exam to be marked upon successful completion of deferred examination.
 - WSP4 – Supplementary examination granted; subminimum requirement not met.
 - WINC/WAIT – Course requirements incomplete, results unavailable.
 - CPNC – Clinical Practice not complete (Clinical quotas/hours pending)

- **Are supplementary examinations compulsory?**

YES. If a student is awarded a supplementary examination and they are absent, they will face exclusion. If a student has a serious medical problem on the scheduled date of a supplementary exam, they must immediately inform the coordinator and the Faculty and provide a valid medical certificate.

- **Why do I have a FDEF course outcome?**

If you were granted a deferred examination for one or more courses, but any of your other course results are below 40% (meaning you do not qualify for a supplementary exam), then your deferred exam is withdrawn as you may be excluded.

- **Under which circumstances would a student not be awarded a supplementary examination for one or more courses?**

If any of your other course results are below 40% then you will not be granted any supplementary examinations.

- **What should I do if my overall progression outcome is 'MRNM' or 'MRNL' (Minimum Requirements Not Met)?**

"Meeting the minimum requirements" in the Faculty means that a student has passed ALL of their registered courses for a particular year of study. Students with an overall progression outcomes of 'MRNL' or 'MRNM' (Minimum requirements not met) have been refused permission to re-register in the Faculty of Health Sciences in 2024 and need to submit an appeal to the Wits Readmissions Committee (WRC) by the advertised closing date of **05 January 2024 (12:00)** to be considered for possible readmission. Appeals may be submitted on-line via the [Student Self-Service portal](#) from **22 December 2023**. PLEASE NOTE that Faculties will no longer be issuing the information in hard copy format. The WRC booklet can be downloaded from <http://www.wits.ac.za/students/exams/results/>

The Wits Readmissions Committee (WRC-1) meeting for the Faculty of Health Sciences will be from **09-11 January 2024**. All appeals submitted by the deadline will be considered. WRC-1 outcomes will be available on **12 January 2024**. The WRC-2 meeting for students whose WRC-1 applications were unsuccessful and students on MRNL outcome will be on **16-19 January 2024** and the outcome of this meeting will be available on **22 January 2024**.

- **Conditions Letters (Students with an overall progression outcome of 'Exclusion waived with conditions – return to the same year of study' (MAR) as well as students who have been readmitted by the Wits Readmissions Committee (WRC))**

It is compulsory for all students re-admitted through the WRC as well as students with an outcome of 'Exclusion waived with conditions – return to the same year of study' (MAR) to sign the letter that sets out the conditions for readmission. This letter will be e-mailed to all relevant students shortly after registration. A deadline will be provided for the submission of the signed letters. **Students who do not meet these readmission requirements may be excluded from the Faculty without the option to appeal.**

- **What does 'Refer to Faculty' mean?**

Please note that if your results are not published and there is a message: 'Refer to Faculty', it could be for any one/ or a combination of the following reasons:

- a) You have outstanding Computer Literacy and / or First Aid requirements (in terms of Rule M4 of the Faculty of Health Sciences Rules and Syllabus Book) – (please refer to your confirmation of registration letter on Self Service to see if you were registered for any of these courses/ both this year) – this requirement should have been completed in your first year of study. Results will only be released once you provide the Faculty with proof that these requirements have been satisfied.
- b) Outstanding Library Book/ Fine
- c) A legal hold

For further information on examinations please refer to <http://www.wits.ac.za/exams/>

**DEADLINE DATES FOR ON-LINE REGISTRATION FOR RETURNING HEALTH SCIENCES STUDENTS
& GRADUATE ENTRANTS INTO MBBCh III/BSc (Physiotherapy) II FOR 2024**

**ALL students, except for repeat students in BDS V, must register
on-line through the Self-Service Portal by the deadline / cut-off time as stipulated below:**

Programme	Deadline for On-line Registration	Cut-Off Time for On-line Registration	Classes Commence	Programme	Deadline for On-line Registration	Cut-Off Time for On-line Registration	Classes Commence
Bachelor of Medicine and Bachelor of Surgery				BSc (Physiotherapy)			
MBBCH II	26 January	17:00	29 January	BSc (Physio) II ¹	26 January	17:00	29 January
MBBCH III ²	19 January	17:00	22 January	BSc (Physio) III	12 January	17:00	15 January
MBBCH IV	12 January	17:00	15 January	BSc (Physio) IV	05 January	17:00	08 January
MBBCH V	05 January	17:00	08 January	Bachelor of Pharmacy			
MBBCH VI	05 January	17:00	08 January	B Pharm II	26 January	17:00	29 January
Bachelor of Clinical Medical Practice				B Pharm III	19 January	17:00	22 January
B CMP II	19 January	17:00	22 January	B Pharm IV	05 January	17:00	08 January
B CMP III	05 January	17:00	08 January	Bachelor of Health Sciences			
Bachelor of Dental Science				BHSc II	26 January	17:00	29 January
				BHSc III ³	09 February	17:00	12 February
BDS I (ANAT/PHSL Repeat Students)	26 January	17:00	29 January	Bachelor of Nursing			
BDS II	19 January	17:00	22 January	B Nurs II	19 January	17:00	22 January
BDS III	19 January	17:00	22 January	B Nurs III	19 January	17:00	22 January
BDS IV	12 January	17:00	15 January	B Nurs IV ⁴	12 January	17:00	15 January
BDS V	12 January	17:00	15 January	BSc (Occupational Therapy)			
Bachelor of Oral Health Sciences				BSc (OT) II ⁵	12 January	17:00	15 January
BOHSc II	12 January	17:00	15 January	BSc (OT) III	19 January	17:00	22 January
BOHSc III	05 January	17:00	08 January	BSc (OT) IV	12 January	17:00	15 January

READMITTED STUDENTS: On-line registration for all students readmitted by the **Wits Readmissions Committee (WRC)** will be open on the day following the publication of the WRC outcomes. Please refer to the above deadlines for on-line registration.

FIRST YEAR REPEAT STUDENTS: Deadline for on-line registration is **Friday 09 February 2024 by 17:00**. Classes will commence on Monday 12 February 2024, **EXCEPT** for **BDS I** students repeating **ANAT and/or PHSL or both** – see above.

REPEAT / EXTENDED PROGRAMME STUDENTS IN THE FOLLOWING PROGRAMMES / YEARS OF STUDY will **NOT** be able to register on-line and need to register in person with the relevant Senior Faculty Officer between **09:00 and 12:00** on the deadline as indicated above: **BDS V and the 2023 B Nurs IV cohort**.

HAVING TROUBLE TO REGISTER ON-LINE? Please contact the relevant Senior Faculty Officer for your degree programme:
TECHNICAL PROBLEMS (Login, passwords etc)? Please contact Wits ICT Helpdesk (011-717-1717 or itstudenthelp@wits.ac.za)

Mrs Thabitha Magethi (011 717 2525) – MBBCh, BDS and BOHSc
Mr Morné Greyling (011 717 2425) – BHSc, B Nursing, BSc (Occupational Therapy), B Pharmacy and BSc (Physiotherapy)
Mrs Tabea Lephuthing (011 717 2029) - BCMP

¹ All Graduate Entrants, registering for BSc (Physiotherapy) II, should where possible register on-line, or in person on **Thursday 25 January 2024** between **08:00 and 13:00**, Office 227, Phillip V Tobias Health Sciences Building.

² All Graduate Entrants, registering for MBBCh III, should where possible register on-line, or in person on **Friday 19 January 2024** between **08:00 and 13:00**, Office 228, Phillip V Tobias Health Sciences Building.

³ **BHSc (Biomedical Sciences) III** students who wish to enroll for the course **Pharmacology III** **must** note that lectures for this course commence on **Monday 22 January 2024**. **Your deadline for registration is therefore Friday 19 January 2024**.

⁴ **B Nurs IV (2023 cohort)** – Registration date is **Friday 05 January 2024** in Office 227, Phillip V Tobias Health Sciences Building. Lectures commence on **Monday 08 January 2024**.

⁵ **OT II** – OT Block commences on **Monday 15 January 2024**, Anatomy and Physiology classes commence on Monday 29 January 2024.

8. GENERAL INFORMATION

8.1 STUDENT DRESS

Students are reminded that whilst at the Faculty of Health Sciences Building/ University and hospital precincts, they should ensure that they are dressed appropriately at all times as befits members of honourable and respected professions.

8.2 VACCINATION

Vaccination against Measles, Mumps and Rubella and Hepatitis B is compulsory for all students. See "8.6. Insurance of Students" below. Students born during or after 1998 are required to bring their "Road to Health" Immunisation cards to prove prior vaccination for Hepatitis B, as it is included in the standardised baby vaccination schedule. The vaccination schedule for all undergraduate and Honours students will be shared early in 2024.

8.3 FEES INFORMATION

Please note that your fees statement will be sent to your student e-mail address. You can also access your latest fees statement on Self-Service. **The onus is on you to forward the statement**, if necessary, to the person or organisation paying your fees. Please consult the 'Schedule of Fees – 2024' booklet.

8.4 TERM DATES – 2024

A comprehensive Undergraduate Teaching Calendar reflecting term, vacation, examination dates etc. for all years of study for each degree offered in the Faculty of Health Sciences will be available for download: www.wits.ac.za >Faculties and Schools> Health Sciences>Faculty Services>Staff & Student Info.

8.5 GRADUATION INFORMATION - REMINDER TO ALL FINAL YEAR STUDENTS

If you have changed, or plan to change, your term and/or home postal address or cellphone number, please ensure that the Faculty Office has these changes on file, otherwise you will not receive information on graduation. If your name and/or surname have changed, please ensure that you submit a copy of your new ID document to the Faculty as soon as it becomes available. Name changes will not be processed by the Faculty without this copy of the new ID document. 2024 graduation ceremony dates are scheduled to take place in July and December 2024. **IMPORTANT: Students with an outstanding balance on their fees account will not be eligible to graduate. Fees must be settled a minimum of 6 weeks prior to the expected graduation date.** Final-year students will be advised in due course of the exact date of their particular ceremony. Information about Graduation and deadlines for payment of fees, changes to personal details, and other pertinent information may be found on the Graduation office website: www.wits.ac.za/graduations.

8.6 INSURANCE OF STUDENTS

All registered students are covered on a 24-hour world-wide basis by the University's Group Personal Accident Insurance Policy. Certain hazardous activities are excluded but there is increased cover when students visit third party premises. A claim must be submitted within one month of an accident to the Assistant Accountant, Finance Division. Benefits include death, permanent total disablement, medical expenses and emergency travel expenses. Contact the Finance Division of the University administration if more information is required. Student property, including motor vehicles, is not covered and students are advised to arrange their own insurance cover. The Faculty of Health Sciences has an enhanced insurance and benefit package for undergraduate students in respect of travel accident, communicable diseases and AIDS.

The package includes awareness, vaccination, medical treatment and compensation at a minimal cost to students.

8.7 STUDENT ACCOMMODATION

You are reminded that you must have a certificate of registration (e-mailed to you as soon as you complete your registration) before you may move into university accommodation. Students in the Faculty of Health Sciences may be required to apply to stay in residence for an additional period of time beyond the normal residential term to complete clinical requirements. You may be liable for an additional fee for this period of time over and above the fees stated in the **Schedule of Fees for 2024** booklet.

8.8 ANATOMICAL SCIENCES' DEDICATION CEREMONIES – For all students who will be registered for Anatomy in 2024

The School of Anatomical Sciences will hold a dedication ceremony on 29 January 2024. Information on exact scheduling will be sent to students prior to the ceremony.

8.9 WELCOME DAY & OATH-TAKING CEREMONY

All first – and second-year students as well as new MBBCh III (GEMP I) and BSc Physiotherapy II (GEPP) students will be invited to attend the Welcome Day & Oath Taking Ceremony. Details will be emailed to you prior to this date.

8.10 FIRST AID AND COMPUTER LITERACY

All students enrolled in the Faculty of Health Sciences are expected to complete the special requirements of First Aid and Computer Literacy in their **first year of study (please refer to Rule M4 of the Faculty Rules and Syllabuses book)**. Please note that the Digital Abilities course done during the Gateway to Success (GTS) orientation period is sufficient to meet this requirement.

End of year results will be withheld until such time that a student provides the Faculty with the necessary proof of having completed these requirements.

Students in their final year of study who have not satisfied these requirements **will not be** permitted to graduate.

Have you satisfied these requirements?

Please note that all student records are checked on an annual basis and students who did not complete the courses in the previous year will again be registered (and charged) for these courses.

If you have previously completed First Aid and/or Computer Literacy courses and want to ascertain whether you will be granted exemption for the courses, please contact Mrs Christeleen Ontong (Faculty Administrative Officer) on 011 717 2003, Room 220, Faculty Office, Phillip V Tobias Health Sciences Building and arrange to submit the necessary proof to the Faculty. For more information, please refer to the Faculty website: <http://www.wits.ac.za/health/faculty-services/staff-and-student-info/>

8.11 PLAGIARISM

All students need to familiarise themselves with the information on plagiarism available on www.wits.ac.za/library, navigate to 'Plagiarism' under 'Tools and Guides'.

8.12 STUDENT LOCKERS

The Faculty has replaced the key system for the Student Lockers with a padlock system. Students who want to rent a locker for 2024 will need to do the following:

- Download the 'Application for a Locker' form from the Faculty website: <http://www.wits.ac.za/health/faculty-services/staff-and-student-info/>
- Complete the form and submit to Mrs. Christeleen Ontong, via e-mail on christeleen.ontong@wits.ac.za .
- The annual rental fee of **R200** will be charged to your Student Fees Account.

- The rental period is for one academic year ONLY. Locker rentals must be renewed annually.
- Students must supply their own padlocks.

PLEASE TAKE NOTE OF THE FOLLOWING:

- Sharing of lockers is NOT permitted. Unauthorized use of a student locker is a disciplinable offence.
- Lockers will be allocated on a first-come-first-served basis, no requests for specific lockers will be considered.
- Lockers must be cleared out by **27 November 2024**.

9. CONTACT DETAILS OF FACULTY OFFICE STAFF

Location:

Second Floor, Phillip V Tobias Health Sciences Building, cnr York Road and Princess of Wales Terrace, Parktown

- **Faculty Registrar**
Mrs. Sandra Benn (011) 717-2040 / sandra.benn@wits.ac.za
- **Deputy Faculty Registrar/ Head: Undergraduate Administration**
Mrs. Henda van der Walt (011) 717-2061 / henda.vanderwalt@wits.ac.za
- **Senior Faculty Officers – Undergraduate Administration**
Mrs. Thabitha Magethi (011) 717-2525 / thabitha.magethi@wits.ac.za
(*MBBCh, BDS and BOHSc*)
Mr. Morne Greyling (011) 717-2425 / morne.greyling@wits.ac.za
(*BSc Physio (incl GEPP), BSc OT, BNurs, BPharm and BHSc*)
Mrs. Tabea Lephuthing (011) 717-2029 / tabea.lephuthing@wits.ac.za
(*GEMP and BCMP*)
- **Faculty Administrative Officer**
Mrs. Christeleen Ontong (011) 717-2003 / christeleen.ontong@wits.ac.za
(*Student Lockers, Parking, First Aid & Computer Literacy, HPCSA registrations*)

10. CLOSING OF UNIVERSITY OFFICES

The University will be closed from 12:00 on Friday, 22 December 2023 until 08:00 on Tuesday 02 January 2024. All members of the Faculty Office staff join me in wishing you a happy holiday and every success in 2024.

Sandra Benn, Faculty Registrar