



# 2022 UNIVEN First Year Experience Guide

[www.univen.ac.za](http://www.univen.ac.za)



**University of Venda**  
*Creating Future Leaders*

# Welcome Message

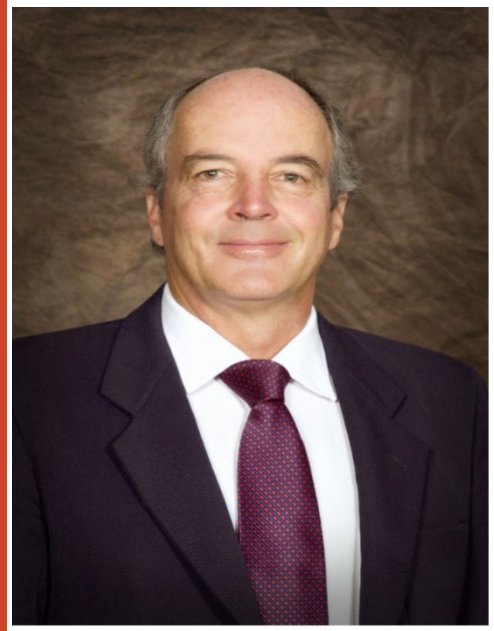
2022 First Year Experience Guide

## Deputy Vice-Chancellor Teaching and Learning

### Prof JE Crafford

Research over many years into student performance at South African universities has shown conclusively that students who successfully complete their first year of study stand a good chance of completing the rest of their studies in regulation time. With student success being the University of Venda's primary strategic thrust, it is incumbent upon us to ensure that first-entering students receive the necessary support to pass all their first-year modules in their first year of study. This support is not only academic, in terms of improving writing and communication skills and navigating new modes of teaching and learning, but also psycho-social, in terms of assisting them with adjusting to a completely new environment of relative personal freedom, where self-discipline, and a strong focus on their studies is crucial.

The FYE (First Year Experience) programme of the Academic Development Unit of CHETL (Univen's Centre for Higher Education Teaching and Learning) aims to prepare our first-entering students for university life and to assist them with one of the most important transitions in their lives not only from school to university, but also from childhood to adulthood. This transition, if navigated appropriately, has positive life-changing and long-term consequences for our students, and opens up a future of sustainable work and work opportunity. We encourage all our first-entering students to avail themselves for the FYE programme activities, and we thank our dedicated CHETL staff for their commitment to the academic success of the Univen 2022 first-year class.



**Prof JE Crafford**

Deputy Vice Chancellor -  
Teaching and Learning



**University of Venda**

*Creating Future Leaders*

## Centre for Higher Education Teaching and Learning

### First Year Experience (FYE)

The First Year Experience is a year long UNIVEN programme focused on providing first-year students with the services and support needed to successfully transition to University of Venda.

#### OUR VISION

To provide student support programmes that are responsive to the teaching and learning needs of first entering students

#### OUR MISSION

To provide a welcoming and supportive post admission environment to first year students

#### OUR MOTTO

The Foundation for Student Success

The FYE Programme assists and guide students in various ways:

- It ensures that first years are acquainted with the FYE Programme and encourage attendance of FYE Programmes
- Keep abreast with mentee academic performance and general wellbeing
- Refer first year mentees to various support services offered by ADU Unit
- Provide academic support through referrals to faculties, and other support services.

First Year Experience (FYE) programme - Offers services and programmes to ensure first year entering students participate successfully at the University of Venda.

First years are assisted by ADU Team and its sister units to form part of the First year Experience Mentorship Programme.



# Academic Development Unit Welcome Message



## 2022 First Year Experience Guide

Congratulations on being admitted as our student at the University of Venda where future leaders are created. Academic Development Unit (ADU) welcomes all first year entering (FYE) students in our University of Venda. I hope you are starting to recite our motto in your hearts that says 'My UNIVEN, MY HOME'. ADU is a unit that offers high quality academic support and development programmes to both academic staff and students.

Our ultimate role and responsibility is to ensure that you succeed academically and attain your degree programme on record time and to assist you in realising your full potential. Our FYE activities are tailored to assist you to transit well from high school/secondary school to the University of Venda. We are therefore, encouraging all of you to attend all the FYE Programme activities. We currently have mentoring and tutoring, writing consultancy programmes that are meant to assist you with any academic matter, to do well. We have two sub-units which are:

- Staff development / support
- Student development / support unit

Programmes that Academic Development Unit offers to academic staff are:

- New staff induction
- Portfolio development
- Vice Chancellors Excellence awards in Teaching and Learning
- Student evaluation of courses / Lecturers and assessment
- Curriculum development and review.

Programmes that Academic Development Unit offers to student support are:

- Integrated student development programmes
- Institutional mentorship
- Tutorship programme
- Academic literacies
- First Year Experience Programme (FYE)
- Writing centre

To all our first year students, feel free to visit our offices for any support you will need, we are situated at Management Sciences Building, Offices E1 – E7  
Contact us @ 015 962 9386 / ext 8116 / 8485

Dr T. Manyage: First year entering (FYE)  
Programme Coordinator



# First Year Experience (FYE) Programme

UNIVEN Academic Development Unit under CHETL designed the First Year Experience (FYE) Programme to help first year students in their transition from high school to university.

Programmes offered include:

- Coping with test and exam anxiety
- Life and Career Coaching
- Adjusting and Thriving at University
- Learning to Celebrate Differences
- Mental Wellness Coaching
- Study skills
- Academic literacies
- Critical thinking skills



**Other key programmes we facilitate which are also catered for within UNIVEN Academic Development Unit includes but not limited to:**

## Reading skills

ADU under CHETL knows you can read, but reading academic texts is a learned skill. We are ready to show you how.

## Time management

The secret to success at university is managing your time effectively. This programme explores tips and ideas on how to make the most of your time so that you can succeed at university.

## Note-taking skills

“Lecturer is lecturing, the slides are moving and you are not sure what you should be doing”. This workshop will empower you with how to take effective notes in class and when studying to optimise your learning.

## How to write an academic essay: Essay Structuring & Referencing

Essay writing at university is nothing like school essay writing. Learn the basics of how to structure an academic essay, and what and how to reference so that you can get the grades you desire.

## Study skills

“Do you really know how to study?” Are you not sure what strategy you should be using? Learn how to enhance your study techniques to get good grades.

**Other exam skills, transitioning from high school to university, understanding your degree, budgeting & managing your finances while at university**

# CONTACT US |



## ENQUIRIES, COMMENTS AND QUESTIONS

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**Senior ADU Practitioner (FYE) Coordinator**  
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Phone: (015) 962 9386  
Office: E1 Management Science Building

## Academic Development Unit Staff Members

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Visit [www.univen.ac.za](http://www.univen.ac.za)



# Disability Unit

2022 First Year Experience Guide



## Welcome Message

Congratulations on completing your matric in these tough times and Welcome to your first year of study at the University of Venda. This could be the most interesting and rewarding period of your life. I hope you make the most of this opportunity. Disability Unit (DU) strive towards the full inclusion of students with disabilities at the university. At the unit, you will get staff who are welcoming and who listen empathically to understand your specific and individual learning needs.

Thank you for choosing Univen as your academic home. All the best for 2022 academic year!

Dr Tshifhiwa Rebecca Mbuyha  
Head: Disability Unit

## Disability Unit Services

- **Provision of Learning Materials**

Provision of learning materials in different formats, for example, braille, large print, electronic and in audio format.

- **Mainstreaming Disability**

The unit ensures that students with disability are accommodated in all university departments.

- **Mobility and Orientation**

First year students with disabilities are assisted to move around the campus independently.

- **Counselling**

We offer individual counseling and career guidance.

- **Training**

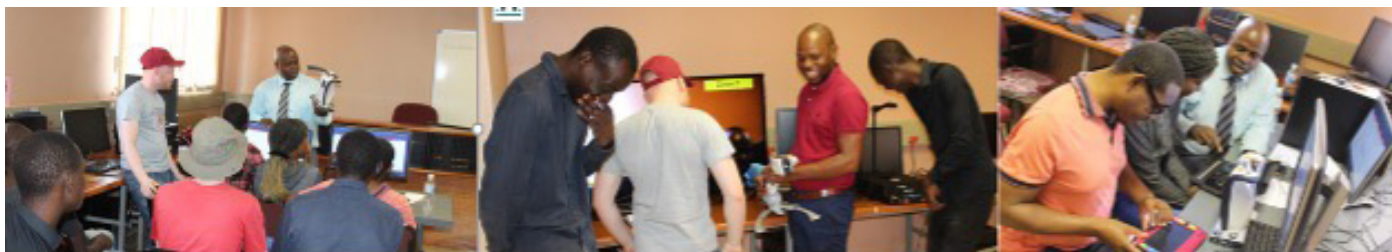
Provide training in Adapted Technology (AT) for students thus fostering their independence.

- **Provision of Assistive Devices**

The Unit loan assistive devices to students with different disabilities.

- **Accessible Environment**

Building advocacy for purposes of enhancing physical access for students with different abilities.



## Students With Disabilities

- Visual impairments
- Hearing impairments
- Physical impairments
- Speech impairments
- Medical conditions
- Psychological problems
- Learning disabilities
- And others

## Vision

To offer comprehensive support that lead to better life for all citizen with different abilities.

## Mission

To ensure that people with disabilities have equal access to educational opportunities by offering comprehensive service that are responsive to their learning needs.

## Mandate

UNIVEN Disability Unit is the first stop for synchronized support for students with disabilities. The unit provide support according to individual needs. It is therefore important for students with disabilities to disclose their needs and conditions to the unit.



## Contact Details

Head of Department

Tel: +27 15 962 8018

Email: [tshifhiwa.mbuyha@univen.ac.za](mailto:tshifhiwa.mbuyha@univen.ac.za)





## **Disability Unit Staff Members**

### **Dr TR Mbuva**

Head of Department

Tel: +27 15 962 8018

Email: [tshifhiwa.mbuva@univen.ac.za](mailto:tshifhiwa.mbuva@univen.ac.za)

### **Mr AM Gadisi**

Librarian Liaison Officer

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### **Mrs TC Matodzi**

Student Counsellor

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### **Mr AO Sirwali**

Senior Clerk

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[www.univen.ac.za](http://www.univen.ac.za)



# STUDENT COUNSELLING AND CAREER DEVELOPMENT UNIT (SCCDU)

2022 First Year Experience Guide



## Welcome Message

“Congratulations on the next phase of life, a phase full of excitement, decision making, finding who you are, while making a success of your career. During this transitional phase challenges are bound to happen, when it happens, its ok to ask for help, do not feel alone, we are here for you.”

SCCDU is interested in your psychological well-being. Professional Psychologists are available to offer face-face and online confidential counselling services free of charge for students. Should you also experience the following:

- stress
- relationship problems
- trauma
- family problems
- depression
- termination of pregnancy counselling
- sexuality difficulties (LGBTQ ++)
- losing your loved ones
- gender based violence and any issue.

Moreover, should you encounter any academic challenges such as:

- poor academic performance
- career uncertainties, (we can offer career assessment Interest, IQ, Aptitudes, study habits etc.)
- poor concentration

## You are welcome for any assistance

We have Peer-helpers throughout campus and residences whom you can talk to should you be in crisis. One can identify them with ‘Peer-helper’ badges. Throughout the year there would be life skills training, ensure you attend.

- LOCATION: C-block office number 35 next to Social Work Department.

### CONTACTS:

- o 015 962 8746 (Mr Vele)
- o WhatsApp the word “Psychology” to:
  - Dr Dama @ 073 902 0585
  - Dr Takalani @ 083 716 2921
  - Dr Pila-Nemutandani @ 072 925 6449

“YOUR SUCCESS OUR PRIORITY”







## First Entering Welcome Message From the Library

It gives me great pleasure to welcome, on behalf of The Library Services Department, all first entering students to the University of Venda. The library plays a key role in supporting students to progress in their studies. The library is often referred to as the heart of the university because of its role as an information provider to its community. Therefore, the aim of UNIVEN library is to support you by providing information you need throughout your studies.

Please ensure that you attend the library orientation when you are invited to do so. Library orientation will connect you with our specialist staff who will provide you with training on the use of library resources, services and facilities. The library facilities include computer workstations with internet access, group workrooms with projectors and whiteboards, printing, scanning, and photocopying. The library's collection consists of books, journals, newspapers, and magazines (electronic and print format). The process will include searching for information sources such as books and journals through the UNIVEN Library Catalogue and beyond (Worldcat Discovery Tool).

You can be confident that you will be provided with more than just the service of borrowing library books for academic purposes. UNIVEN library looks forward to your use of its information resources, services, and facilities.

For more information please contact:

Ms T.V. Nemalili (HOD: User Services)  
Tel: 015 962 8559  
Email: [vmalabi@univen.ac.za](mailto:vmalabi@univen.ac.za)

Regards  
Ms. M. Mulaudzi  
Director: Library Services Department





# UNIVEN Campus Health Clinic

2022 First Year Experience Guide



**“Your health is our concern”**

## GRADUATE ALIVE

UNIVEN Campus Health Clinic is a primary health care facility on campus which serves both staff and students. With a vested commitment in bringing quality health care within your reach, we strive to ensure that students have opportunities to succeed in their academic, co-curricular, extra-curricular, social and moral endeavours.

### FREE SERVICES FOR ALL STUDENTS

**DOCTOR AVAILABLE  
FROM 08H00-10H00 DAILY**

**BOOKING SYSTEM AVAILABLE  
AND ADVISABLE**

Contact details:  
RECEPTION - 015 962 9152  
ADMINISTRATOR - 015 962 9162  
CONSULTATION - 9153, 9154, 9156  
HIV/AIDS- 9155/9151

**AFTER HOURS/EMERGENCY  
SERVICES**  
Call / Whatsapp @ 079 901 9305/  
081 463 0343

**Consultation Times**  
**08h30-16h30 from Monday to Friday**

# UNIVEN Campus Health Clinic

2022 First Year Experience Guide



## ● Our Services

### A. Primary Health Care Services

- Consultations, information and advice
- Chronic condition check points: Blood Pressure, Glucose test
- Mental Health Care
- Reproductive Health Services- Counselling and Advise, Pill, Injectable, Implant and Barrier methods only
- Ambulance services- Injury on duty and referral services

### C. COVID -19 Services

- Daily screening , testing at the main gate
- Covid-19 Vaccination daily at the main gate or clinic

### B. HIV TESTING SERVICES (HTS)

Offer complete wellness care services for people living with HIV and the package include:

- Test and Treat program
- Screening for TB
- Giving of prophylaxis (PrEP, MAP) and treatment of opportunistic infections,
- Counselling regarding nutrition and lifestyle
- Support group (LGBTI and those who are Living with HIV)
- Voluntary Medical Male Circumcision( VMMC)
- Provision of food supplement
- Peer Education Program



# E-Learning Unit

2022 First Year Experience Guide



## Welcome Message

Welcome to the 2022 Academic year. The E-Learning Unit team is excited to provide academic assistance crucial for new student success. E-Learning takes place through cellphones, tablets, computers, and other intelligent technological devices for teaching and learning. E-Learning mastery is necessary to complete an academic qualification and for one to be an active citizen in the modern technological era.

E-Learning Unit staff work hard to ensure that students receive the highest quality assistance and support possible while studying at Univen. We recognise that students come from various backgrounds, and we strive to meet the needs of every one of them.



**Respondus**  
Assessment Tools for Learning Systems



## E-Learning Services

We invite all new students to attend E-Learning workshops during and after orientation weeks.

- Moodle Workshops
- Digital Literacy Workshops
- Online Test Writing Workshops
- Online Assignment Submission Workshops
- Grammarly Workshops
- ConnectYard Workshops

# E-Learning Unit

2022 First Year Experience Guide



## • Moodle Workshops

Moodle is accessible by using your cellphones, laptops, and other computers. Moodle is an online system where your lecturer will make the following accessible:

- Learning Guides
- Communication (Lecturer sending messages to students)
- Notes
- Videos
- Teaching slides
- Tests (Moodle, used to write tests online)
- Assignments (Moodle, used to submit assignments online)

To access Moodle, please go to <https://myuniven-moodle.univen.ac.za/>

Should you need any assistance, please contact:

Tel: 015 962 8170

Email: [myuniven@univen.ac.za](mailto:myuniven@univen.ac.za) / [StudentLmsSupport@univen.ac.za](mailto:StudentLmsSupport@univen.ac.za)

## • Digital Literacy Workshops

Digital Literacy training assists new students in bridging the gap in using ICT tools for learning between high school and university.

Digital Literacy workshops assist students with learning about:

- Introduction to using computers for learning
- How to type documents
- How to use internet tools
- How to manage documents

## • Online Test Writing Workshops

You will learn how to use Moodle to write online assessments effectively

## • Online Assignment Submission Workshops

You will learn how to use Moodle to submit online assignments

## • Grammarly Workshops

Grammarly is an Artificially Intelligent (AI) system that assists students in improving their academic writing. It is compulsory for all Univen first-year students to attend Grammarly training.

## • ConnectYard Workshops

ConnectYard is a multimodal messaging software that allows students and lecturers to communicate using their current devices on their preferred messaging channels: WhatsApp and E-mail. It is compulsory for all Univen first-year students to attend ConnectYard training.



## E-Learning Offices and Contact Information

### 1. Old Admin Building (Finance Building)

Office No G004

Tel: 015 962 8170

Email: myuniven@univen.ac.za / StudentLmsSupport@univen.ac.za

### 2. Old School of Education Lab EDUC 4

Tel: 015 962 8170

Email: myuniven@univen.ac.za / StudentLmsSupport@univen.ac.za

## E-Learning Team

- Mr. M Mothisi
- Mr. T Monyai
- Mr. T Matumba
- Mr. P Makaulule
- Mr. T Tshikota
- Ms. G Manoko
- Ms. M Maligudu



# Campus Protection Services

2022 First Year Experience Guide

**Univen Campus Protection Services is a security division which is aimed at creating a safe and secure environment in the university by intensifying patrol to discourage all the unlawful activities and to protect the university community and property.**

**They offer a multitude of services that ensures the safety of both students and staff, and advocate for an incident and crime-free space.**



Protection Services consist of the following units:

- Operations
- Visible Patrols
- Vehicle Patrols
- Access Control
- Residence Protection
- Investigations
- Crime Prevention and Liaison
- Parking
- Lost and Found Property office
- CCTV and Alarm system technology



Off-Campus security and protection

Univen protection services patrol the routes between main gate, Khoroni, Sandton residences, Maungani gate and black hostel.



Should you require any help on reporting or alerting the university on any criminal activities, please dial the following numbers:

### Emergency Contact numbers

015 962 8603 (Closed Circuit Television)

015 962 8193 (Control One)

015 962 8120 (Main Gate)

SAPS (082 781 0069)



E.mail: [nditsheni.mathanya@univen.ac.za](mailto:nditsheni.mathanya@univen.ac.za) or [maanda.nemaxwi@univen.ac.za](mailto:maanda.nemaxwi@univen.ac.za)  
or [avhapfani.maberegisi@univen.ac.za](mailto:avhapfani.maberegisi@univen.ac.za)  
Office building: Facility Management (Maintenance)  
Office number: 1 (one)





**CENTRE OF HIGHER EDUCATION TEACHING AND LEARNING  
(CHETL)**

## 2022 FIRST YEAR EXPERIENCE PROGRAMME

MONTH	ACTIVITIES	FACILITATORS	DATE	TIME	FOCUS GROUP	UNIT
JANUARY						
FEBRUARY	FYE Orientation and roadshow. Visibility of SCCDU, DU, E-Learning and ADU at identified points such as Main gate, Cafeteria	CHETL UNITS	14/02/2022 To 25/02/2022	08H00 – 15h00	All first Year students	ALL CHETL UNITS
	<ul style="list-style-type: none"> <li>Know your rights</li> <li>Diversity and inclusivity</li> <li>Finance</li> <li>Mentors check-in</li> <li>Your safety matters</li> </ul>	Finance section ADU Protection services			All faculties	ADU
	<b>E-learning Workshop</b> <ul style="list-style-type: none"> <li>How to Login to Moodle</li> <li>How to Setup ConnectYard</li> <li><b>Marketing:</b> Univen Website, CHETL Workshop Poster</li> </ul> Library Orientation for Students with Disabilities	E-Learning Team          DU Team	21/02/2022 to 28/02/2022	08H00 – 15h00	First entering students with disabilities	
MARCH	Study and test taking skills Referencing Digital skills Time management Your health matters	ADU E-Learning Campus clinic	10/03/2022	09h00 – 12h00	All faculties	
	Psycho-education programmes on Univen FM	SCCDU				SCCDU



	<b>Moodle Workshops</b> How to login to Moodle How to submit an Assignment Online How to write a test online <b>ConnectYard Workshops</b> How to setup Communication Channels					E-Learning
APRIL	Plagiarism and copyrighting Book club Critical thinking skills Emotional intelligence My career	Library ADU SCCDU SCCDU	07/03/2022	09h00 -12h00	All faculties	ADU
	<b>Moodle Workshops</b> How to login to Moodle How to submit an Assignment Online How to write a test online <b>ConnectYard Workshops</b> How to setup Communication Channels	E-Learning Team				E-Learning
MAY	Resilience Healthy relationship Exam preparations Stress management Authentic leadership	ADU SCCDU ADU SCCDU ADU	10/05/2022	09H00 – 12h00		
	Life skills (Student residence)	SCCDU DU				SCCDU DU

	<b>Moodle Workshops</b> How to login to Moodle  How to submit an Assignment Online  How to write a test online  <b>ConnectYard Workshops</b>  How to setup Communication Channels	E-Learning team				E-Learning team
JUNE	<b>Moodle Workshops</b> How to login to Moodle  How to submit an Assignment Online  How to write a test online  <b>ConnectYard Workshops</b>  How to setup Communication Channels	E-Learning team				E-Learning team
JULY	Time management Mentors and tutors check-in Your safety matters Book club	ADU  Protection services Library	13/07/2122	09h00 – 12h00		
	Life skills (student residence)	SCCDU				SCCDU
	<b>Moodle Workshops</b> How to login to Moodle How to submit an Assignment Online How to write a test online	E-Learning				E-Learning

	<b>ConnectYard Workshops</b> How to setup Communication Channels					
AUGUST	Preparing for the world of work as a first-year student  Finances	SCCDU FINANCE SECTION	10/08/2022	09h00 – 12h00	All faculties	ADU
AUGUST	Substance abuse awareness	SCCDU				SCCDU
	<b>Moodle Workshops</b> How to login to Moodle  How to submit an Assignment Online  How to write a test online  <b>ConnectYard Workshops</b> How to setup Communication Channels	E-Learning				E-Learning
SEPTEMBER	Time management Book club Study skills Exam preparation Disability awareness	ADU Library ADU ADU DU	14/09/2022  2/09/2022	09h00 – 12h00  10H00-13H00		ADU  DU
	Psycho-education programmes on Univen FM Disability awareness on local radio stations	SCCDU DU				SCCDU DU

	<b>Moodle Workshops</b> How to login to Moodle How to submit an Assignment Online How to write a test online  <b>ConnectYard Workshops</b> How to setup Communication Channels	E-Learning				E-Learning
OCTOBER	Time management Book club Study skills Exam preparation	ADU Library ADU ADU	12/10/2022	09h00 – 12h00		ADU
	<b>Moodle Workshops</b> How to login to Moodle How to submit an Assignment Online How to write a test online  <b>ConnectYard Workshops</b> How to setup Communication Channels	E-Learning				E-Learning



**University of Venda**  
*Creating Future Leaders*