

SURVIVAL GUIDE

An education student's guide to Stellenbosch University

ESC/OSK 2025/2026



Stellenbosch
UNIVERSITY
IYUNIVESITHI
UNIVERSITEIT

Education
EyezeMfundo
Opvoedkunde

Table of Contents

CAMPUS MAP	1
DEANS OFFICE.....	4
Dr Oscar Koopman (curriculum studies and science education).....	4
Professor Liezel Frick.....	5
.....	5
contact Details for the Dean's Office	5
Professor Liezel Frick.....	5
About the Education Student Committee (ESC)	6
THE ESC 2025/2026	8
HOW TO GET IN CONTACT WITH THE ESC/OSK.....	10
Modules You'll Encounter in First Year	11
Access SUNStudent	12
How to upload printing quota	13
How to Use SUNLearn:.....	14
How to Upload Assignments Using the Module Portal.....	15
How to Log In to University Computers	16
Email Etiquette for University Students.....	17
How to Write a Professional Email.....	17
Sample of a Professional Email	18
HOW TO USE THE BIG PRINTER	20
HOW TO MAKE COPIES OF A BOOK:	20
How to scan something onto the machine and email it to yourself:	21
Funding	22
Funza Lushaka	22

NSFAS (National Student Financial Aid Scheme).....	24
REFERENCING.....	25
HOW TO REFERENCE:.....	25
EMERGENCY DETAILS.....	27
Campus security (services free of charge):.....	27
SACE	29
<i>South African Council for Educators</i>	29
STAFF CONTACT LIST	31



CAMPUS MAP

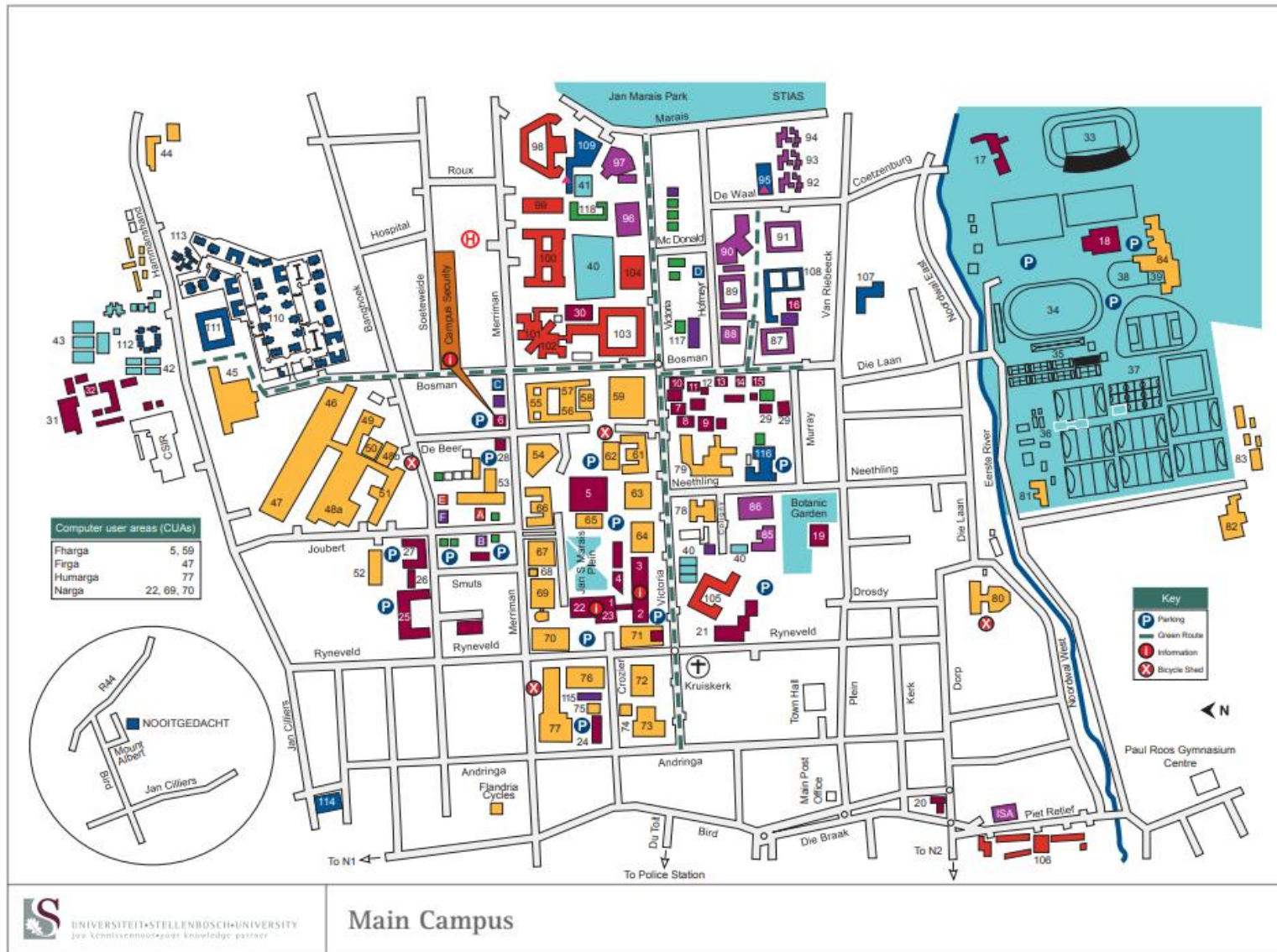


Figure 1: Adapted from MySun

STELLENBOSCH CAMPUS MAP

SUPPORT SERVICES

- 1 Administration, Block A
- 2 Administration, Block B
- 3 Administration, Block C
- 4 SU Library
- 5 Neelsie Student Centre; SRC Office
- 6 Campus Security
- 7 Centre for Student Recruitment
- 8 Centre for Student Counselling and Development: Reception (CSCD)
- 9 CSCD: Office for Students with Special Learning Needs (Disabilities); Den Bosch; Equality Unit
- 10 CSCD: Unit for Psychotherapeutic and Support Services
- 11 Centre for Teaching and Learning
- 12 Division for Student Affairs
- 13 Centre for Student Communities
- 14 Centre for Student Leadership and Structures
- 15 Language Centre: Reading Lab and Language Enrichment Courses
- 16 Campus Health Services
- 17 Maties Sport; Die Stal
- 18 Coetzburg Centre
- 19 Old Conservatoire
- 20 SU Art Gallery
- 21 SU Museum
- 22 Centre for Learning Technologies: Telematic Services
- 23 IT Hub (Help Centre) and TAS-IT
- 24 Legal Aid Clinic
- 25 Social Impact, Lückhoff School
- 26 Transport Services
- 27 Language Centre: Writing Lab
- 28 Facility Services
- 29 Information Governance
- 30 Purchasing and Provision Services
- 31 Facilities Management; LaunchLab
- 32 Information Technology; LaunchLab
- 71 Stellenbosch University International
- 71 Postgraduates Office

SPORTS FACILITIES

- 33 Danie Craven Stadium
- 34 Coetzburg Athletics Stadium
- 35 Coetzburg Tennis Courts
- 36 PSO Club House and Hockey Fields
- 37 Netball Courts
- 38 Swimming Pool
- 39 SU Gymnasium
- 40 Tennis Courts (residences)
- 41 Old Mutual Sports Centre (squash courts)
- 42 Tennis Courts
- 43 Heidehof Rugby Fields

ACADEMIC BUILDINGS

- 44 Food Science
- 45 PO Sauer
- 46 Electrical/Electronic Engineering
- 47 Civil Engineering
- 48a Mechanical/Mechatronic Engineering
- 48a/b Industrial Engineering

- 49 Process Engineering
- 50 Knowledge Centre
- 51 Engineering, General
- 52 Africa Centre for HIV and AIDS Management
- 53 JC Smuts – Biological Sciences
- 54 De Beers – Chemistry
- 55 Mike de Vries
- 56 Chemistry – first-years
- 57 Inorganic Chemistry
- 58 CGW Schumann
- 59 Van der Sterr
- 61 JS Marais
- 62 Polymer Science
- 63 Visual Arts
- 64 JH Neethling
- 65 Al Perold
- 66 Merensky
- 67 Mathematical Sciences and Industrial Psychology
- 68 Nursery
- 69 Natural Sciences
- 70 Chamber of Mines
- 71 RW Wilcocks
- 72 Old Main Building
- 73 HB Thom Theatre
- 74 CL Marais Library
- 75 Journalism
- 76 GG Cillie
- 77 Arts and Social Sciences
- 78 Lombardi
- 79 Konservatorium (University Choir)
- 80 Theology
- 81 Paul van der Bijl Laboratories
- 82 Agronomy
- 83 Welgevallen Experimental Farm
- 84 Sport Science

CLUSTERS: HUBS, RESIDENCES AND PSOs

COLOUR CODE
■ WOMEN ■ MEN
■ MEN AND WOMEN
▲ HUBS

AMAMATIES

- 92 Erica
- 93 Nemesia
- 94 Serruria
- 95 Tienie Louw dining hall
- ▲ amaMaties-hub: Equité and Libertas PSOs
- 106 Helderberg
- 107 Huis Neethling

RUBIX

- 87 Heemstede
- 91 Nerina
- 108 Metanoia
- A Pieke PSO
- B Venustia PSO

VALIDUS

- 100 Simonsberg
- 101 Huis Visser

- 102 Huis Marais
- 110 Academia
- 111 Concordia
- 112 Goldfields
- 113 Huis McDonald
- 114 Lobelia
- C Olympus PSO
- * Botmashoogte [off map]
- * ISA [opposite 106]
- * Nooitgedacht [see inset]

VICMEYR

- 88 Huis ten Bosch
- 89 Lydia
- 90 Minerva
- 103 Dagbreek
- 104 Majuba
- D Aurora PSO

VICTORIA

- 85 Monica
- 86 Harmonie
- 105 Wilgenhof
- 116 Huis de Villiers
- E Oude Molen PSO
- F Silene PSO

WIMBLEDON

- 96 Sonop (Huis van Niekerk)
- 97 Irene
- 98 Eendrag
- 99 Helshoogte
- 109 Huis Russel Botman House
- ▲ Wimbledon-hub: Vesta and Aristeia PSOs

UNIVERSITY FLATS

- 115 Crozierhof
- 117 Waldenhof

LISTEN, LIVE AND LEARN INITIATIVE

- 118 L.L.L. village
- L.L.L. houses

Figure 2: Adapted from MySun

FACULTIES (IN COLOUR) AND DEPARTMENTS

Accounting	59	SCIENCE	51, 53–57, 59, 62, 65, 66, 67, 70
African Languages	77	Social Work	77
Afrikaans en Nederlands	77	Sociology and Social Anthropology	77
Agricultural Economics	61	Soil Science	78
AGRISCIENCES	44, 45, 53, 55, 61, 64, 78, 81–83	Sport Science	84
Agronomy	82	Statistics and Actuarial Science	59
Ancient Studies	77	THEOLOGY	80
Animal Science	55	Visual Arts	63
Applied Mathematics	51	Viticulture and Oenology	64
ARTS AND SOCIAL SCIENCES	63, 70, 71, 73, 75, 77, 79	Parking	
Biochemistry	53	P	
Business Management	58		
Botany and Zoology	69		
Chemistry and Polymer Science	54–57, 62		
Computer Science (Math. Sc.)	51		
Conservation Ecology and Entomology	61		
Drama	73		
Earth Sciences	70		
ECONOMIC AND MANAGEMENT SCIENCES	19, 52, 58–60, 65, 67		
EDUCATION	76, 84		
ENGINEERING	47–51		
English	77		
Food Science	44		
Forest and Wood Science	45		
General Linguistics	77		
Genetics	53		
Geography and Environmental Studies	70		
History	71		
Horticultural Science	78		
Industrial Psychology	67		
Information Science	77		
Institute for Wine Biotechnology	64		
Institute for Plantbiotechnology	69		
Journalism	75		
LAW	72		
Mathematics (Math. Sc.)	67		
Microbiology	53		
Modern Foreign Languages	77		
Music	79		
Philosophy	77		
Physics	66		
Physiological Sciences	55		
Plant Pathology	78		
Political Science	77		
Psychology	71		
Public Development Management	59		

Figure 3: Adapted from MySun

DEANS OFFICE

DEAN: PROF MBULUNGENI MADIBA

Dean of the Faculty of Education at SU since September 2019.



He has served as the director of the Multilingual Education Project (MEP) in the Centre for Higher Education Development (CHED) at UCT. He has been deputy dean and acting dean of the CHED several times, chaired UCT's Senate Language Committee and served on the UCT Council. Prof Madiba has 30 years of teaching experience and a wealth of experience in leadership and management. A full professor of Multilingual Education, Prof Madiba holds a DLitt et Phil (Linguistics) degree from the University of South Africa (Unisa). He has also received research fellowships and study awards from several higher education institutions abroad, including the universities of Cologne, London (Oppenheimer fellow), Birmingham and Harvard (Mandela fellow). As an established researcher with a C-rating from the National Research Foundation, his main research interests are language planning and policy, with a special focus on multilingual education.

Dr Oscar Koopman (curriculum studies and science education)



Dr Oscar Koopman is a Senior Lecturer and the acting Dean in the Faculty of Education at Stellenbosch University, where his research focuses on curriculum studies and science education through a phenomenological lens. His scholarly work spans both national and international publications, contributing significantly to educational discourse in South Africa and beyond. His work focuses on science and chemistry education, phenomenology, and the decolonisation of the curriculum in South African universities and schools. He is the author of *Decolonizing the South African University: Towards Curriculum as Self-Authentication*, a book that encourages critical reflection on how teaching and learning can better reflect African contexts and identities.

Dr Koopman's research reminds students that being an educator goes beyond teaching content it's also about shaping how learners understand themselves and the world through education.

Professor Liezel Frick



Professor Liezel Frick serves as the Vice Dean (Research) in the Faculty of Education at Stellenbosch University and is also the Director of the Centre for Higher and Adult Education. Her academic work focuses on doctoral education, supervision, and research development, particularly exploring how doctoral learning takes place, how creativity and originality are nurtured, and how postgraduate researchers are supported.

She is actively involved in national and international research networks, including the International Doctoral Education Research Network (IDERN) and the European Association for Research on Learning and Instruction (EARLI). In recognition of her contributions to educational research, she received the Best African Accomplished Educational Researcher Award for 2013-2014 from the African Development Institute and the Association for the Development of Education in Africa. She also holds a C1 rating from the South African National Research Foundation, indicating her established research standing.

contact Details for the Dean's Office

Name	Email Address	Phone Number
Prof Mbulungeni Madiba	madiba@sun.ac.za	021 808 2257
Dr Oscar Koopman	okoopman@sun.ac.za	021 808 2265
Professor Liezel Frick	blf@sun.ac.za	021 808 3071

About the Education Student Committee (ESC)

The Education Student Committee (ESC) serves as the voice of Education students within the Faculty of Education. We represent students' concerns and liaise with faculty staff members to ensure that every student's needs and experiences are heard and addressed.

As agents of communication between lecturers and the student body, our goal is to bridge the gap between students and academic staff, fostering understanding and collaboration.

Beyond representation, we are committed to equipping students with the necessary skills and knowledge to thrive academically and personally throughout their studies. The ESC also provides various opportunities, resources, and initiatives designed to help students feel supported, empowered, and connected during their university journey.

THE EDUCATION STUDENT COMMITTEE

The ESC stands for the Education Student Committee. The committee is the link between the students and the lecturers. You will often hear the Afrikaans abbreviation OSK which stands for "Opvoedkunde Studentekomitee".

Words from Your Education Student Committee

Starting university can be overwhelming, but remember you are not alone. The Education Student Committee (ESC) is here to support, guide, and inspire you throughout your journey. Here are a few words of encouragement from our members:

Aphiwe Mduzulwa (Marketing and Media):

"You may feel small now, but remember, every great journey begins with the courage to take the first step."

Sisipho Maliwa (Chairperson):

"University is really an opportunity to blossom into your true self. Therefore, take every opportunity you are presented with and enjoy the journey!"

Megan Ross (Treasurer):

"The cold water doesn't get warmer if you jump in late."

THE ESC 2025/2026



Sisipho Maliwa

Chairperson

27163466@sun.ac.za



**Cathrine
Nieuwenheyzen**

Vice-Chairperson



Megan Ross

Treasurer

26999560@sun.ac.za



Ndikhokele Mgcineni

Secretary

23250887@sun.ac.za



Naledi Nyanyatsi

Events

27200949@sun.ac.za



Aphiwe Mguzulwa

Marketing

27259811@sun.ac.za



Lonwabo Ngedle

Student Relations

27245470@sun.ac.za



Molobane Mashishi

Transformation

26157578@sun.ac.za



Janima Boltney

Social Impact

26490064@sun.ac.za



Wandile Mqadi

Professional Development

26950294@sun.ac.za

HOW TO GET IN CONTACT WITH THE ESC/OSK



FACULTY OF EDUCATION

82 Ryneveld Street, Stellenbosch Central

Office number: Room 1025

Email: oskesc@sun.ac.za

Instagram: [su_esc_](#)

Facebook: [Esc-Osk Stellenbosch University](#)

Modules You'll Encounter in First Year

The Faculty of Education offers two phases in the BEd degree:

- **Foundation Phase (Grades R–3)**
- **Intermediate Phase (Grades 4–6)**

Each phase has a unique focus, but both aim to equip you with the skills and knowledge to become a confident, reflective, and well-rounded teacher.

Foundation Phase

In the Foundation Phase, all modules are compulsory and continue throughout your four years of study. These modules prepare you to teach young learners at the earliest stage of their education journey.

Intermediate Phase

In the Intermediate Phase, you will begin by taking all key subjects in your first year. From second year onward, you will specialize in two subjects of your choice.

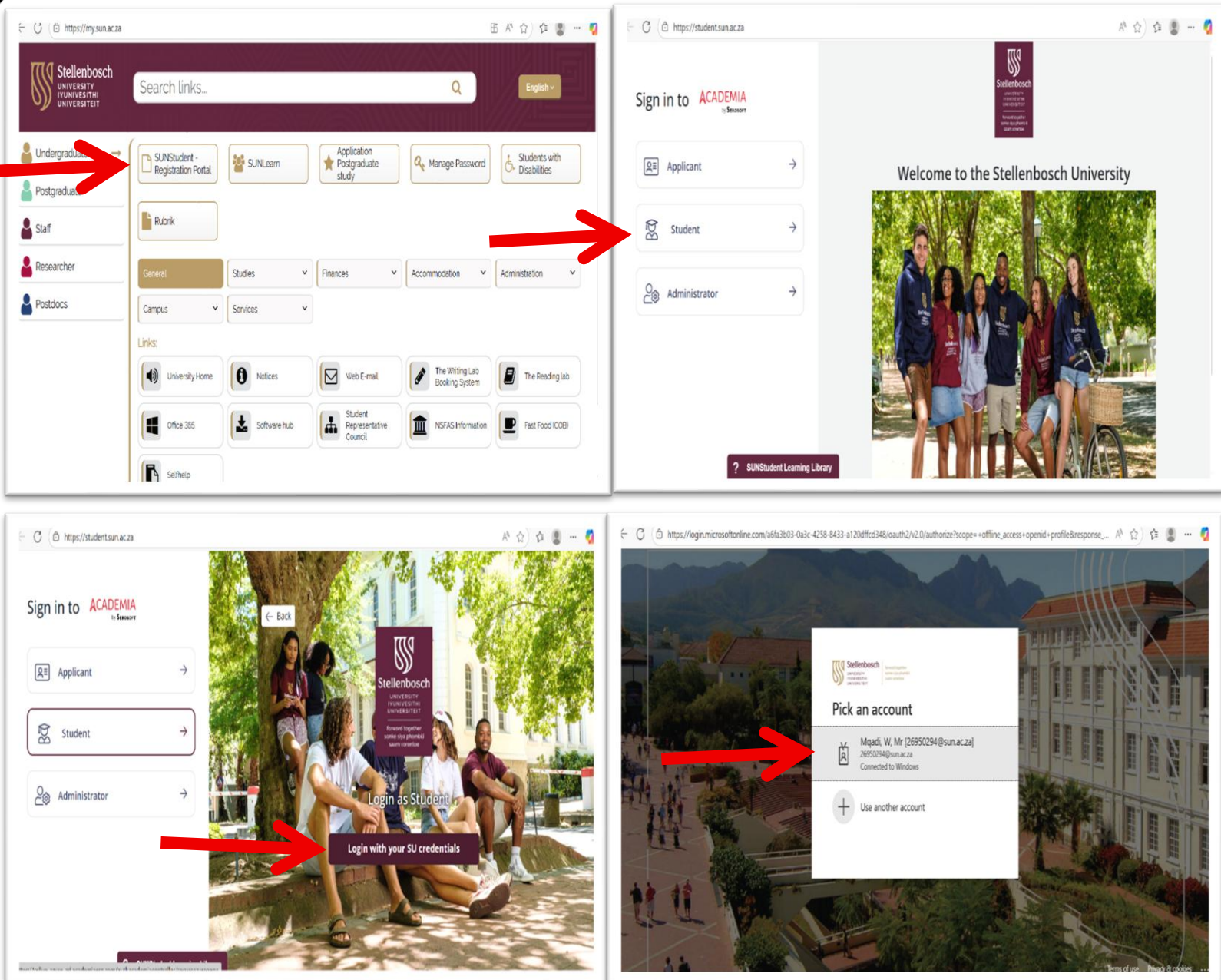
Important Note on Progression:

If you wish to continue with Mathematics Education as one of your specializations from second year to fourth year, you must achieve a minimum of 60% average in your first-year Mathematics module.

First-Year Intermediate Phase Modules:

- Becoming a Teacher
- Language Education
- English Home Language & First Additional Language
- Afrikaans Home Language & FAL (Combined Class)
- IsiXhosa Home Language & FAL (Combined Class)
- Mathematics Education
- Natural Sciences Education
- Social Sciences Education
- Life Skills Education

Access SUNStudent

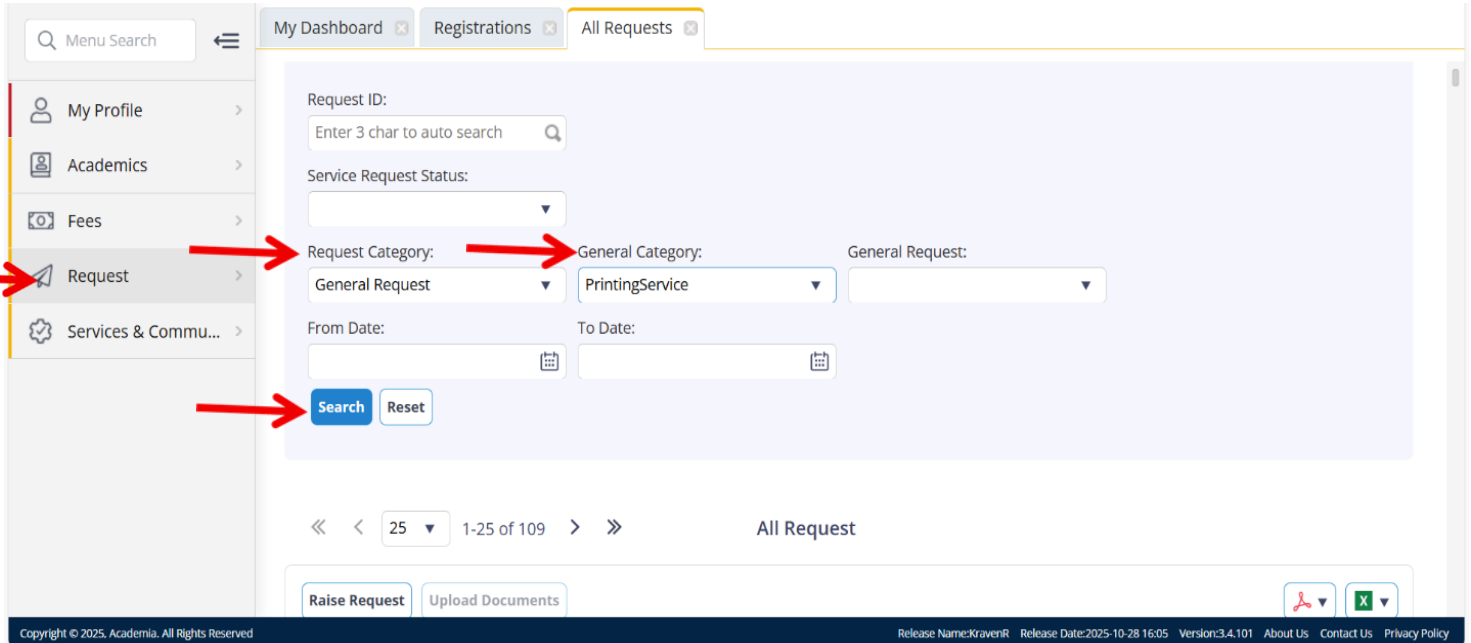


The process to access SUNStudent involves the following steps:

- Access the main portal at <https://mysun.ac.za>. In the sidebar, click on **Undergraduate**.
- Click on **SUNStudent - Registration Portal**.
- On the 'Sign in to ACADEMIA' page, select **Student**.
- On the 'Login as Student' page, click on **Login with your SU credentials**.
- In the Microsoft login window, select your account (e.g., **Mqadi, W. Mr [26950294@sun.ac.za]**).

How to upload printing quota

To add printing credits using SUNStudent, follow these steps (as shown in the images with arrows):

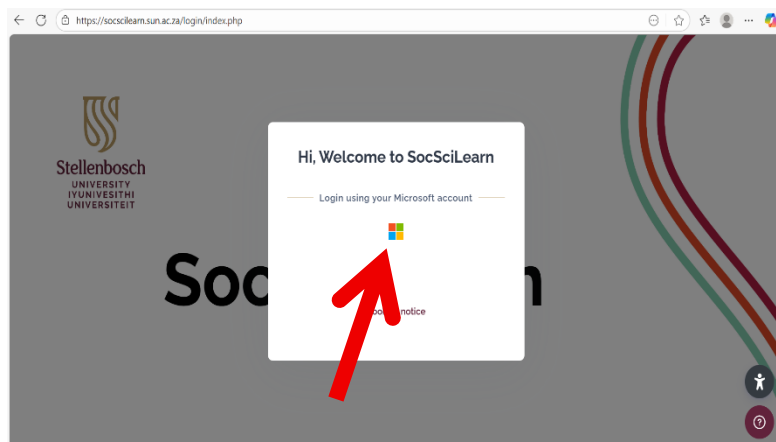
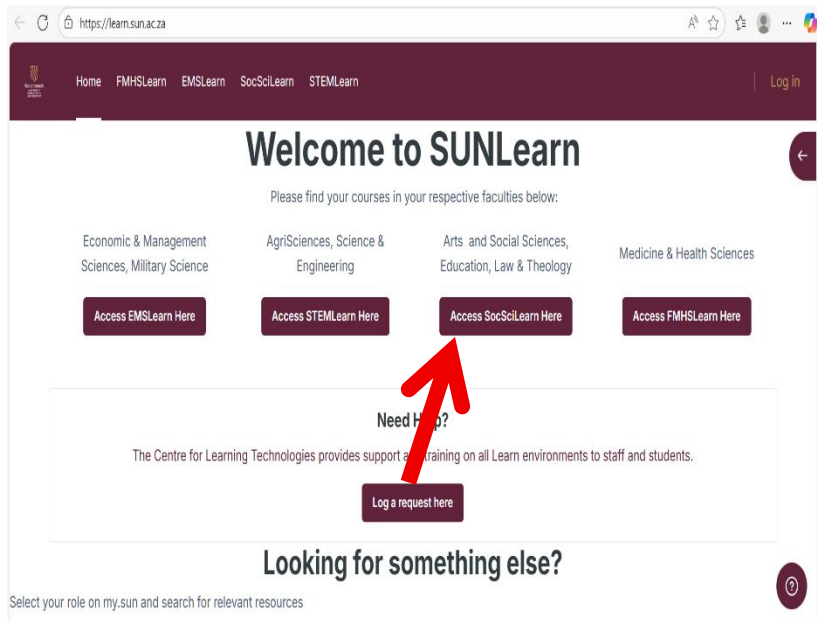
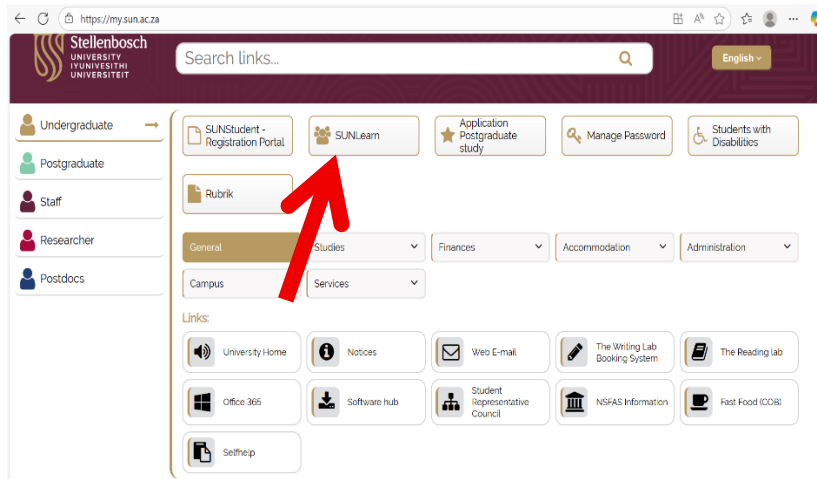


The screenshot shows the SUNStudent interface. On the left, a sidebar menu has 'Request' highlighted with a red arrow. The main area is titled 'All Requests' and contains a form with the following fields: 'Request ID:' (with a search prompt 'Enter 3 char to auto search'), 'Service Request Status:' (a dropdown menu), 'Request Category:' (a dropdown menu with 'General Request' selected), 'General Category:' (a dropdown menu with 'PrintingService' selected), and 'General Request:' (a dropdown menu). Below these are 'From Date:' and 'To Date:' fields with calendar icons. A red arrow points to the 'Search' button. At the bottom of the form, there are pagination controls showing '1-25 of 109' and a table with columns 'Raise Request' and 'Upload Documents'. The footer contains copyright information and release details.

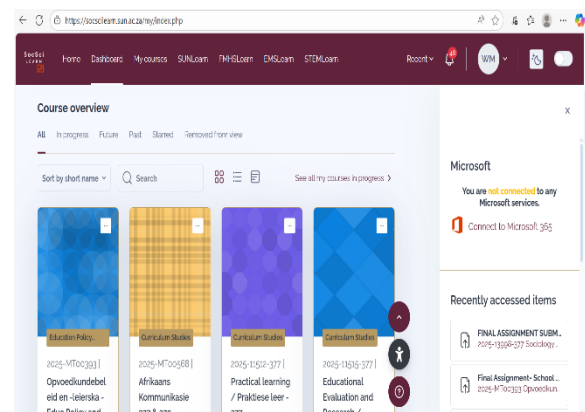
1. Log in to SUNStudent using your SU credentials.
2. On the menu, click “Requests”.
3. Under Request Category, select “General Request.”
4. In the General request type list, choose “PrintingService.”
5. Press “Search.”
6. Follow the prompts to complete your printing credits request.

How to Use SUNLearn:

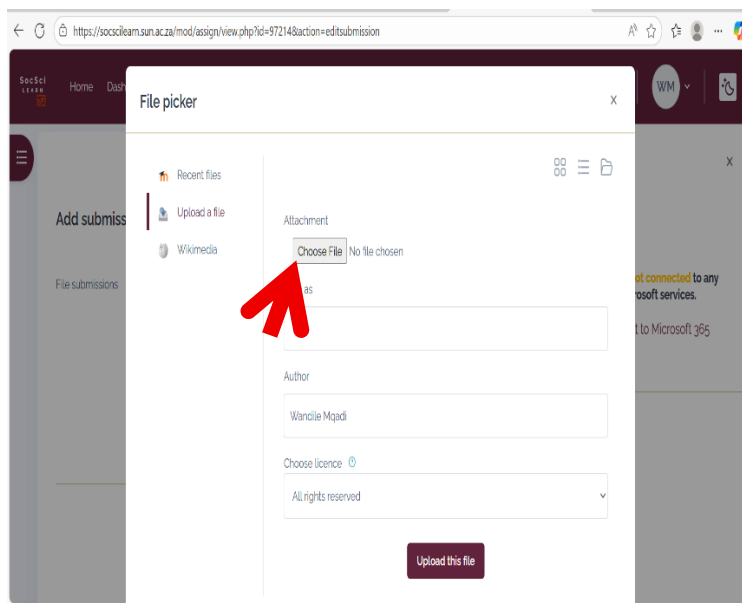
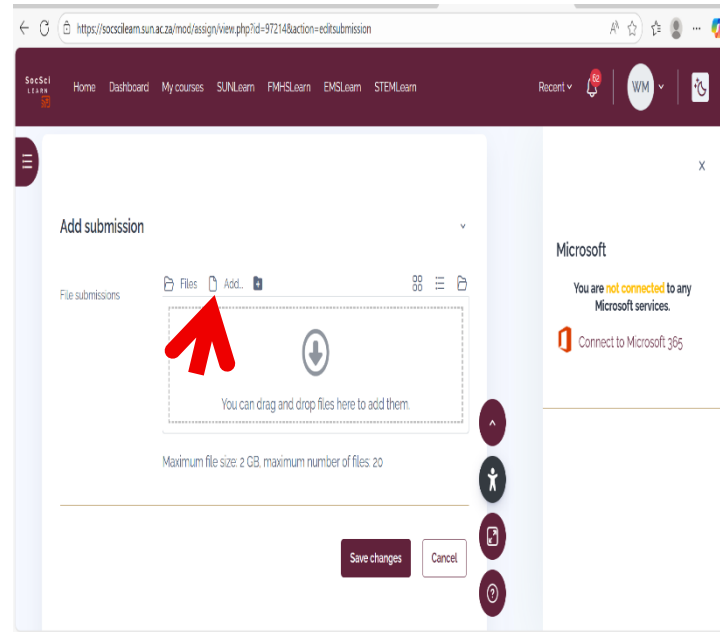
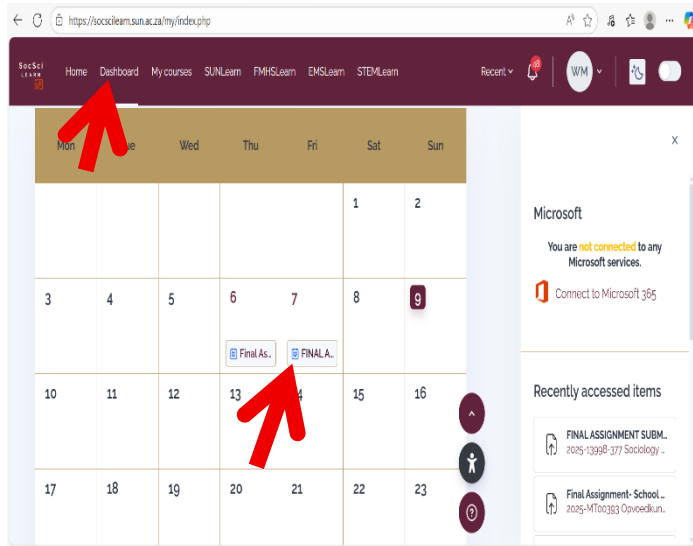
How to Access Your Module Information.



1. Click on the **"SUNLearn"** or **"My.SUN"** tab.
2. Click on **"Access SocSciLearn here"** (as indicated in the pictures with arrows).
3. Click the **Microsoft logo** to sign in with your SU credentials.



How to Upload Assignments Using the Module Portal



1. Scroll down to the **calendar** section on the module dashboard.
2. Click on the **assignment portal** for the specific task you want to submit.
3. Press **"Add"** to start uploading your assignment.
4. Click **"Choose File"** to select your document from

How to Log In to University Computers

When you use any computer on campus (in the library, computer labs, or faculty buildings), you must sign in with your Stellenbosch University login details. These are the same details you use for SUNLearn, SUNStudent, and your SU email.

Steps to Log In:

Switch on the computer

Wait for the login screen to appear.

Enter your SU Username

Your username is the one before "@sun.ac.za".

Example: If your email is 12345678@sun.ac.za

then your username is 12345678.

Enter your SU Password

This is the same password you use for all university systems.

Make sure you type it carefully passwords are case sensitive.

Press "Enter" or click Sign In

The computer will load your desktop and give you access to all student software.

EMAILING

Email Etiquette for University Students

Emailing is one of the most important communication skills you will use at university. You will often need to contact lecturers, tutors, administrative staff, or offices for academic or non-academic inquiries. Here's how to do it professionally.

How to Write a Professional Email

1. Use a Clear Subject Line

Your subject line must tell the lecturer what the email is about.

Examples:

- *Query about NS 11 Assignment 1*
- *Request for Consultation – Mathematics 117*
- *Module Registration Assistance*

2. Use a Proper Greeting

Always address the lecturer respectfully:

- *Dear Dr Smith,*
- *Good morning Prof Jacobs,*

Avoid informal greetings like “Hey,” “Hi,” “Hello Sir/Ma'am,” or no greeting at all.

3. Introduce Yourself (for the first email)

Lecturers teach hundreds of students.

Include:

- Your full name
- Student number
- Module code

Example: *My name is Wandile Mqadi, 252XXXXXX, from N.S 117.*

4. State Your Purpose Clearly

Explain what you need in a short, clear paragraph.
Avoid long stories. Get straight to the point.

5. Be Polite and Professional

Use polite phrases:

- *Kindly assist me with...*
- *Could you please clarify...*
- *I would appreciate your guidance...*

Never use slang or demanding language.

6. Close the Email Properly

Use a respectful closing:

- *Kind regards,*
- *Warm regards,*
- *Sincerely,*

Include your:

Full name

Student number

Programme (e.g., BEd Intermediate Phase)

Sample of a Professional Email

Subject: Request for Clarification on Assignment Instructions – N.S 117

Dear Dr Rock,

My name is Wandile Mqadi (Student Number: 252XXXXXX), and I am a first-year student in the BEd Intermediate Phase programme. I am writing to request clarification regarding the instructions for Assignment 1 in N.S 117.

Could you kindly confirm whether the lesson plan should follow the template shared on SUNLearn, or if we may use our own structure? I want to ensure my submission meets the required format.

Thank you for your time and assistance.

**Kind regards,
Wandile Mqadi**

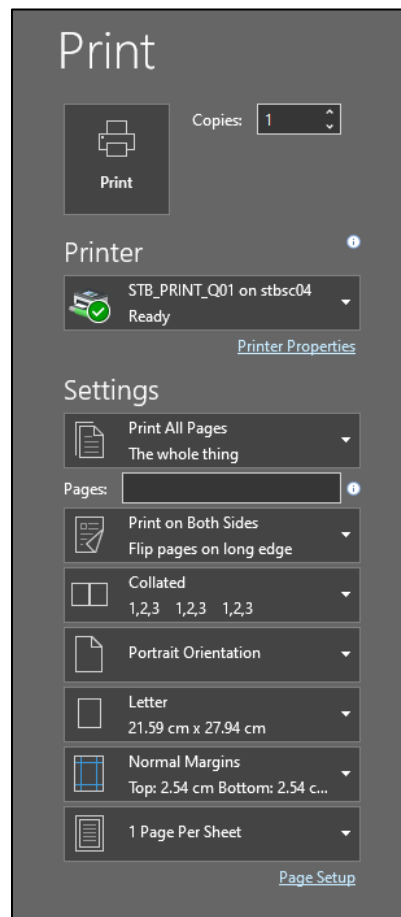
**252XXXXXX
BEd Intermediate Phase**

WHICH PRINTER SHOULD I USE?

If you wish to print something in black and white, use the small printer. If you wish to make copies, scan something, print in colour, or print A3, use the big printer.

STEPS FOR PRINTING:

1. Open the document you wish to print.
2. Click on the <CTRL> key on the bottom left of your keyboard and the <P> key at the same time.
 - a. OR Click on the **File** tab at the top left of your document.
 - b. Select the **Print** option.
3. Make sure that all the additional details are correct. [They usually look like this]:



4. Go to the applicable printer (big or small) and swipe your student card.
5. Select " Pull Print".
6. Choose to either "Print all" or select the documents you wish to print and click on "Print" at the bottom left.
7. Swipe your student card to sign out.

HOW TO USE THE BIG PRINTER

1. Go to the big printer if your document consists of loose papers.
2. Remove all staples from your papers or document.
3. Insert the papers in the order that they are, into the top of the printer.
4. Scan your student card to login.
5. Select "Copy".
6. Click on "sides". If your original document is printed on both sides and you wish to make two-sided copies as well, **select 2-sided-input and choose 2-sided-ouput.**
7. If your original document is printed on one side only, **select 1-sided-input, as well as 1-sided-output.**

HOW TO MAKE COPIES OF A BOOK:

1. Open the top of the scanner and put the book down as indicated on the glass.
2. Scan your student card to login.
3. Select "Start Copy" at the top left.
4. Click "ok".

How to scan something onto the machine and email it to yourself:

1. Scan your student card to login.
2. Insert your document into the top of the printer (inside if it is a book).
3. Select "Email" on the home screen.
4. Fill in your details.
5. Select "Send email."

Funding

Funza Lushaka

The Funza Lushaka Bursary Programme is a multi-year programme to promote teaching as a profession. Bursaries are available to enable eligible students to complete a teaching qualification in an area of national priority. Recipients of these bursaries will be required to teach at a public school for the same number of years that they received the bursary.

Who can you contact regarding Funza Lushaka Bursary at Stellenbosch University?

Honjiswa Keva:

Email: hkeva@sun.ac.za

Tel: +27 21 808 3633

You can complete your online application on the Funza Lushaka website (<http://www.funzalushaka.doe.gov.za/>).

Contract signing processes will be administrated at the Bursary Office in Admin A (Ryneveld Street).

StudyTrust Bursary

StudyTrust is one of South Africa's leading bursary organisations and offers funding opportunities for Education students as well. Their bursaries support academically committed students who also demonstrate financial need and community involvement.

Although there is no dedicated StudyTrust office in the Faculty of Education, the entire application process is done online.

How to Apply:

- Visit the StudyTrust website. (: studytrust.org.za)
- Complete the online application form.
- Upload all required supporting documents.
- Submit before the closing date (usually around 30 September each year).

What They Typically Require:

- Certified copies of your ID and academic results
- Proof of household income
- Motivational essay
- Reference letters (depending on the bursary partner)

Tip: Start early. The online form is long and requires careful completion.

NSFAS (National Student Financial Aid Scheme)

NSFAS is a bursary scheme funded by the Department of Higher Education and Training for those who do not have the financial means to fund their studies and cannot access bank funding, study loans or bursaries. The bursary covers your accommodation, transport if travelling, living allowance, book allowance.

-Who can you contact regarding NSFAS bursary at Stellenbosch University?

- nsfas@sun.ac.za

If you are a South-African citizen, a SASSA recipient, applicants whose combined household income is not more than R350 000 per annum and a person with a disability. You can complete your online application on the NSFAS website (<http://www.Nsfas.org.za>).

You can contact the Bursary Office in Admin A (Ryneveld Street) if you have any requests or questions.

You can also contact the NSFAS centre on 080 006 7327 or send you queries to info@nsfas.org.za

REFERENCING

In University, referencing is a very important aspect of your life. You will be required to reference every item of your work. Plagiarism of any sort could lead to serious repercussions on your side, it may even lead to deregistration. It is imperative that you familiarize yourself with the way of referencing to avoid falling victim to this.

HOW TO REFERENCE:

[Adapted from Chambers, L. (2023). Guide to Referencing Harvard Style. Practical Learning (PL 179), Stellenbosch University.]

Harvard referencing is a commonly used citation style that allows you to acknowledge the sources you have used in your academic work. This guide will help you understand how to use in-text referencing and create a list of references at the end of your essay.

In-Text Referencing (Citations within the Text):

In-text referencing is crucial to attribute information to its original source. In Harvard referencing, you include the author's last name and the year of publication in parentheses within the text. Here are some examples:

1. **Direct Quotation:** If you use the author's exact words, enclose the quotation in double quotation marks and include the page number. For example:
 - According to Smith (2019), "Education is the most powerful weapon which you can use to change the world" (p. 36).
2. **Paraphrasing:** When you rephrase the author's ideas, you still need to cite the source. For example:
 - Johnson (2017) suggests that inclusive education benefits all students.
3. **Multiple Authors:** If there are two authors, include both last names with an ampersand (&). For example:
 - (Brown & Davis, 2018) argue that classroom diversity promotes creativity.
4. **Three or More Authors:** When there are three or more authors, cite only the first author followed by "et al." (meaning "and others"). For example:
 - (Roberts et al., 2020) emphasize the importance of teacher collaboration.
 -

Creating a List of References:

At the end of your essay, you should include a list of references, which provides detailed information about the sources you've cited. In Harvard style, the list of references should be arranged alphabetically by the author's last name. Here's how to format it:

Book:

- Author(s) Last Name, First Initial. (Year). *Title of the Book*. Publisher.

Example:

- Smith, J. (2019). *The Power of Education*. Educational Publishing.

2. Journal Article:

- Author(s) Last Name, First Initial. (Year). Title of the Article. *Title of the Journal*, Volume (Issue), Page range.

Example:

- Johnson, M. (2017). Inclusive Education and Student Success. *Educational Studies*, 42(3), 225-240.

3. Website or Online Source:

- Author(s) Last Name, First Initial. (Year). Title of the Page or Document. Website Name. URL

Example:

- Brown, A. (2018). The Benefits of Classroom Diversity. Education Hub. <https://www.educationhub.com/diversity>

4. Multiple Works by the Same Author:

- List them in chronological order, with the earliest work first. Use lowercase letters (a, b, c) after the year if you have multiple works from the same author in the same year.

Example:

- Roberts, S. (2020a). Teacher Collaboration in the 21st Century. *Educational Review*, 27(2), 45-62.
- Roberts, S. (2020b). Innovations in Educational Practices. *Journal of Education*, 15(4), 310-325.

5. Lecture Notes or Slides:

- Author(s) Last Name, First Initial. (Year). Title of the Lecture or Presentation [Lecture notes or slides]. Course Name or Number, University Name.

Example:

- Chambers, L. (2023). Introduction to Classroom Management Strategies [Lecture notes]. Practical Learning (PL 179), Stellenbosch University.

In this example, the reference includes the name of the lecturer, the year of the lecture or presentation, the title of the lecture, and the type of material (lecture

notes or slides). It also includes the course name and number, along with the name of the university where the lecture was delivered.

EMERGENCY DETAILS

Campus security (services free of charge):

Safety Escort

- If you need to move between campus buildings, or from a building to your car after dark (20:00 – 05:00), a security officer will escort you.
- Call 021 808 2333 or alternatively 021 808 4202 and wait for the officer to join you.
- You can also WhatsApp the security office at 082 808 2333 to contact you. No voice calls to this number are possible.

Safest routes

- Choose the safest route, even if it is not the shortest. Victoria and Bosman Streets need to be the core of your route.
- At night a security officer is on duty in the mobile security kiosk.

Campus shuttle service

A campus shuttle service is available on central campus. This service focuses on the following needs:

- Transport between the general parking areas on the edge of campus and central campus during the day.
- Transport between the long-term parking area and central points at the residences at specific times during the day and night.
- Transport to and from service divisions and departments on the edge of campus (e.g., Food Science and Welgevallen), to and from central campus.
- Transport of congress attendees to and from the general parking areas on the edge of campus.

Follow this link for the schedule:

<https://www0.sun.ac.za/sustainability/pages/services/transport/campus-shuttle-service.php>

**Unit for Psychotherapeutic and Support Services at the Centre for Student
Counselling and Development:**

— supportus@sun.ac.za

— 021 808 4994

24-hour Emergency Service:

— 010 205 3032

Additional emergency numbers

— **CSCD 24-Hour Crisis Service**

082 557 0880

Student Structures and Communities

— 021 808 2848

Risk Management and Campus Security:

1. Ops Room for general enquiries and the reporting of risks

— 021 808 4666

2. 24-hour Emergency Line for the reporting of serious incidents and danger

— 021 808 2333

The Ombudsman

— 082 807 2994

Police Flying Squad

— 10111

Ambulance

— 084 124 (ER24) 082 911 (Netcare)

Medi-Clinic 24-hour emergency unit

— 021 886 9999

For additional emergency numbers visit:

<https://www.sun.ac.za/english/welcome/Pages/Important-phone-numbers.aspx>

SACE

South African Council for Educators

South African Council for Educators (SACE) is the professional council for educators, that aims to enhance the status of the teaching profession through appropriate Registration, management of Professional Development and inculcation of a Code of Ethics for all educators - <https://www.sace.org.za/pages/sace-structures>

Here's why SACE matters to you:

Professional Recognition:

SACE registration is your official recognition as a qualified teacher in South Africa. It is like your teaching license, and it is legally required to teach in South African schools.

Ethical Standards:

SACE sets ethical and professional standards for educators. They expect you to uphold these standards in your teaching practice.

Continuing Professional Development (CPD):

SACE encourages and monitors your ongoing professional development. You will need to engage in CPD activities to maintain your registration.

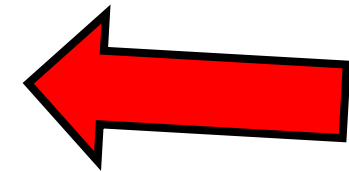
Community and Support:

SACE offers a community of educators and resources to help you grow in your career. They are there to support you.

Legal Requirement:

It is crucial to remember that teaching without SACE registration is not only unethical but also illegal in South Africa. So, getting and maintaining your SACE registration is necessary.

In summary, SACE is your gateway to a successful and ethical teaching career in South Africa. Make sure to understand their requirements, maintain your registration, and use their resources to become the best educator you can be."



The Ten Professional Standards for Teachers

- 1** Ethical teaching is based on a commitment to the learning and wellbeing of all children.
- 2** Teachers collaborate with others to support teaching, learning and their professional development.
- 3** Teachers understand that language plays an important role in teaching and learning.
- 4** Teachers promote social justice and the redress of inequalities within their educational institutions and society more broadly.
- 5** Teachers make judgments that are conceptually informed, responsive to learners and contextually appropriate.
- 6** Teaching is based on teachers' deep understanding of the subject/s they teach.
- 7** Teachers understand how their subjects are best taught and learnt.
- 8** Teachers interpret the national curriculum to plan systematic sequences of lessons.
- 9** Teaching involves organising, monitoring and assessing learning.
- 10** Teaching requires that well managed learning environments are created and maintained.

STAFF CONTACT LIST

FACULTY OF EDUCATION				
Contact details (Fulltime / Permanent Staff)				
NAME		EXT	OFFICE	E-MAIL
Madiba, MR Prof	Dean	2257	1003	madiba@sun.ac.za
Le Cordeur, MLA Prof	Vice-Dean: Teaching & Learning	2265	1033	mlecorde@sun.ac.za
Frick, BL Prof	Vice-Dean: Research	3807	1029A	blf@sun.ac.za
Van Staden, RW Mr	Faculty Manager	3960	2031	rwvs@sun.ac.za
ADMINISTRATIVE STAFF & TECHNICAL OFFICERS				
Adams, I Mr	Faculty Office	3882	1001	ianadams@sun.ac.za
Alexander, SR Ms	EPS	2419	3027	salex@sun.ac.za
Arrison, TJ Ms	EPS (Prof Jansen's office)	2783	2050	tarrison@sun.ac.za
Burton, G Ms	EPS (Prof Jansen's office)	9340	2048	gburton@sun.ac.za
Els, E	Faculty Office	3936	2032	eels@sun.ac.za
Ghalpie, JL Ms	Faculty Office	9588	2031B	jlp@sun.ac.za
Koopman, W Ms	EP	2306	2022	wilma@sun.ac.za
Le Roux, M Ms	Research	2883	2049	mlr1@sun.ac.za
O'Ryan, E Ms	EPS (Prof Jansen's office)	2266	2045	eoryan@sun.ac.za
Newman, C Ms	Office of the Dean	2258	1004	cnew@sun.ac.za
Paulse, J, Ms	CS	9612	4007	julietpaulse@sun.ac.za
Rhodes, BD Dr	CS	2273	4007	rhodesb@sun.ac.za
Swarts, N Ms	Office of the Vice-Deans	2122	1030	nswartz@sun.ac.za
Saffier, JM Ms	CS	2498	4026B	leendert@sun.ac.za
Thom, C Ms	CS	2276	4007C	carren@sun.ac.za
Van As, L Ms	CS	2300	4022	lva@sun.ac.za
Van de Rheede, K	EPS (Prof Jansen's office)	3082	2049	kimlynn@sun.ac.za
Van Rensburg, GH Ms	CS	2277	1030	vanrensburchrhoda@sun.ac.za
Williams, CJ Mr	Technical Officer	2320	0008	cwilliams@sun.ac.za
REGISTRAR'S OFFICE				
Louwrens, E Ms	Faculty Administrator	3945		eel@sun.ac.za
LIBRARY				
Charles, S Ms	Education Library	2323	1007	scharles@sun.ac.za
Kleinhans, LC Ms	Education Library	2323	1006	lck@sun.ac.za
Wilbers, S Ms	JS Gericke Library	4403	2001	sdw@sun.ac.za
ACADEMIC STAFF				
America, CG Dr	CS	3793	3010	camerica@sun.ac.za
Barends, ZE Dr	CS	3930	4015	zbarends@sun.ac.za
Bishop-Swart, S Ms	CS			sbishop@sun.ac.za

Botha, ML Dr	CS	2293	4017	lbot@sun.ac.za
Brown, A Prof	EP	2304	2024	anthonyb@sun.ac.za
Conradie, K Ms	EP	2037	2016	karlienl@sun.ac.za
Damons, L Dr	EP	2313	2025	ldamons@sun.ac.za
Daniels, D Prof	EP	2324	2024	doria@sun.ac.za
Dauids, D Ms	CS			deleciad@sun.ac.za
Dauids, N Prof	EPS	2877	3028	nur@sun.ac.za
Dreyer, LM Prof	EP	3502	2017	lornadreyer@sun.ac.za
Edwards, N Dr	CS	2291	4051	nedwards@sun.ac.za
Esau, O Dr	CS	3336	4015	oesau@sun.ac.za
Fataar, MA Prof	EPS	2281	3030	afataar@sun.ac.za
Feldman, JA Dr	EPS	2296	3020	jfeldman@sun.ac.za
Gierdien, M Prof	CS	2289	4025	faaiz@sun.ac.za
Halsall, T Ms	CS		4048	thalsall@sun.ac.za
Jacobs, C Dr	EP	9618	2015	carmelitaj32@sun.ac.za
Jansen, J Prof	EPS	9924	2044	jonathanjansen@sun.ac.za
Joorst, JP Dr	EPS	2398	3029	jpjoorst@sun.ac.za
Kese, PP Ms	CS	3971	2003	phumla@sun.ac.za
Lampen, CE Dr	CS	2292	4026	ernalampen@sun.ac.za
Lebethe, AL	CS	2286	4024	alebethe@sun.ac.za
Le Grange, LLL Prof	CS	2280	4013	llg@sun.ac.za
Moen, MC Dr	EP	2319	2020	melaniem@sun.ac.za
				jananel@sun.ac.za
Ringuest, E Ms	EPS	2263	3022	erinqwest@sun.ac.za
Rock, CJ Dr	CS			chrishar@sun.ac.za
Ruiters, JM Mr	CS	3968	3018	johnr@sun.ac.za
Rule, PN Prof	CS	2297	3050	prule2015@sun.ac.za
Tarisayi, K Dr	CS	2645		ktarisayi@sun.ac.za
Simba, P Dr	EPS			psimba@sun.ac.za
Swart, RE Prof	EP	2305	2026	estelle@sun.ac.za
Tshuma, N Dr	CS	3908	3048	ntshuma@sun.ac.za
Van der Merwe, M Prof	CS	2396	4011	michelevdm@sun.ac.za
Waghid, Y Prof	EPS	3948	3025	yw@sun.ac.za
Xeketwana, AS Mr	CS	3935	2002	asx@sun.ac.za

SUNCEP				
Agherdien, G	SUNCEP	3481	3060	gagherdien@sun.ac.za
Ayford, CW Mr	SciMathus	2608	3044	cayford@sun.ac.za
Beyers, EJ Ms	SciMathus	2608	3044	beyerse@sun.ac.za
Festus, ME Ms	SUNCEP	2573	3058	mfestus@sun.ac.za
Gertse, M	SUNCEP	3689	3056	mdgertse@sun.ac.za
Gous, I Ms	SUNCEP	2904	3058	igous@sun.ac.za
Hanekom, P Dr	SUNCEP	9197	3060	pwh@sun.ac.za
Jacobs, LS Mr	SUNCEP	2274	3061	lynthon@sun.ac.za
Kulati, NE Ms	SciMathus	2301	3040	nonik@sun.ac.za
Lourens, E Ms	SciMathus	2608	3044	el3@sun.ac.za
Masiwa, M	SciMathus	2608	3044	munyam@sun.ac.za
Mbanzi, A	SciMathus/Hostel			mbanzia@sun.ac.za
Mdunyelwa, S	SciMathus/Hostel			siyandam@sun.ac.za
Ntsangani, SD Ms	SUNCEP	4156	3060	sdntsangani@sun.ac.za
Philander, C Ms	SUNCEP			christap@sun.ac.za
Phillips, BH Ms	SUNCEP	3483	3064	phil@sun.ac.za
Salie, M	SciMathus/Hostel			moain@sun.ac.za
Siyengo N, Ms	Component Head/Acting Director	2356	3039	noksiy@sun.ac.za
Strauss, L	SciMathUS	2608	3044	lstrauss@sun.ac.za
Theron, J	SciMathus	2608	3044	janinat@sun.ac.za
Thomas, L	SUNCEP	4554	3056	laurent@sun.ac.za
Van Graan, D	SciMathus	2608	3044	danelda@sun.ac.za
Van Vollenhoven, P Mr	SUNCEP	2904	3064	paulvv@sun.ac.za
Zandberg, C	SUNCEP			candicez@sun.ac.za
ASSISTANTS				
Beukes, M Mr		2261	3031	mbeukes@sun.ac.za
Jacobs, C Ms		2326	2028	carolinej@sun.ac.za
Latief, N Mr		2260		nlatief@sun.ac.za
Williams, B Ms		2729		berenice@sun.ac.za



THIS JOURNEY IS NEVER
GOING TO BE A STRAIGHT
ROAD, LIFE HAS BUMPS, BUT
YOU ARE MORE THAN A
CONQUEROR. NO MATTER
WHAT LIFE THROWS AT YOU,
YOU CAN CONQUER IT! THE
ESC IS BACKING YOU!

