



## **REGISTRATION INFORMATION 2021**

### **1. ONLINE REGISTRATION**

Registration commences on **18 January 2021 until 12 February 2021 (only online, off campus registration will be allowed)** for new Masters coursework, Honours and Postgraduate Diploma students.

Full research Masters and Doctoral students have until **31 March 2021** to register.

You will only be able to register off-campus. Registration towards postgraduate qualifications is extremely competitive and takes place on a first-come, first-serve basis. The University therefore cannot guarantee your place if you do not register **on/or before the closing date of registration**. Note that the registration dates may be adjusted in which case such detail will be formally communicated to you.

Kindly access registration information at <https://tinyurl.com/UJregistration> and follow the step by step guide.

**NO STUDENT MAY ATTEND LECTURES FOR A MODULE OR PROGRAMME IF HE/SHE IS NOT REGISTERED FOR IT. SIMILARLY, NO STUDENT MAY RECEIVE POSTGRADUATE RESEARCH SUPERVISION UNLESS THEY ARE FORMALLY REGISTERED FOR THE RESEARCH MODULE AND PROGRAMME.**

### **2. PAYMENTS**

All students, including students whose fees are paid by sponsors or employers, are required to pay **the following minimum amounts in order to register**:

Full-time/part-time Tuition fees only: **R 3 870.00**

#### **Residence fees**

- Only students who were allocated a space in a residence must pay: **R 6 470.00**
- Residence students who are provisionally selected/waiting list students only pay: **R 3 870.00**

Please keep proof of payment for at least two (2) years. No refunds will be approved without it. Please note that no refunds will be made during the month of January 2021.

Students presenting a bank deposit slip as proof of payment, will be required to have made the payment **at least 5 working days prior to the registration date**. Students who do not comply with these requirements will not be able to complete the registration process until the payment reflects on the student account.

#### **Payment methods:**

- Credit card (E-payments) will reflect on your UJ student account immediately.
- For online E-payments please use the following link: <https://ulink.uj.ac.za>
- Alternative payment methods: <https://tinyurl.com/UJpaymentmethods>

### 3. PAYMENTS

#### 3.1 FINANCIAL LIABILITY UPON TOTAL CANCELLATION OF STUDIES OR CANCELLATION OF CERTAIN MODULES

3.2 Please note that should you decide not to continue with your studies you have to cancel your registration at the university.

3.3 The following cancellation rules apply

##### 3.3.1 Total cancellation of studies

- Cancellation on or before 20 March 2021: total remission of tuition fees with the exception of the registration fee and ICT levy.
- Cancellation after 20 March 2021 as indicated in point 3.3.2

##### 3.3.2 Cancellation of modules

<b>First semester modules:</b>	<b>Second semester modules:</b>
• Cancellation on or before 20 March: No fees payable	• Cancellation on or before 01 August: No fees payable
• Cancellation on or before 12 April: 50% credit is granted	• Cancellation after 01 August: No credit is granted
• Cancellation after 12 April: No credit is granted	

<b>Year Modules:</b>
• Cancellation on or before 20 March: No fees payable
• Cancellation on or before 12 April: 75% credit is granted
• Cancellation on or before 01 August: 50% credit is granted
• Cancellation after 01 August: No credit is granted

#### 3.4 CHANGES TO REGISTRATION

- Students will be able to add or cancel modules on the online registration system.
- In order to change or cancel a qualification, students will be required to complete the cancellation request form. Failure to do so will result in students being liable for the fees of the relevant year.
- Additions of modules can only be done during the registration period. No further additions of modules will be permitted.
- Students with 2nd semester modules outstanding must also register during the January registration period.
- Telephonic cancellations will not be accepted.
- Requests for cancellation of studies or modules should be submitted to the relevant faculty officer.
- Students who fail to notify the University officially before the prescribed dates will forfeit any claim to the reimbursement of fees paid.

### 4. TRANSFER STUDENTS

Please note that places for transfer students are very limited. Students transferring from another university to the University of Johannesburg are required to register during the registration period. (25 January 2021 until 12 February 2021)

First year postgraduate students, who obtained their undergraduate qualification from another university, are required to submit a complete academic record (indicating completion), a certificate of good conduct, and a copy of the applicable degree certificate as well as an ID to their respective college/faculty. The aforementioned documents should be certified. Credit transfer requests must be approved by the relevant lecturer. Please contact the college/faculty for information.

The documents must be emailed to the relevant Faculty Officer by the 18th of January 2021. The subject line must indicate the qualification you have been accepted for as well as your student number. Please ensure that all certified documents emailed indicate your student number.

## 5. REGISTRATION SUPPORT

The following registration support is available during weekdays 07:30 – 16:00

- Call Centre on 011 559 4555 or Online chat facility
- Email to College / Faculty (see point 6)

COLLEGE / FACULTY	EMAIL ADDRESSES	CAMPUS	
College of Business and Economics	<b>Honours/Postgraduate</b>		
	<a href="mailto:dheyneke@uj.ac.za">dheyneke@uj.ac.za</a> or <a href="mailto:iseeletse@uj.ac.za">iseeletse@uj.ac.za</a>	Kingsway campus	
	<b>Masters/Doctorate</b>		
	<a href="mailto:nathanielm@uj.ac.za">nathanielm@uj.ac.za</a>	Kingsway campus	
Faculty of Art, Design and Architecture	<a href="mailto:amaritz@uj.ac.za">amaritz@uj.ac.za</a> or <a href="mailto:hselolo@uj.ac.za">hselolo@uj.ac.za</a>	Bunting Road campus	
Faculty of Education	<a href="mailto:eduqueries@uj.ac.za">eduqueries@uj.ac.za</a>	All campuses	
Faculty of Engineering and the Built Environment	<b>Honours/Postgraduate</b>		
	<a href="mailto:hastingsm@uj.ac.za">hastingsm@uj.ac.za</a> or <a href="mailto:febepgassist@uj.ac.za">febepgassist@uj.ac.za</a>	Doornfontein campus	
	<b>Masters</b>		
	<a href="mailto:pmashaba@uj.ac.za">pmashaba@uj.ac.za</a> or <a href="mailto:febehd@uj.ac.za">febehd@uj.ac.za</a>	Kingsway campus	
Faculty of Health Science	<a href="mailto:web-healthscience@uj.ac.za">web-healthscience@uj.ac.za</a>	Doornfontein campus	
Faculty of Humanities	<a href="mailto:tmotaung@uj.ac.za">tmotaung@uj.ac.za</a>	Masters MPhil Social Policy and Development (Honours, Masters and Doctorates) – African Languages; Afrikaans; English; French; Greek and Latin Studies; Linguistics; Cultural Studies; Applied Linguistics; Urban Studies	Kingsway campus
	<a href="mailto:lvandenberg@uj.ac.za">lvandenberg@uj.ac.za</a>	(Honours, Masters and Doctorates) - Industrial Sociology; Social Impact Assessment; Sociology	Kingsway campus
	<a href="mailto:ambozana@uj.ac.za">ambozana@uj.ac.za</a>	(Honours, Masters and Doctorates) - Politics and International Relations	Kingsway campus
	<a href="mailto:dbotman@uj.ac.za">dbotman@uj.ac.za</a>	(Honours, Masters and Doctorates) – Journalism, Film and Television; Religion Studies	Kingsway campus
	<a href="mailto:mercials@uj.ac.za">mercials@uj.ac.za</a>	(Honours) - Communication Studies (Surname A - Mi); Psychology (Surname A - Me) (Masters) - Psychology (Research); Counselling Psychology (Coursework) (Doctorates) - Communication Studies	Kingsway campus
	<a href="mailto:ifadal@uj.ac.za">ifadal@uj.ac.za</a>	(Honours) - Communication Studies (Surname Mj - Z); Psychology (Surname Mf - Z) (Masters) - Fundamental Communication (Research); Clinical Psychology (Coursework) (Doctorates) - Psychology	Kingsway campus
	<a href="mailto:edwardl@uj.ac.za">edwardl@uj.ac.za</a>	(Honours) - Social Policy, Community Development (Masters) - Clinical Social Work; Community Development	Kingsway campus

		(Doctorates) - Social Work	
	<a href="mailto:mmackay@uj.ac.za">mmackay@uj.ac.za</a>	(Honours) - Historical Studies; African Studies; Strategic Communication (Masters) - Historical Studies; Corporate Communication; Strategic Communication (Doctorates) - Historical Studies; Strategic Communication	Kingsway campus
	<a href="mailto:rjordan@uj.ac.za">rjordan@uj.ac.za</a>	(Honours, Masters and Doctorates) - Development Studies	Kingsway campus
	<a href="mailto:aphiwes@uj.ac.za">aphiwes@uj.ac.za</a>	Bursaries Honours/Masters and Doctorates; Postdoc Registrations	Kingsway campus
	<a href="mailto:hapes@uj.ac.za">hapes@uj.ac.za</a>	Bursaries Honours, Masters and Doctorates; Postdoc Registrations	Kingsway campus
	<a href="mailto:stheunissen@uj.ac.za">stheunissen@uj.ac.za</a>	(Honours, Masters, Doctorates) – Anthropology, Philosophy Bursaries Honours/Masters and Doctorates Postdoc Registrations	Kingsway campus
	<a href="mailto:rmosia@uj.ac.za">rmosia@uj.ac.za</a>	Transcripts	Kingsway campus
<b>Faculty of Law</b>	<a href="mailto:thokozilem@uj.ac.za">thokozilem@uj.ac.za</a>		Kingsway campus
<b>Faculty of Science</b>	<b>Honours</b>		
	<a href="mailto:ljbaloyi@uj.ac.za">ljbaloyi@uj.ac.za</a>		
	<b>Masters/Doctoral</b>		
	<a href="mailto:melissah@uj.ac.za">melissah@uj.ac.za</a>		

## 6. STUDENT ACCESS CARDS

Student access cards may be collected on-campus (after you have registered) from Monday 25 January 2021 until Friday 12 February 2021 between 08:00 to 16:00 at the following venues:

CAMPUS	DATE	VENUE
APB	25 Jan – 12 Feb 2021	Bring your own device venue, Con Cowan Building
APK	25 Jan – 12 Feb 2021	D1 Lab 208
DFC	25 Jan – 12 Feb 2021	Samsung Venue, 2 <sup>nd</sup> Floor, Q-K building
SWC	25 Jan – 12 Feb 2021	GNA09, Robert Sobukwe Building

## 7. ACADEMIC REGULATIONS

The Academic Regulations for 2021 will be available on <https://tinyurl.com/UJregulations> and ULink.

## 8. FACULTY RULES AND REGULATIONS (YEARBOOK) 2021

2021 Yearbooks will be available on College / Faculty web pages. <https://www.uj.ac.za/faculties/>

## 9. INTERNATIONAL STUDENTS

Undergraduate and Postgraduate students who are abroad and will still be in their home countries during the registration period may be allowed to register conditionally under the conditions explicated below. (International students who are in South Africa at the time of registration are not eligible for conditional registration).

Requests for conditional registration are approved by the Registrar and the relevant executive dean.

Conditions:

- Must register during the formal registration period;
- Must pay the applicable registration amount, which includes a non-refundable registration fee and ICT levy;
- Must sign the conditional registration agreement (in addition to the standard registration agreement). The document is available on the registration page of the UJ website: and
- Must provide all required documents and be able to attend classes in person from 1 April 2021.

Please note that non-compliance with the conditions listed above by 31 March will result in a cancellation of registration by the Faculty. The standard cancellation rules in respect of fees will apply. Conditionally registered students are not eligible for placement in residences. Upon full registration, students may be considered for placement in UJ residence, should there be spaces available.

The Division for Internationalisation will be assisting with off-campus clearance from Monday 11 January 2021. The University would like to encourage students to make use of the off-campus registration process, including the international off-campus clearance.

- Temporary Residence Visa holders (i.e. Study, Work (postgraduate part-time), Critical Skills Visa, and Relative with endorsement to study at the University of Johannesburg or Diplomatic Permit), Special Dispensation (i.e. ZEP) will need to submit proof of valid medical aid cover, registered and administered in South Africa in accordance with the Medical Schemes Act.
- First time registering students with a Temporary Resident Visa (i.e. Study, Work (postgraduate part-time), relative with endorsement to study at the University of Johannesburg or Diplomatic) will need to submit certified copies of passport, and/or valid visa.
- Permanent Residence Permit holders, Asylum Seekers and Refugees with valid permits will be required to submit a certified copy of the permit

Documents to be forwarded to [mampoum@uj.ac.za](mailto:mampoum@uj.ac.za) or [tshepangm@uj.ac.za](mailto:tshepangm@uj.ac.za)

Contact person	Campus	Office	Tel	Email
Mr Tshepang Marumo	APK & SWC	International House Madibeng	+27 (0) 11 559 2096	<a href="mailto:tshepangm@uj.ac.za">tshepangm@uj.ac.za</a>
Mrs Mampou Ngqumshe	APK	Building, Auckland Park, Kingsway Campus	+27 (0) 11 559 4517	<a href="mailto:mampoum@uj.ac.za">mampoum@uj.ac.za</a>
Mr Thabang Mothebe	DFC	Ground Floor, Maropeng Building	+27 (0) 11 559 6510	<a href="mailto:thabangm@uj.ac.za">thabangm@uj.ac.za</a>
Ms Palesa Makwela	APB	International Admission Office Ground Floor Con Cowan Building	+27 (0) 11 559 1027	<a href="mailto:pmakwela@uj.ac.za">pmakwela@uj.ac.za</a>
Ms Shantelle Sass	APK	International House Madibeng Building, Auckland Park, Kingsway Campus	+27 (0) 11 559 7780	<a href="mailto:ssass@uj.ac.za">ssass@uj.ac.za</a>

**LECTURES WILL COMMENCE ON MONDAY 15 FEBRUARY 2021.**

We wish you every success in your studies.

Kinta Burger (Prof)  
Registrar  
University of Johannesburg