



UNIVERSITY OF BOTSWANA

**VICE CHANCELLOR'S ADDRESS TO NEW STUDENTS
AT THE OLD GRADUATION ARENA
ON 30 JULY 2009**

Deputy Vice Chancellors,
Deans and Directors,
The SRC President,
Ladies and Gentlemen
Good morning to you all.

1. It is my greatest pleasure to address you, the new students, for the 2009/2010 academic year. In fact, it has become a tradition for us, the UB community, to formally receive and extend a warm welcome to our new students at the beginning of every academic year. The theme for this year's orientation is "***Our students, Our Ambassadors***" which is indeed a very appropriate theme given the fact that wherever our past and present students go, they send some message about the UB. The theme also demonstrates the importance that we, as the University, attach to our students.

2. Let me, first and foremost, congratulate you for having been able to secure a place at the University of Botswana. As you probably know, competition for places in institutions of higher education is very stiff so much so that a lot of deserving students could not find a place at this University. This year we received over 8 000 applications for admission to our academic programmes compared to 4 848 available places for the current academic year.

3. You should, therefore, feel honoured and privileged to have secured a place at this University and you should make the best of this opportunity. The University, your parents and the nation at large have high expectations of you and you should not disappoint any of them. After all your success is their success and should you fail in your studies, you would have failed them. Every parent gets excited when his/her child is admitted to an institution of higher education like the UB and, indeed, every parent gets overly frustrated when his/her child does not succeed academically and in life.

4. Director of Ceremonies, this event is a clear manifestation of the interest the UB community has in the new students. We are excited that you have chosen the UB among many other institutions of higher education. I am convinced that you made a wise choice. You have now joined a vibrant and dynamic University that delivers world class education to its students. It is, however, not my intention to give the impression that as a University, we have achieved our best quality of

service. To the contrary, we believe in continuous improvement of our programmes and processes in order to cope with the ever changing needs of our society.

5. In this regard, the University has embraced a strategy for excellence which is actually our strategic plan for period 2009 to 2016. The fundamental purpose of this strategic plan is to guide us in our effort to translate the vision of the University into projects and programmes that will advance the mandate of this University. The UB, like many other modern universities, has committed itself to a set of vision, mission and value statements. In particular, the University has set itself a vision of being a ***“Leading academic centre of excellence in Africa and the world”***. A vision, by its nature, articulates what the University wants to be, of most significance is that the realization of this vision requires all stakeholders, individually and collectively to be committed to it. To some people the vision of the University of Botswana may appear to be too ambitious. In my view, it is not. This vision, to a large extent, expresses the will of the general public to the extent that as a national university, we are expected to deliver excellent performance in all aspects of our work.

6. Essentially, this calls for individual and/or collective commitment to quality in whatever we do, positive attitude to our work and to be receptive to change. In this regard, I wish to advise the new students, in fact the entire UB community, to embrace the vision of the

University and be guided by its tenets wherever we perform our various tasks.

7. It is of critical importance that our students are committed to optimally benefit from the academic and non-academic programmes that the University offers. You must have a positive attitude towards your University and its programmes and engage yourselves in the discovery of new understanding and deepen that which you already have. In that way, the University could be in a position to produce graduates of high quality and comparable to those of world class universities which would be in line with the vision of this university.
8. Director of Ceremonies, people are the most valuable and reliable resources that any society can boast of. It is a resource that is readily available and the more it is developed, the more it can contribute to the development of its own community. In this regard, the UB is committed to the provision of high quality academic and non-academic programmes to its students. It is our commitment to ensure that our students acquire the necessary competencies and expertise for their meaningful participation in a knowledge – driven and knowledge – dependent society.
9. Our conviction is that skilled professionals are important to the socio-economic transformation of developing countries like Botswana. The

current unfavourable global financial climate has taught us in Botswana one important lesson, namely, that the economy's over dependence on the mining sector, particularly diamonds, is very much unreliable. When the sale of diamonds stops, the economy almost grinds to a halt. The message from this situation is that the country urgently needs to meaningfully diversify its economy away from the mining sector. In my view, university graduates must play a meaningful part in addressing this urgent need. Knowledge and skills acquired during their years of study should be translated into projects and commercial enterprises on a meaningful scale that can diversify the economy.

10. On a more general note, when the public is faced with intricate problems, people tend to look to the educated members of the society for possible solutions to their problems. Being unable to help in this regard will invariably be construed to be failure on the part of the educated cohort of the society if not their education system. As I said earlier, the UB is proud of its high quality academic programmes but we are also blessed with highly qualified, experienced and seasoned scholars from around the world. All what we need is the commitment of students to their work.

11. What we continue to observe with increasing frequency and clarity is that the problems that face our society are not always simple and straight forward, a lot of them are complicated and therefore defy

simple solutions. As the University prepares you to meet these challenges in future, you should make a deliberate effort to gain deep insight into your subjects material and learn as much as possible from non-academic programmes prepared for you in the University so that you can, after graduating, be in a position to efficiently and effectively deal with intricate problems that bedevil your society.

12. The University has developed a teaching and learning policy that was approved by Senate in February last year (2008). The intention of the policy is to guide teaching and learning processes to be efficient and effective in pursuit of academic excellence. The emphasis is on, among others, students to take responsibility for their own learning and for them to make a deliberate effort and commitment, over and above their classroom experiences, to pursue skills and knowledge that are consistent with their choices, interests and aptitudes. In higher education, students do not depend so much on teachers as they do in secondary schools. You are expected to be the champions of your own learning process.

13. Director of Ceremonies, through the Division of Student Affairs, the University will organize non-academic programmes that are meant to enhance your development into fully fledged graduates at the end of your studies. The Division also has in place valuable support systems for students so that you can succeed in your academic work whilst your social life is also promoted. For example, we have Living

and Learning Communities (LLC), although they are still at their formative stage, they are meant to enhance the quality of your social life whilst promoting your focus on your academic work. I wish to encourage you to participate in these non-academic programmes to the extent possible.

14. In addition to the programmes that I have just referred to, the University has world class sporting facilities which include the Olympic size swimming pool, a stadium, tennis courts and many others all of which are meant to cater for your various sporting needs. It is my hope that you will not only make good use of such facilities, but also take care of them.

15. As our ambassadors, my expectation is that you will conduct yourselves, individually and collectively, in a manner that is consistent with the University's aspiration to become a ***“Leading academic centre of excellence in African and the World”***. I am, however, convinced that you are responsible individuals and that you will continue to be responsible throughout your period of study at this University. The University has, nonetheless, developed a set of policies and regulations to guide you and these are contained in the Student Handbook which you must have and familiarize yourself with its contents. In addition, the UB Management will continue to work closely with the Student Representative Council in trying to resolve student matters and advance the mandate of the University.

16. Director of Ceremonies, an institution like UB is different from high schools in many different ways. In particular, for students there is a lot of freedom at the UB as compared to high schools. The freedom that you will enjoy at this University should be used for meaningful personal development. We have the experience of students who became overwhelmed by the freedom they enjoyed here to the extent of losing their academic focus and therefore failed their studies and got discontinued from the University. My advice is that you should not fall into the same trap.

17. Before I conclude, I want to say a word about physical developments and new facilities. You have no doubt realized that certain areas on campus have been cordoned off and construction is ongoing. We are now seeing the implementation of a number of building projects that have been planned for some time. The new buildings include the multi-disciplinary academic buildings which will contain new lecture space, computer labs and offices; the science and health building which will have laboratories, teaching space and offices; the Faculty of Engineering and Technology; expansion of Student Clinic; academic teaching hospital; construction of perimeter wall to the south east; and the student services centre which will bring together all student services under one roof. We regret that these new developments, of course, will cause some inconvenience you, especially that safety and security might be compromised until the perimeter wall is completed. However, we hope that we can all bear with them as in the end we will have improved facilities and a more convenient and aesthetically appealing campus. I trust that we can count on your cooperation and support.

18. A related safety issue I would like to talk about is the A H1 N1 influenza. The Ministry of Health has in past few weeks issued a number of alerts and guidance on this matter. I wish to reiterate that

message that you should take responsibility for your healthy and seek medical assistance should you develop symptoms or suspect that the flu you have contracted is more than what you normally expect around this time of the year.

19. Finally, ladies and gentlemen, today marks your first steps in the long journey to acquiring university education. But before you embark on this journey I invite you to look back and take pride in your achievements thus far and at the same time be thrilled by the challenges that lie ahead. I wish you all a successful and rewarding period at UB. May all your hopes and expectations be fulfilled!



UNIVERSITY OF BOTSWANA

Foreword for the Student Welfare Information Portal

Apart from providing accommodation, the department of Student Welfare is charged with the welfare of students at UB and has a Welfare unit which deals with related matters. Since this is a broad area, the unit works in collaboration with all other university sections in carrying out this role. The unit thus deals with student's welfare matters during their stay and study at UB. The main areas of focus are as follows;

Guidance: to ensure students have the relevant information prior to coming to UB, on arrival and during their stay and even when they leave at the end of their study. A range of support is provided in the form of information, areas for support services and orientation of new students. Such information is available on **the below portal** as well as the Student Welfare main website.

Counseling: The unit offers individual & group counseling in liaison with the University Guidance & Counseling Unit.

Wellness: The department is concerned with the wellness of students and liaises accordingly with; International Students office, Disability Service Office, HIV/AIDS office, Wellness office, Health Services, Protection Services, Culture Unit, Careers & Counseling, Faculties, etc.

External Collaboration: The department also liaises with external agencies in support of students; Parents, Hospitals, Police, Student Insurance services, external housing matters, etc:

Please contact Mrs Hiri-Khudu on matters related to the Welfare unit. Her contact details; Block 115/Tel: (00267) 3552478/2897; e-mail studentwelfare@mopipi.ub.bw

Departments with relevant information for students that falls within the above areas of focus should kindly contact Mrs Khudu for uploading their information on this portal. Students are encouraged to go to the main websites of the service providers for more details on what they offer.

We hope our students will find the information helpful and suggestions for further improvements will always be welcome.

Barbra M. Pansiri
Deputy Director, Student Welfare

Contacts:
Tel: (00267) 355 5205 (w) Fax: (00267) 318 5019
E-mail: pansirib@mopipi.ub.bw



UNIVERSITY OF BOTSWANA

PROTECTION SERVICE UNIT

The responsibility of the Protection Services Unit is to protect the life and property of students, staff and visitors of the University. It is also mandated with the protection of the university property against theft and vandalism, as well as to receive and investigate criminal matters reported by both students and staff.

University residents are, however, reminded that they are responsible for their own safety as well as that of their property as perpetrators of most criminal acts are people familiar with the scene. These include the most trusted friends and employees.

Students are advised to refrain from acts that may hurt or strain relationships with other students, and to try as much as possible to make the campus a conducive place to live and study in.

Location: Block 104

Telephone numbers: 3552396 – main office (24hrs)

3552394

3552894

3552395

3552258

3555243 (FET)

The following are useful security tips that may help residents protect their life and property:

Some of the criminal acts prevalent on campus are:

- a) Assault
- b) Theft
- c) Vandalism
- d) Use of insulting language

HELPFUL SECURITY TIPS

1. HAND BAGS/ WALLETS

- a. They should not be left on desks overcoats, jackets unlocked cabinets or drawers

2. MONEY

- a. Should always be kept in safe place
- b. It is not necessary to keep large sums of money in rooms, offices, vehicles.
- c. Do not live your money in parked vehicles.

3. KEYS:

- a. Should always be kept in a safe place
- b. Always lock your room or office when you go out.
- c. do not give anybody copies of keys to your room/office

4. COMPUTERS:

- a. All UB students are reminded to register their computers/laptops with the Protection Services.

5. ID CARDS

- a. Students are also reminded to carry their identification cards with them and they must produce them when requested to do so by any University Authority or Protection Officer on duty.

6. EMERGENCY CASES

- a. To be reported using the listed numbers
- b. Where it is not possible to reach the above numbers or come in person, the police may be called at **999** for free. They will then inform Protection Services office to attend

7. ALCOHOL AND DRUG ABUSE

- a. Students are also reminded that alcohol and drug abuse are prohibited on campus. Drinking of alcohol on corridors or streets on campus is not allowed except at the students bar.
- b. Students are reminded that in case of emergency they can either call Protection office for help, using the numbers listed above, or come in person.

All information about crime or any suspicious persons must be reported to the Protection Services immediately, The reporter does not necessary have to mention their names.

N. B. All information will be treated with confidentiality

Members of the Protection Services are always on duty for 24 hours, students may be escorted to their rooms on request if they feel their lives are at risk.

Students are also reminded to avoid leaving their luggage or properties unattended, especially during registration period.

TRAFFIC AND PARKING REGULATIONS:

Students are also requested to observe traffic and parking rules and regulations.

All students who will be parking their vehicles on campus should buy parking discs as a form of identification and it costs P15.00

Students are advised to use students' parking slots and should note that all covered and enclosed parking are for staff only

Parking at the University of Botswana is on a first come first serve basis, except for covered parking only.

PREPARED BY: ASSISTANT MANAGER, OPERATIONS

UNIVERSITY OF BOTSWANA PROTECTION SERVICES



UNIVERSITY OF BOTSWANA

HEALTH AND WELLNESS CENTRE

Why A Health and Wellness Centre?

Health and Wellness Centre is a user friendly facility, which aims at promoting healthy lifestyles among students and staff and contribute to their measurable positive health outcomes.

Who Can Access The Service?

Any student currently enrolled in the University and any staff member. Bring your UB identity card.

Where Can You Find Us?

Block 244L
(Porta Camp near the residence block of 478)

Monday to Friday: 7:45am to 1pm and 2pm to 4:30pm.

The Centre offers a variety of programmes as follows:

Body Mass Index(BMI), Blood Pressure, Blood Sugar, breast cancer examination

Check with us every semester on what days these are offered. Days fluctuate every semester subject to Health Promotion Assistants schedules.

HIV Voluntary Counselling and Testing

Test provided in partnership with Tebelopele Voluntary Counselling and Testing. Testing is done on Tuesdays and Wednesdays from 9.00a.m - 3.30p.m.

Information Resource Centre

A well equipped information resource centre for accessing online health related material including a Television Set with a variety of health related videos can be viewed at the centre at one's own spare time starting from 8.00a.m - 4.00p.m on weekdays.

Condom Distribution

Condoms are distributed by HPA'S but are also available and you can come to the centre to collect some for yourself.

Brochures and booklets

A variety of health related materials that may be of interest to you are available at the centre.

Weekly lunch hour student centered discussion

Discussions are held once a week, during lunch hour. Just register with the secretaries at the Health and Wellness Centre to attend.

Training of Peer Educators

Training is done once a semester to staff and representatives of different students clubs. Training can also be conducted on demand of the group.

Health Workshops

Workshops are held every Semester for students and staff members on areas of interest.

Health Calendar Activities

Activities are planned in collaboration with peer educators, HIV/AIDS Committee and Society Against HIV/AIDS (SAHA), Careers and Counselling Centre, Health Services, Student Welfare, Various Student Groups, Faculties and other Departments.

Take Charge of your life!

Avoid Risky Behaviour!!

All students and staff are welcome.

Contact Us

Health and Wellness Centre

Private Bag 0022

University of Botswana

Gaborone, Botswana

E-mail: csha@mopipi.ub.bw Tel: 355 2542 Fax: 355 2934

Location:

Building 244L, Room 143, Gaborone Campus
Cnr Notwane & Mobuto Road



UNIVERSITY OF BOTSWANA

DISABILITY SUPPORT SERVICES

Overview

The University of Botswana, Disability Support Services (DSS) coordinates support services and academic adjustments (accommodations) for students with disabilities enrolled at the University of Botswana. The Disability Office provides students with the educational support and services needed to access and participate effectively at University of Botswana. DSS is determined to meet the varied learning needs of students with physical, sensory, learning, psychological, and chronic health impairments.

To ensure equal academic access and complete university life, DSS provides reasonable accommodations and support services that are both individualized and flexible. Students have to register with Disability Services for them to access services.

SERVICES provided include but not limited to: initial assessments, counseling and instructional accommodations such as alternative text formats, scribes, Brailled study materials and alternate examinations, notes-taking, taped lectures, readers, learner support or student's assistants, provision of assistive technology devices, Liaison with academic staff and other departments

Other Services:

i) Individual and Group Counseling

Individual and Group counseling (*support group*) sessions are held at the Careers and Counseling Centre, facilitated by Careers and Counseling staff. Focus Group discussions are also held by DSS registered students at the disability computer lab every Wednesdays from 5:00pm to 6:00pm.

ii) Disability Services Computer Lab:

Located at Block 115 room 38, Disability computer lab is the only resource room currently serving as the computer lab for students with disabilities. The facility

houses 10 LCD computers, CCTV, known as the electronic desktop magnifier, printer, and computers loaded with the JAWS and Zoom text software's for use by blind, partially sighted and low vision students. Students using wheelchairs have easy access in to the lab. With the use of the desktop magnifier, students with visual impairments are able to use the desktop magnifier to read independently. The desktop magnifier is an assistive technology device designed for low vision users. It magnifies and enlarges objects allowing individuals with low vision to read enlarged objects.

How to request for services?

Disability Office may need proof of documentation from a physician, medical practitioner or other relevant authorities to support the disability/condition. Confidentiality will prevail at all times and consent will be sought from students whether or not to disclose their condition. All documents are considered confidential and maintained by DSS and do not become a part of the student's academic record.

Contact us:

Students with any form of disability are encouraged to register with Disability Support Services as soon as the semester starts or anytime when need arises, at Block 201, Office 32/33, Tel: 355-2545/2768/4183.



UNIVERSITY OF BOTSWANA

WELFARE UNIT –FIRE PRECAUTIONS

In case of fire, take the following precautions;

- Raise the alarm by smashing the “break glass” alarm.
- Alert residents in the immediate area.
- Call for assistance and if possible, try to distinguish fire with the fire extinguisher. **Remember not to place yourself at risk.**
- Contact UB Protection Services at Ext. **2396/2477/2787/2394/2894.**

On hearing the alarm;

- Listen carefully for instructions.
- **Remember to switch off** all the electrical appliances.
- Close all windows and doors on leaving the rooms.
- Do not stop to collect personal belongings, **remember your life is more valuable.**
- Evacuate via the nearest exit route.
- Keep the left hand side of the passage or stairs.
- Assemble at the emergency assembly point.



UNIVERSITY OF BOTSWANA

INTRODUCTION TO THE LIBRARY

INTRODUCTION

University of Botswana Library is a Learning Resource. It provides an integrated learning environment where print and electronic information resources are readily accessible. The main library and Faculty of Engineering and Technology (FET) libraries are in Gaborone; Center for Continuing Education (CCE) and HOORC libraries in Francistown and Maun respectively

The Mission of the University of Botswana Library is to develop and provide access to quality information and foster a supportive environment which promotes learning, teaching and research

LIBRARY OPENING HOURS

Term Time		Vacation	
Mon-Thur	0745- 2300	Mon-Thur	0745- 1900
Friday	0745-1700	Friday	0745-1700
Saturday	1000-1600	Saturday	1000-1600
Sunday	1400-2200	Sunday	Closed

The library is normally closed on public holidays. Any change will normally be communicated to the customers.

LIBRARY FACILITIES

The library has six floors plus a mezzanine. The following facilities and resources are located on respective floors.

- ❖ Information resources which include: books, periodicals, pamphlets, microforms (microfiche and microfilm), online research databases and multimedia
- ❖ Integrated workstations and online catalogue on dedicated terminals

- ❖ Reader space for individuals and group study; i.e. quiet reading areas, seminar rooms and individual open and closed study carrels (for use by graduate and PhD students. The open reading areas are available on a “first come first served” basis and may not be booked.
- ❖ Seminar rooms are available upon booking with respective floor coordinators
- ❖ Subject Librarians provide specialized research support for learning, teaching and research. Each faculty has a team responsible for a cluster of subjects
- ❖ An IT enabled auditorium that accommodates 150 people, it is available strictly on a booking system at a cost. It may be used for workshops or public lectures,

FLOOR ARRANGMENT

Lower ground

- ❖ Botswana Documentation and Special Collection (BDSC) contain Botswana documents, archival materials, grey literature, images and thesis on Botswana and Africa.

Ground floor

- ❖ Security check point
- ❖ Circulation Desk and Reference/ Enquiries Desk
- ❖ Course Reserves and Inter- Library Loans (ILL)
- ❖ Multimedia collection
- ❖ Cashier’s counter
- ❖ Motswedi Wa Thuto (Fountain of Knowledge
“One stop information centre”
 - Newspaper and leisure reading collections

Upper Ground floor

Science and Engineering Resources

- ❖ Architecture and planning, Computer Science, Mathematics, Pure Sciences, Medical Sciences, Environmental Science and Geology etc.
- ❖ 3 seminar rooms and 13 open Study Carrels
- ❖ Technical Services Unit

Mezzanine floor

- ❖ All current journals or periodicals are located here
- ❖ Library Administration

First floor

Business and Social Sciences Resources

- ❖ Psychology, Sociology, Political Science and administration, Economics, Accounting, Finance, Marketing, Statistics and Law

- ❖ 5 seminar rooms and 14 open study carrels
- ❖ Late night study area

Second floor

Humanities Resources

- ❖ Archeology, Theology, Media Studies, Languages, Literature, History, Library, Archives and Information Science
- ❖ 3 Seminar rooms and 14 open Study carrels

Third floor

Education Resources

- ❖ Adult Education, Home Economics, Physical Education, Educational Technology, Special Education etc
- ❖ 3 Seminar rooms and 9 open Study carrels

All customers are requested to conform to the following guidelines so that the library may provide a conducive environment to learning and research.

- ❖ Maintain silence in the library
- ❖ Ensure that all materials are issued out to you before leaving the library
- ❖ Handle all library materials and other equipment with care to ensure longevity
- ❖ Avoid posting notices inside and outside the library without prior arrangement
- ❖ Keep the library clean at all times

LENDING SERVICES

Customers are required to produce University of Botswana ID and access card to borrow library materials.

BORROWING ENTITLEMENT

Type of customer	Borrowing entitlement	Loan period
Under graduate student	15	1month
Part time student	4	1month
Graduate	25	1month
Academic / S	40	1 semester
Senior support staff	40	3 months
Part time lecturers	4	3 months
Support staff	8	1month
Affiliated Institutions	4	1month
Distance Learners	8	6 weeks
External borrowers	2	1month



UNIVERSITY OF BOTSWANA

Faculty of Science

Introduction

The Faculty of Science is headed by the Dean, Prof. M.P. Modisi and is made up of seven departments. It offers the following undergraduate degrees;

BSc 230	Bachelor of Science (General)
BSc 280	Bachelor of Computer Science
BIS 230	Bachelor of Information Systems

In an attempt to assist first year students, this brochure contains information on who the Heads of Department are and where to find them and/or their secretarial staff.

The brochure also lists first year courses offered by the different Departments.

Biological Sciences Department

HOD	Office Number
Dr B Moseki	235/215

Secretary	
Ms M Sakhu	235/216
Ms D D Thebe	235/216

Year one courses	
Semester one	BIO 111 (4 credits)
Semester two	BIO 112 (4 credits)

Computer Science Department

HOD	Office Number
Prof F J Ogwu	232/227

Secretaries	
Ms G N Mashadi	232/225
Ms N Thatoeng	232/223

Year one Courses	
Semester one	GEC 121 (2 credits)
Semester two	GEC 122 (2 credits)

NB: Computer Science GECs courses are compulsory. In addition all students are required to take the following from the Communication and Study Skills Unit (CSSU);

Semester one	GEC 111 (2 credits)
Semester two	GEC 122 (2 credits)

Chemistry Department

HOD	Office Number
Dr B T Mmereki	237/211

Secretaries	
Ms T S Pheto	237/210
Ms K Mokoka	237/209

Year one courses	
Semester one	CHE 101 (4 credits)
Semester two	CHE 102 (4 credits)

Environmental Science Department

HOD	Office number
Prof B P Parida	236/220

Secretaries	
Ms V Ditshotlo	236/221
Ms G Motlhabatlou	236/235

NB: Environmental Science courses not offered at year 1.

Geology Department

HOD	Office number
Dr R T Chaoka	236/222

Secretaries	
Ms M K Mophalane	236/223
Ms G Mothobi	236/223

Year one courses	
Semester one	GEO101 (4 credits)
Semester two	GEO102 (4 credits)

HOD	Office number
Dr O. Daman	208/203B

Secretaries	
Ms B Motsele	208/203A
Ms D Mautle	208/207

Year one Courses

Semester one MAT111 (4 credits)

Semester two MAT122 (4 credits)

NB: Mathematics year one courses are compulsory.

Physics Department**HOD**

Dr J G King

Office number

208/235B

Secretary

Ms F Baitsile

208/235A

Year one courses

Semester one PHY111 (3 credits)

Semester two PHY111 (3 credits)

PHY119 (1 credit)

PHY121 (3 credits)

PHY129 (1 credit)

NB: Some Departments also offer service courses for students from other Faculties, for example CHE107 and CHE109 for home economics and nursing students, PHY160 for Home Economics and BIO 120 for nursing students.

Enquiries to:

Faculty Administrators

Office # 133 Telephone 3552475 or

Deputy Dean

Office # 131 Telephone 3552472



UNIVERSITY OF BOTSWANA

Faculty of Health Sciences

Introduction

The Faculty of Health Science is headed by the Acting Dean, Dr T.T Mokoena and is made up of three departments. It offers the following undergraduate degrees;

BNS 200	Bachelor of Nursing Science (Generic)
BNS 210	Bachelor of Nursing Sciences (Completion)
BSC245	Bachelor of Environmental Health
BSC250	Medicine

In an attempt to assist first year students, this brochure contains information on who the Heads of Departments are and where to find them and/or their secretarial staff.

The brochure also lists first year courses offered by the Departments.

School of Nursing

HOD	Office Number
Dr N. Seboni	230/229

Secretary

Ms K Baleseng	230/227
Ms M Motsele	230/219

Year one courses

CORE

1ST SEMESTER

BNS	101	HIV/AIDS PREVENTION AND CONTROL IN BOTSWANA
BIO	111	PRINCIPLES OF BIOLOGY
CHE	101	GENERAL CHEMISTRY I
GEC	111	COMMUNICATION AND STUDY SKILLS 1
GEC	121	COMPUTING AND INFORMATION SKILLS FUNDAMENTALS
MAT	111	INTRODUCTORY TO MATHEMATICS I
PHY	111	OPTICS, MECHANICS, VIBRATIONS AND WAVES
PHY	119	PHYSICS PRACTICAL 1.1

2ND SEMESTER

BIO	112	DIVERSITY OF ANIMALS AND PLANTS
CHE	102	GENERAL CHEMISTRY II
GEC	121	COMMUNICATIONS AND STUDY SKILLS II

GEC	121	COMMUNICATIONS AND STUDY SKILLS II
GEC	122	COMPUTING AND INFORMATION SKILLS FUNDAMENTALS II
MAT	112	INTRODUCTORY TO MATHEMATICS II
PHY	121	ELECTRICITY AND MAGNETISM, MODERN PHYSICS
PHY	129	PHYSICS PRACTICAL 1.2

Enquiries to:

Faculty Manager

Block 244G/104 Telephone 3554187 or

Deputy Dean

Office Block Block244G Telephone 3554559



UNIVERSITY OF BOTSWANA

Information Technology Department

Services for students

The IT Department is committed to ensuring the provision of efficient and effective computing resources and services for students to use in fulfilling their learning objectives. Each student has access to general software and facilities and some departments have specialised equipment to meet their specific needs. The following services are available to all students:

Login accounts

This note is applicable for **new students as well as returning students.**

- Each student is automatically given a login account
- The first time you login you use your student id number as your user name
- Your password will be blank (i.e. do not type anything)
- You will be prompted to change the password, do this IMMEDIATELY by clicking on 'OK'.
- Enter your chosen password in both the 'new password' and 'confirm new password' fields. The password must be at least 6 characters. (Choose a password you can remember but that is not obvious to everyone else e.g. do not choose your name or surname).
- From then on this would be the password you will use to access the University's network.

Login problems should be reported to the IT support personnel in the faculty.

NOTE:

IT support personnel are normally not available on weekends and after 16h30 on weekdays.

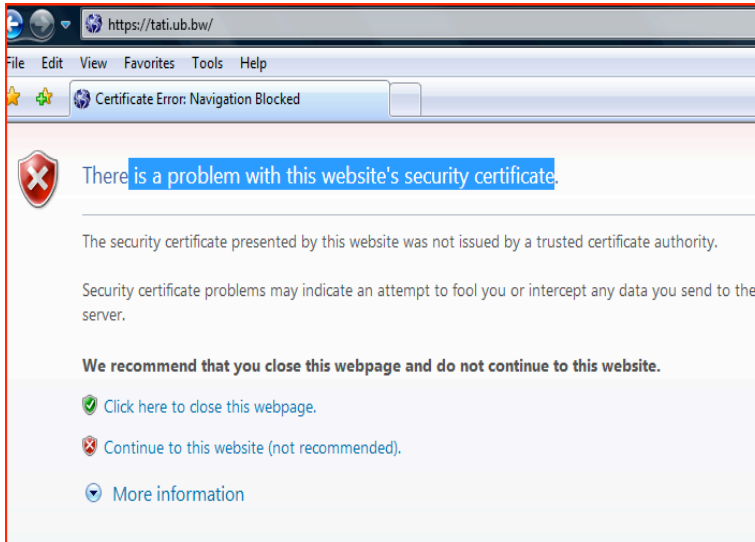
Electronic Mail

All registered students are allowed to use email services at the University.

1. E-mail accounts have been created for all students, using student ID numbers.

Each student's E-mail address= StudentIDNumber@tati.ub.bw

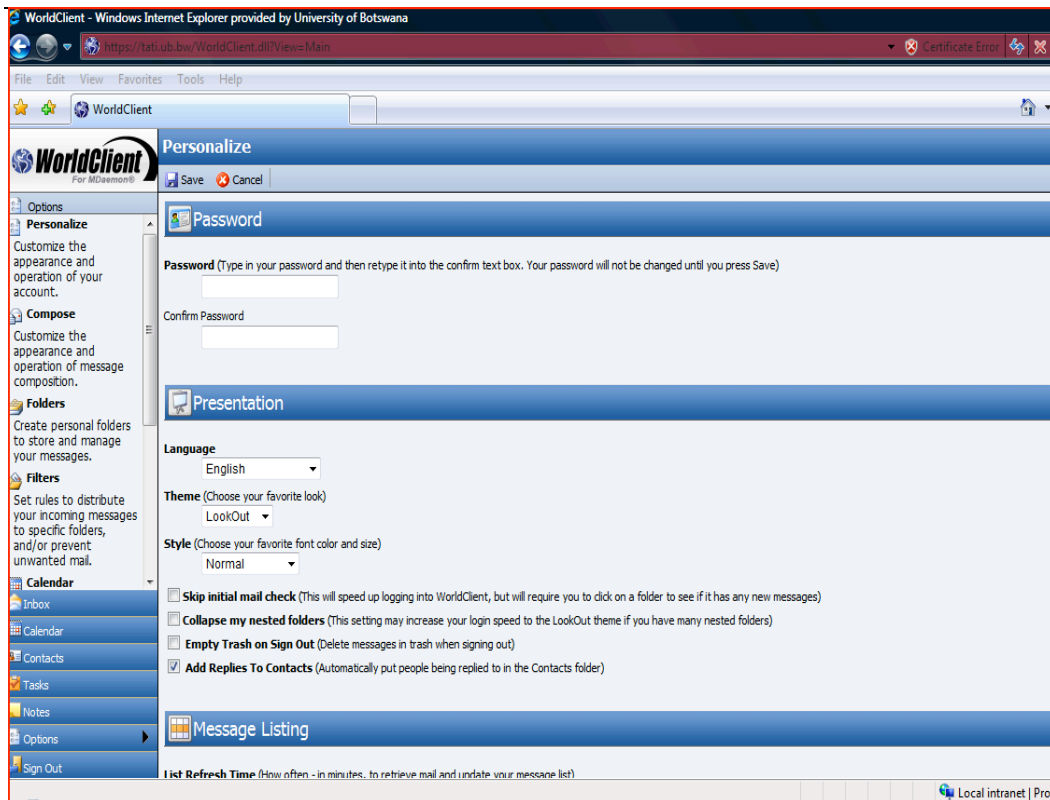
- E.g. Student ID = 500500256; E-mail address = 500500256@tati.ub.bw
2. To access Student Email, open your web browser (e.g. Internet Explorer, Netscape) from any machine on campus.
 3. Type the URL <http://tati.ub.bw:2000> on the browser address line and press enter.
 4. If you receive a message like the one shown below, click to **Continue to this web site**.



5. This will display the following login screen:



6. Using the student ID in this example, one would enter the following:
 - Email address: = [500500256](#) (Remember: this is meant to be **your** id)
 - Password: 500500256. (This is meant to be **your** password)
 - Language: Leave blank for default or choose **English** from the list.
 - Theme: Leave blank for default or choose **a Theme** from the list
7. Click on **Sign In**. This will log you into the mail system.



Customize Mail/Account Settings

- From the preceding screen, click on the **Options** icon on the bottom left corner of your screen as shown below.
 - Click on any of the listed options to make changes to the appearance and operation of your account settings and functions including your password.
 - You can make changes by clicking on the options on the left hand side e.g. **Compose, Folders, Filters, Calendar, Outlook Connector et al.**
 - Click **Save** when you finish making changes.
8. To exit the mail system, click on the **Sign Out** icon at the lower left corner of the program.

Internet access

Internet access is available for use by students but bound by the rules and regulations of usage. These rules are drawn up by each faculty but also encompass the laws of Botswana. Any Internet users found to wilfully break these rules will forfeit their Internet privileges. ***The usage is strictly for academic purpose only.***

Application software

All standard Microsoft Office software are available in the Computer labs for use in preparing your assignments and projects. Specific specialist software for courses such as engineering, mining, statistics etc are made available through departments and are the responsibility of the Head of Department. Where possible this software is made available in the student Lab of the relevant faculties.

The use of general office software is part of the GEC courses and is taught through the Department of Computer Sciences courses to be registered for by the student.

Printing facilities

Most computer labs are usually equipped with Laser printers managed by the faculty where students are expected to provide their own paper for printing. However, some faculties provide dot matrix printers and paper for draft printing.

Meal system at student refectories

All students are permitted to eat at the student refectories, however, payment for such meals must be made in advance and are deducted from the student's meal account from information on the bar code on the Student ID card.

Crediting your meal accounts:

Residential students' meal accounts are credited on monthly bases.

Off campus students can go to the cash office and pay any amount towards their meal accounts. The receipt must then be taken to Admin Block 108, Room 38, to have the meal account credited.

Students who wish to see their meal statements are to go to Student Welfare. Those who have problems with their meal account are to go to Admin Block 108, office 38, for assistance.

Student ID / Access Control Card

To obtain a Student ID card you must pay a fee at the cash office and then proceed with the receipt to the Photo ID section to obtain the card.

Student ID Cards and special electronic access control cards are issued at the Photo ID Section (209/030) to give students access to restricted areas such as the Library, abs, bookstore, refectory and other sensitive areas and for identification purpose. The access card has a photo for physical identification of the person. Access rights are determined by the faculties and departments and are controlled centrally by the administrator of the system.

When using the card system, all details of the person to whom the card belongs, as well as the time the area was entered and exited, will be recorded. It is essential to keep the card safe and it should not be loaned to anyone. If a card is lost or stolen, report the loss to the Security Office immediately so that it can be disabled.

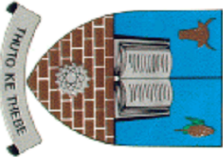
Lost cards:

Should a student's card be misplaced, lost or stolen the student **must** go to Student Welfare as soon as possible to have the card de-activated, as this will prevent other people from using it. Only once this is done then the student should once again pay the fee at the cash office and proceed to Photo ID for a new one.

ITS iEnabler

iEnabler is a web-based access to the ITS system for students to obtain institutional, program and personal information. Students can check their registration status, academic records and financial statements through the ITS *iEnabler*. You can access ITS *iEnabler* from the <http://okavango.ub.bw> or through the quick links on the University web site <http://www.ub.bw>.

**Enquire
On-line!!!**



Student iEnabler is a web system that can be accessed in all areas where there is internet or intranet access such as student labs, computer access centers and the Library. One of the modules of this system is the Student Enquiry module. The module enables students to view information like Financial statements, Exam timetable, Exam results, Address/ Contacts Details, Academic record, and Class timetable.

Using Student iEnabler in 10 Easy Steps

Step 1: Open Internet Explorer.

Step 2: Type Url address <http://www.ub.bw/> and click on "iEnabler" link

Step 3: Under Registered Users pane, click the Student button.

Step 4: Enter student id and click on "Request Pin" button (The system will automatically create a pin for you).

Step 5: To retrieve your pin, open another Internet Explorer window and type Url address <http://fai.ub.bw:2000>.

Step 6: A login screen will appear prompting you to type in your email address (student.tk@ai.ub.bw) and password.

Step 7: Open email from address "unibots@motopi.ub.bw" with subject as "Web Pin Requester" to retrieve your pin number.

Step 8: Go back to your Student iEnabler welcome page.

Step 9: Enter your Student id and Pin, click "login" button, And a navigation screen will appear.

Step 10: Navigate through the menu pane on the left to access different modules of your choice.

Welcome Screen

Navigation Screen

Library Computer Services

Location: Library Building – Block 224.

Contact support: S.Steyn, V.Selabe, O. Seabo

Telephone: 355 4417, 4445, 5162

E-mail: helpdesk@mopipi.ub.bw 2318/2319

Opening days and times: Monday to Thursday 7:45 a.m. to 11:00 p.m.

Friday 7:45 a.m to 5:00 p.m

Saturday 10:00a.m to 5:00 p.m

Sunday 10:00a.m to 11:00 p.m

Please note that these times may change during vacation periods.

OPAC: 2 machines reserved for OPAC on each floor, 1 machine in each seminar rooms of the Library.

Law Reports: We have 1 PC by the entrance reserved for Law reports and 2 PC's by the Law office

Facilities: Research PCs on each floor:

Ground Floor	19
Upper Ground	41
First Floor	53
Second Floor	31
Third Floor	41

Wireless LAN

Connection Bring your laptop for wireless connection to the office at late night study area

Printing We have two PC's in the Circulation Desk of the Library used strictly for printing. There are 2 black and white printers and we print at 50 per page. For you to print you have to:

- Credit your account at administration,
- Bring the receipt to the Library and give it to the office located to the far end of the circulation desk from the entrance to input information into the printing system.
- Printing instructions are by the Printers.

(For any IT related problems contact the above or anyone in the Automation Section of the Library)

Online services

Self renewal You may renew your library books provided they are not overdue.

Books on Hold You can also request a book be kept on hold for you when it is returned.

Suggestion box To give us an ideas on improving our services

On-line Journals The library subscribes to a number of full-text journals and databases on-line. See <http://medupe.ub.bw> for links; See <http://medupe.ub.bw/screens/fulltextframe.html> for a full list of journals available on-line.

Past Exam Papers

For past exam papers go to <http://medupe.ub.bw> then select Past Exam Papers which will take you to <http://168.167.32.215/thesis/default.htm>

N.B. When selecting a year, we have for example Dec 2008 and Apr 2008

Access rules

The Library computing facilities are open to all members of the University community. Login names and passwords for accessing the PCs are the same as you would use in your faculty and these are obtainable from the Faculty IT staff

Public access

Many of the library resources are available on-line so you can check for books and journals without going to the library physically. You can access most of the library facilities by using your web browser to go to <http://medupe.ub.bw>.

You can view your patron record and ensure you follow the self explained below screen

The screenshot shows the login interface for the University of Botswana Library Catalog. The page has a light yellow background. At the top right, it says "University of Botswana Library Catalog". Below this, it asks the user to "Please enter the following information:". There are three input fields: "Surname and Initials (malebogo K S)", "Staff/Student ID and 01 (100912301 or 20050123401)", and "Please Enter LIBRARY BARCODE". Below the input fields are two buttons: "Submit" and "Start Over". At the bottom right, there is a red bar with the text "INNOVATIVE INTERFACES".

The resources outlined on the following pages are available within faculties and are usually reserved for students registered for courses within the faculty.

Faculty of Business

Location: Business Block 245
Contact/support: Ms. L. Dube
Office: 245/031
Telephone: 355 2232
E-mail: dubeln@mopipi.ub.bw



Computer lab hours: Monday to Friday 8:00 a.m. to 10:00 pm.

Note: The labs are primarily for Faculty of Business students. From 5 p.m. the undergraduate lab is usually used for teaching. If it is not in use, you may use computers until 10 p.m. For use after hours and at weekends prior arrangement must be made. Make the request by filling a form obtainable from the IT staff at the faculty. Keys are usually collected from the security desk.

Software: Microsoft Project, Microsoft Office 2007, SPSS and PASTEL

Facilities:

- 1. Graduate Lab 245/243:** 30 PCs; One Laser jet printer in the lab for final copies of assignments, with controlled access.
- 2. Undergraduate Practice Labs**

245/248	30 PCs
245/246	30 PCs
245/245	30 PCs
245/136	30 PCs Smart Classroom
245/138	30 PCs
245/140	30 PCs
245/038	30 PCs
245/039	9 PCs

One laser jet printer in the lab for final copies of assignments with controlled access.

Access rules: Students are entitled to 2 hours of computer usage per day and may spend more time only when the computer is not required by any other student.

Faculty of Humanities

Location: Humanities
Contact/support: Mrs B. Moeng
Office: 239/010
Telephone: 355 2779
E-mail: motswirib@mopipi.ub.bw



Computer lab hours:
Monday to Friday 7:00 a.m. to 9:00 p.m.

Software Microsoft Office Suite, SPSS, AutoCAD, Google Earth, Gimp, Inscape, Video Editing Software (Final Cut and QuarkXpress), Video Editing Software (Avid suite), Adobe Audition, Sona4.

Facilities:

1. **Graduate Lab:** 239/008: 14 PCs with 1 networked printer for graduate students use.
2. **Media Studies Lab:** 239/002: 12 PCs strictly reserved for media studies students.
3. **Undergraduate Practice Lab:** 239/008: 23 PCs, 1 network printer.
4. **Teaching Lab:** 239/011: 36 PCs.
5. **Archaeology Lab 201:** 10 PCs, reserved for Archaeology students.
6. **Mac Lab 201/005:** 15 Mac machines and 1 network printer, exclusively reserved for media studies students
7. **Avid 238/223:** 6 PCs, exclusively reserved for media studies students
8. **Radio Lab 238/215:** 9 PCs, exclusively reserved for media studies students.

Access rules: The labs are primarily for Faculty of Humanity students, unless students from other faculties take a course in the faculty.

Faculty of Social Sciences

Location: Social Science Block 240
Contact/support: Mr. T. Dibe
Office: 240/116
Telephone: 355 2754
E-mail: dibet@mopipi.ub.bw

Computer lab hours: Monday to Friday 8:00 a.m. to 9:00 p.m. (Subject to change).

Facilities: **Graduate students IT room 240/114:** 21 PCs, dot matrix printer for draft copies, laser printer for final copies. Paper is provided by the departments for laser printing.

Undergraduate Teaching/practice lab 240/115: 21 PCs and a dot matrix printer.

Undergraduate teaching lab 240/117: 31 PCs, laser printing during classes only, the lecturer supplies the paper.

Undergraduate practice lab 240/132: 15 PCs with a laser printer for final projects; students provide their own paper.

Software: MS Office applications, SPSS, Minitab and Internet access.

Access: The laboratories are only to be used by students in the faculty who belong to the designated group.

Faculty of Education

Location: Education Block 238

Contact/support: Mr. M. Nyathi

Office: 238/229

Telephone: 355 2749

E-mail: nyathi@mopipi.ub.bw

Computer lab hours: Monday to Friday 07:45 to 18:00.
Saturday and Sundays on request.

Facilities:

1. **Graduate Lab 203/001:** 15 PCs used for Practice, one Networked HP LaserJet 4200 printer.
2. **Undergraduate Lab:** 238/119: 36 PCs for teaching.
3. **Undergraduate Lab:** 238/115: 20 PCs for practice by all faculty students.
4. **DMSE Lab:** 215/001: 43 PCs used for practice and teaching by DMSE students, one networked HP LaserJet 4000 printer
5. **Home Economics Lab:** 238/022: 13 PCs for teaching, one network HP colour 5100 printer.
6. **Primary Education Lab:** 226/07: 12 PCs used for practice by primary education students
7. **Nursing Lab 223/004:** 11 PCs for practice by nursing students, one networked HP LaserJet 4000 printer.
8. **E-learning smart class room:** 238/212: 36 PCs used for teaching
9. **E-learning smart class room:** 238/114: 16 PCs used for teaching
10. **E-learning smart class room:** 225/101: 42 PCs used for teaching

Software: MS Office, MS Front page, SPSS, Food finder, Nutritionist Pro.

Printing rules:

Graduate Lab 203/001: Faculty office provides one toner cartridge per semester. Students are given equal printing quotas. If cartridge gets used up before end of semester, students contribute and buy cartridge and equal quotas are given to only paid students. Students are expected to supply their own printing paper.

Nursing Lab 223/004: Nursing department provides tonner and printing is not restricted since the students are very few. Students are expected to supply their own printing paper

DMSE Lab 215/001: Department supplies tonner and students are given quotas for printing. Printing times are restricted and students supply their own paper. Students apply to the departmental technicians if they exhaust their printing quotas.

Home Economics Lab 226/07: Home Economics department provides tonner and paper. Students only print during lessons with the guidance of lecturers.

All other Labs do not have printing facilities and students are expected to go to the Library for printing

Faculty of Science (Computer Sciences)

Location:	232/105	23 PCs
	232/106	23 PCs
	232/111	30 Thin clients
	232/112	15 PCs, 1 laser printer (postgraduate lab)
	232/117	40 PCs,
	232/118	30 PCs,
	232/119	30 PCs
	232/120	30 PCs
	229/002	30 PCs,

Contact/support: Messrs M. Masire and M. Raditsebe

Office: 232/109

Telephone: 355 2963

Computer lab hours:

Monday to Friday 07h45 to 16h30 but sometimes varies as some classes start from as early as 0700hrs and end as late as 1900hrs.

Depending on the departmental budget, students are at times temporarily hired to open the labs until 2300hrs (Monday to Sunday).

Access: The Faculty labs are for the use of Computer Science students only for teaching, assignments and student graduate projects.

Printing: There is a shared printer for all undergraduate students. The printer is in the technicians' office (232/109). Each student can print 20 pages per week, we provide paper to students.

Faculty of Science (Other Sciences)

Locations:

237/103	9 PCs	1 laser printer
237/136	5 PCs	1 laser printer (24 hrs)
236/027	54 PCs	1 laser printer
236/015	17PCs	1 laser printer
236-120B	17PCs	1 laser printer
236/117B	9 PCs	1 laser printer (24 hrs)
236/105	4PCs	
235/128	28 PCs	
235/040	8 PCs	1 laser printer (24 hrs)
233/G7	36 PCs (on request)	
208/201	8 PCs	1 laser printer
208/202	26 PCs	
208/205	30 PCs	
205-ArcLab	26 PC's	1 Laser printer
205/ Planning Lab	17 PCs	

Contact/support: Mr. T. Kelebonye

Office: 233/115

Telephone: 355 2457

Computer lab hours:

Monday to Thursday: 08h00 to 16h30

Friday: 08h00 to 17h00

Saturday: Closed except those designated 24 hours above

Sunday: Closed except those designated 24 hours above

Access: The Faculty labs are for the use of Faculty of Science staff, students only for teaching, assignments and student graduate projects.

Faculty of Engineering and Technology (FET)

Location: West Campus Block 1006 Student Labs 1006a & 1006b.
East Campus Block 2003 Deans Office & TESD (09C)
Electrical Engineering (10C)
East Campus block 2036 Mechanical Engineering
East Campus block 2033 Civil Engineering

Contact/support:

Lab 09C Bodutu ext. 4457
Lab 10C Bodutu ext. 4457
Lab 2036 Salim ext. 4243
Lab 2033 Mpho 4245 Kennedy ext. 4297, Lopang ext. 4319
Student Labs 1006a & b Lawrence 4427

Computer lab hours:

Monday to Thursday: 8 a.m. to 11p.m.
Friday: 8 a.m. to 5p.m.
Saturday: 10 a.m. to 5p.m.
Sunday: 8 a.m. to 10:30a.m.

Software: MS Office, AutoCAD and Matlab are installed on all computers.

Facilities:

1. **Student Labs 1006a/b:** One Laser printer Internet access. 37 computers
2. **Lab 09C:** 25 Fujitsu Esprimo PCs with general software
3. **Lab 10C:** 26 Fujitsu Esprimo PCs with general software
4. **Lab 2036:** 20 Hp Pcs with general software and GIS ArcView.
5. **Lab 2032:** 48 computers with general software
6. **Lab 2045:** 30 computers
7. **Lab 2040:** 27 computers
8. **Lab 2033:** 24 computers
9. **Design Lab:** 20 computers
10. **Electrical:** 22 computers
11. **Control** 12 computers
12. **Lab 2068:** 12 computers
13. **Lab 701:** 14 computers

Access rules: Assistant Lab Technicians and UB Security Staff control access to labs 1006a and 1006b. All FET students may use these although booking may be necessary due to high demand. Departmental labs are used for teaching and project work, access to these facilities is restricted and controlled by departmental staff.

Getting Help

- Use the User online Help facility to learn more about IT
- If you have problems logging into your new email account or forwarding email from your old account, consult your colleagues who know how to, or report to the IT staff in your faculty
- Most notifications about student IT services will be communicated to students by email and announcements on <http://tirisano.ub.bw>.
- Any queries about using the email and other IT services for students can be directed to IT Support staff in faculties/Library or by E-mail to support@tati.ub.bw.

Tips:

- **Password security:** Never let someone else know your password. They could make use of the system to send unpleasant and unlawful material to others and this would have your name attached so you would be held legally and morally responsible. Give your computer access the same care and consideration you would your bank ATM card.
- **Viruses:** They are the plague of modern computing. Be very careful when opening email attachments as viruses are often spread this way. If in doubt run the anti-virus software available on all the systems and ask for help from your faculty's technician.
- **Always backup your work:** Things can and will go wrong with computers. If you have a copy of your document on several disks you will be able to get going again relatively easily.
- **Always log off:** Every time you leave a computer, even if it is only for a few minutes.
- **Flash Disk:** Do not forget to remove your flash disk from the computer when you log out to leave.

Rules and Guidelines when using UB IT facilities

The following rules and guidelines are applicable to everyone using UB IT facilities. They are designed to protect the users, machines and data. Please be considerate of your fellow users and adhere to the following:

- **Do not** bring food or drinks into the labs.
- **Do not** modify, copy or install programs on any of the PCs.
- **Do not** remove documentation from any of the labs unless it is needed for a classroom presentation. In this case any borrowed material should be returned promptly.
- **Scan** all flash disks for viruses before using them in any of the PCs.
- **Do** your own backup: It is the user's responsibility to maintain backup copies of data that has been stored in personal areas on the Network. IT personnel are not liable in

case of loss, corruption or any kind of destruction of any user's information whether it is a result of malfunctioning hardware, software or any other disaster.

Some resources you may find useful

Useful web search engines:

Google a general search engine, but also specialises in educational matters:

<http://www.google.com>

Yahoo a general search engine:

<http://www.yahoo.com>

South African search engines:

Ananzi: <http://www.ananzi.co.za>

Aardvark: <http://www.aardvark.co.za>

UB websites

UB Home page <http://www.ub.bw>

UB Library <http://library.ub.bw>

External portal <https://okavango.ub.bw>

Old exam papers: <http://notwane.ub.bw>

EbscoHost: <http://search.epnet.com>

ISI Web of knowledge <http://isiknowledge.com>

Sabinet <http://www.sabinet.co.za>

E-Learning <http://elearning.ub.bw>

ITS iEnabler https://nossop.ub.bw:7771/pls/prodi01/w99pkg.mi_login

Announcements <http://tirisano/stud/default.aspx>

Getting Help by email

Email system help support@tati.ub.bw

Other applications itservices@tati.ub.bw

HIV/AIDS Questions

UB HIV/Aids forum: <http://www.globe-online.com/inedaf/hivaids/ub/index.htm>

Note:

- Access to the Internet and E-mail is a privilege and not a right.
- All users should take note of the laws of Botswana relating to pornography and libel.
- Any abuse of the system could result in the user's privileges being revoked.
- Computer facilities are provided for **academic purposes only**.