



REGISTRATION INFORMATION 2020

1. ONLINE REGISTRATION

Registration commences on **08 January 2020 until 31 January 2020** for new Postgraduate course-work students.

Full research Masters and Doctoral students have until 28 February 2020 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 thus 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 2020.

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. The following cancellation rules will apply:

3.2.1 Total cancellation of studies

- Cancellation on or before 15 February: total remission of tuition fees with the exception of the registration fee and ICT levy.
- Cancellation after 15 February 2020 as indicated in point 3.2.2

3.2.2 Cancellation of modules

First semester modules:	Second semester modules:
• Cancellation on or before 15 February: No fees payable	• Cancellation on or before 2 August: No fees payable
• Cancellation on or before 29 March: 50% credit is granted	• Cancellation after 2 August: No credit is granted
• Cancellation after 29 March: No credit is granted	

Year Modules:
• Cancellation on or before 15 February: No fees payable
• Cancellation on or before of 29 March 75% credit is granted
• Cancellation on or before 2 August: 50% credit is granted
• Cancellation after 2 August: No credit is granted

3.3 ONLINE COURSE CHANGES

- 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 space for transfer students are very limited. Students transferring from another university to the University of Johannesburg are required to register during the registration period.

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

The documents must be emailed to the relevant Faculty Officer by the 4th of January 2019. The subject line must indicate the qualification you have been accepted for as well as your student number. Please also ensure that all certified documents emailed indicate your student number written on it.

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	Honours/Postgraduate	
	dheyneke@uj.ac.za or iseeletse@uj.ac.za	Kingsway campus
	Masters/Doctorate	
	cellof@uj.ac.za or nathanielm@uj.ac.za	Kingsway campus
Faculty of Art, Design and Architecture	amaritz@uj.ac.za or hselolo@uj.ac.za	Bunting Road campus
Faculty of Education	eduqueries@uj.ac.za	All campuses
Faculty of Engineering and the Built Environment	Honours/Postgraduate	
	hastingsm@uj.ac.za	Doornfontein campus
	Masters	
	pmashab@uj.ac.za	Kingsway campus
Faculty of Health Science	web-healthscience@uj.ac.za	Doornfontein campus
Faculty of Humanities	rmosia@uj.ac.za or edwardl@uj.ac.za	Kingsway campus
	nmangole@uj.ac.za or mmackay@uj.ac.za	Kingsway campus
	ambozana@uj.ac.za or lvandenberg@uj.ac.za	Kingsway campus
	rjordan@uj.ac.za or evanwyk@uj.ac.za	Kingsway campus
	tmotaung@uj.ac.za or mercials@uj.ac.za	Kingsway campus
	ifadal@uj.ac.za or suzettef@uj.ac.za	Kingsway campus
	dbotman@uj.ac.za	Kingsway/ Soweto Campus
Faculty of Law	thokoziem@uj.ac.za	Kingsway campus
Faculty of Science	Honours	
	ljbalozi@uj.ac.za	Kingsway campus
	Masters/Doctoral	
melissah@uj.ac.za	Doornfontein campus	

6. STUDENT ACCESS CARDS

Student/access cards may be collected on-campus (after you have registered) from Wednesday 08 January 2020 until Friday 31 January 2020 between 08:00 to 16:00 at the following venues:

CAMPUS	DATE	VENUE
APB	08 Jan – 31 Jan 2020	Con Cowan Building, Computer Lab F
APK	08 Jan – 17 Jan 2020	D1 Lab K08
APK	21 Jan – 31 Jan 2020	D1 Lab 208
DFC	08 Jan – 31 Jan 2020	Samsung Venue, 2 nd Floor, Q-K building
SWC	08 Jan – 31 Jan 2020	GNA09, Robert Sobukwe Building

7. ACADEMIC REGULATIONS

The Academic Regulations for 2020 will be available on the <https://tinyurl.com/UJregulations> and ULink.

8. YEARBOOK 2020

2020 Yearbooks will be available on College / Faculty web pages. <https://www.uj.ac.za/faculties/>

9. INTERNATIONAL STUDENTS

The Division for Internationalisation will be assisting with off-campus clearance from Wednesday 08 January 2020. 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) set to expire before or after 31 December 2020 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 intadmissions@uj.ac.za

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

LECTURES WILL COMMENCE ON MONDAY 3 FEBRUARY 2020.

We wish you every success in your studies.

Kinta Burger (Prof)
Registrar
University of Johannesburg