



## **FIRST-YEAR, UNDERGRADUATE (INCLUDING TRANSFERRING) STUDENTS**

### **REGISTRATION INFORMATION (2022)**

Dear Prospective UJ Student

Well done on your successful completion of the 2021 academic year. Without a doubt, it was a challenging year for everyone, but you persevered against all odds. Please take note of the following important information and dates for the 2022 academic year.

#### **1. FINAL ADMISSION**

**PLEASE NOTE: Receiving this information letter does not imply in any way that you have been admitted or will be admitted for the 2022 academic year.**

**For more information on your CURRENT APPLICATION STATUS, you can view and download your most recent letter(s) by clicking [here](#).**

The following applies to applicants not yet fully admitted:

- UJ will receive all final Grade 12 results from the Department of Basic Education. It is not necessary to email or submit a hard copy of your results to the University unless requested to do so.
- Once selections have been finalised, the Student Enrolment Centre will inform you of your admission status by email.
- No notice regarding your application status is official and binding on the University unless it has been sent by email to you from the University's official email server.
- Should you not have received an email regarding your application status by 25 January 2022 you can verify your application status online clicking [here](#) or contact our Call Centre on 011 559 4555.

#### **2. UJ COUNCIL ADOPTS MANDATORY COVID-19 VACCINATION POLICY TO ACCESS CAMPUSES AND FACILITIES**

As you will recall, the University has over the last few weeks extensively communicated and consulted with staff and students regarding the possibility of declaring UJ as a mandatory vaccination site. This process was guided by the principles of transparency, openness and accountability, including surveys for staff, students and Senate members, as well as legal opinion.

The UJ Council at its meeting on 25 November 2021 resolved that all (UJ) campuses and facilities will be mandatory vaccination sites from 1 January 2022. This means that staff and students will need to provide UJ with their vaccination status (e.g., first vaccination completed or fully vaccinated) before gaining access to any campus or facility. These measures also apply to ad hoc contractors, identified stakeholders and visitors.

This outcome will ensure that our staff and students have optimal access to the University's precincts for purposes of working, learning, research, laboratory and clinical work whilst protecting the health and safety of the University community and its stakeholders. The need for optimal access to the campuses and facilities has become crucial in part because of the socioeconomic circumstances of our students. Additionally, some learning programmes require in-person engagement for research and experiential learning.

Exemptions, based on medical or religious grounds, will be considered. It is important to note, however, that UJ will balance the rights of individuals against the collective rights of the broader University and the surrounding community. As the collective rights take precedence, the rights of individuals may be limited, in terms of section 36 of the Constitution of the Republic of South Africa, 1996.

Read the COVID-19 UJ Mandatory Vaccination Policy [here](#).

More information on implementation of this mandatory vaccination policy will be communicated soon.

We would like to thank everyone who has already taken the opportunity to be vaccinated. We once again remind our prospective students, students and staff who have not yet been vaccinated that the Liberty Life in Braamfontein and the Netcare Milpark Hospital, which have been identified as UJ dedicated sites, remain open.

Those who may not be able to make use of these sites may choose other available vaccination sites closer to their homes. If you cannot register via the EVDS (Electronic Vaccination Data System), you can book for your vaccination at any vaccination site across South Africa via <https://sacoronavirus.co.za/active-vaccination-sites/>.

Below are some useful steps to receive your COVID-19 vaccine:

- 1.1 Register for the Covid-19 vaccine on the government's EVDS system (<https://vaccine.enroll.health.gov.za/#/>)
- 1.2. Visit the confirmed vaccination site on the date and time of your booking.
- 1.3 Take your EVDS SMS as proof of registration and your proof of identity (South African ID or passport) to the vaccination site. Alternatively,
- 1.4 Walk-in to any vaccination site to register and vaccinate.

We appreciate your cooperation and support in this effort as we work together to ensure that the University remains a safe place for everyone. Protecting our community requires all of us to do our part.

Once registered, you will receive an automated enquiry to disclose your vaccination status information (i.e., first vaccination completed or fully vaccinated). The vaccination code received via the Department of Health's EVDS (Electronic Vaccination Data System) must be submitted for verification purposes.

Fully vaccinated students' access cards will be activated for all campuses and facilities. Partially vaccinated students (e.g., first vaccination completed if the specific vaccine required two doses) are conditionally registered with access granted to the campuses and facilities. Accommodation in campus residences will be allowed. Students have until 31 March 2022 to comply with the conditional registration, i.e. to become fully vaccinated or risk having their studies cancelled.

Un-vaccinated students will receive a conditional registration status. Two categories of un-vaccinated conditionally registered students will apply. Students who plan to be vaccinated: They will be conditionally registered and have until 31 March 2022 to become fully vaccinated. Until partially registered, they will not have access to campus or facilities. Students who do not plan to be vaccinated: Under exceptional circumstances, they can apply for exemption. Only health/religious grounds will be considered (as per guidelines of the policy document). If the exemption request is approved, the student will need to present a weekly negative PCR COVID-19 test before being allowed to access the any campus or facility. The student can at any time decide to get vaccinated and submit their details via the online electronic system. If the exemption request is not approved, the student's access card will not be activated for access to any campus or facility and the conditional registration will be cancelled if not fully vaccinated by 31 March 2022.

### 3. **REGISTRATION DETAILS**

Registration commences on 21 January 2022 and closes on 11 February 2022 (**only online, off-campus registrations will be allowed**).

**Register as early as possible due to programmes being filled during the first few days of registrations. Spaces cannot be guaranteed.**

Note that the registration dates may be adjusted. Any such changes will be communicated to you.

NO on-campus facilities will be available for registration. All registrations are done online and off-campus, for which you may use a tablet/handheld device or any other computer facility at your disposal.

Follow this link <https://tinyurl.com/UJregistration> to access registration information and follow the step-by-step guide.

Review your **Proof of Registration** to ensure that your qualification and all the module registration(s) are complete and correct.

Do note that any ***previous studies (at a higher education institution) MUST be declared to UJ***. A non-declaration of previous studies serves as sufficient reason for the cancellation of registration (please refer to the *Returning student registration information* letter published on the registration website) <https://tinyurl.com/UJregistration>.

**Only REGISTERED STUDENTS may participate in academic activities.**

### 4. **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:**

**Day students (tuition fees) – All students not residing in the residences – R3 870.00**

**Residence students (tuition fees and residence deposit) – Only students with acceptance letters from residences – R6 470.00**

Residence students who are provisionally selected/waiting for a space in residence only pay: **R3 870.00**

**Payment methods:**

- Credit cards (E-payments) will reflect on your UJ student account immediately. Alternative payment methods used will not reflect immediately and may impact on securing a place.
- For online E-payments please use the following link: <https://ulink.uj.ac.za>.

**4.1 Please note that you must cancel your registration at the University if you decide to discontinue or withdraw from your qualification or study programme or register at another institution.**

**4.2 The following cancellation rules will apply:**

#### **4.2.1 Total cancellation of studies**

- Cancellation on or before 25 February 2022: In this case, a total refund of the paid tuition fees and/or residence fees (where applicable) may be processed, except for the registration fee and ICT levy.
- Cancellation after 25 February 2022 (see point 4.2.2 below).

#### 4.2.2 Cancellation of modules

First Semester Modules	Second Semester modules
• Cancellation on or before 25 February 2022: No fees payable	• Cancellation on or before 29 July 2022: No fees payable
• Cancellation on or before 8 April 2022: 50% credit is granted	• Cancellation on or before 2 September 2022: 50% credit is granted
• Cancellation after 8 April 2022: No credit is granted	• Cancellation after 2 September 2022: No credit is granted

Year Modules
• Cancellation on or before 25 February 2022: No fees payable
• Cancellation on or before 08 April 2022: 75% credit is granted
• Cancellation on or before 29 July 2022: 50% credit is granted
• Cancellation after 29 July 2022: No credit is granted

#### 5. CHANGES TO REGISTRATION

- Students will be able to **add or cancel modules** on the **online registration** system <https://ulink.uj.ac.za>.
- Telephonic cancellations will not be accepted.
- Requests for cancellation or change of studies should be submitted to the relevant faculty officer in the faculty where you are registered. Failure to do so will result in students being liable for the fees for the relevant year.
- Students who fail to officially notify the University before the prescribed dates will forfeit any claim to be reimbursed.

#### 6. STUDENT ACCESS CARDS

Student access cards may be collected on-campus (after you have registered) from Monday 17 January 2022 until Friday 11 February 2022 between 08:00 to 15:30 at the following venues:

CAMPUS	DATE	VENUE
APB	17 January – 11 February 2022	Con Cowan Building, Bring your own device venue, 2 <sup>nd</sup> floor
APK	17 January – 11 February 2022	D1 Lab 208
DFC	17 January – 11 February 2022	Samsung Venue, 2 <sup>nd</sup> Floor, QK Building
SWC	17 January – 11 February 2022	GNA09, Robert Sobukwe Building

Bring your proof of registration and ID with you when visiting the campus to collect your student card.

#### 7. FIRST YEAR SEMINAR (FYS)

The First Year Seminar will be held via an online platform. Participating in online orientation will require access to a computer, tablet, or smartphone with internet capabilities. **Attendance is compulsory for all first years.** For more information visit <https://www.uj.ac.za/teachinglearning/teaching-and-learning/academic-development-and-support/first-year-seminar/>. The purpose is to welcome and introduce students to the University environment, the expectations of the qualification enrolled for, various resources available to them, and meeting lecturers.

## **8. HANDHELD DEVICES**

For minimum specifications and information about handheld devices, please use the following link <https://tinyurl.com/ElectronicDevicesUJ>

## **9. ACADEMIC REGULATIONS**

The Academic Regulations for 2022 are available on the following link <https://tinyurl.com/UJregulations> and provide essential guidance to administrative issues you might encounter. It is vital that each student reads and familiarises themselves with the Academic Regulations.

## **10. FACULTY RULES AND REGULATIONS (YEARBOOKS) 2022**

2022 Faculty Rules and Regulations (Yearbooks) are available on College/Faculty web pages. <https://www.uj.ac.za/faculties/>

## **11. AFRICAN INSIGHTS AND ARTIFICIAL INTELLIGENCE IN THE 4IR**

All undergraduate students will be expected to complete ONE of the following Short Learning Programmes: (1) 'African Insights' an introduction to the intellectual traditions and debates in Africa, or (2) 'Artificial Intelligence in the 4IR'. The programmes are fully online and are available on <https://ulink.uj.ac.za/>. On successful completion, you will receive an electronic certificate, and this achievement will reflect on your academic record. Both programmes are stimulating and relevant. You are encouraged to complete both programmes, although completion of only one is compulsory. You may choose which one to complete.

## **12. TIMETABLES**

The 2022 undergraduate lecturing and final assessment (exam) timetables, plus test dates, will be available after registration at the following link <https://www.uj.ac.za/study-uj-and-aid/timetables/>

Other timetable-related documents (e.g. the 2022 UJ Academic Calendar, the various timetable formats, and information regarding lecturing timetable switches) will be included.

Personalised lecturing timetables are also accessible via uLink after registration.

## **13. MERIT BURSARIES**

Merit bursaries will be granted based on final Grade 12 results and will automatically be allocated to your student account. For more information, please follow this link <https://tinyurl.com/UJMeritBursaries>.

## **14. TRANSFER STUDENTS**

Spaces for transfer students are limited. An official academic record is required together with the syllabus outline for the module for which credit is requested. Credit transfer requests must be approved by the relevant module lecturer. Please contact the College/Faculty Office for assistance.

## **15. INTERNATIONAL STUDENTS**

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 (see point 16). (International students who are in South Africa at the time of registration are not eligible for conditional registration.

The Division for Internationalisation will be assisting with off-campus clearance from Monday 10 January 2022. Please make use of this opportunity.

Temporary Residence Visa holders (i.e. Study, Work, Critical Skills Visa, and Relative with an endorsement to study at the University of Johannesburg or Diplomatic Permit), Special Dispensation (i.e. ZEP) need to submit proof of valid medical aid cover, registered and administered in South Africa according to the Medical Schemes Act.

First-time registering students with a Temporary Resident Visa (i.e. Study, Work with an endorsement to study at the University of Johannesburg or Diplomatic Permit need to submit certified copies of passport and/or a valid visa.

Permanent Residence Permit holders, Asylum Seekers, and Refugees with valid permits are required to submit a certified copy of the permit.

Compliance clearance documents i.e. medical aid, Visa must be uploaded via the registration platform. <https://ulink.uj.ac.za>

Follow this link <https://www.uj.ac.za/about/internationalisation/international-students/> for more information pertaining to document categories to be uploaded

Should you require any additional assistance, feel free to contact our Internationalisation staff members listed at point 19.

## **16. CONDITIONAL REGISTRATION FOR ACADEMIC PURPOSES**

*This pertains to where registration is approved on conditions different from the mandatory vaccination conditions (see section 1).*

Requests for conditional registration are approved by the relevant College/Faculty.

Conditions:

1. Registration must happen during the formal registration period.
2. Payment must be received for the applicable registration amount, which includes a non-refundable registration fee and ICT levy.
3. The conditional registration agreement must be signed (in addition to the standard registration agreement). The document is available on the registration page of the UJ website.
4. Submission of all required documents.
5. Where required, the attendance of in-person classes from 1 April 2022.

Conditional registration will expire, and registration will be cancelled by 30 March 2022 or an earlier date as determined by the Faculty/College. The standard cancellation rules in respect of fees will apply. Conditionally registered students are not eligible for placement in UJ residences. Upon full registration, students may be considered for placement in UJ residence, should there be space available.

## 17. AGREEMENT BETWEEN UNDERAGED STUDENTS (YOUNGER THAN 18 YEARS) AND THE UNIVERSITY

All underaged applicants are required to enter into an agreement with the University before registration can take place.

If you are under the age of 18, on 17 January 2022, you and your parent/guardian must sign the agreement form available on [www.uj.ac.za/registrations](http://www.uj.ac.za/registrations). Kindly submit the completed form to the Faculty/College Office to unblock you for registration.

## 18. ACADEMIC CALENDAR

The University of Johannesburg Academic Calendar can be accessed at the following link <https://www.uj.ac.za/about/Pages/Academic-Calendar-and-Regulations.aspx>

## 19. FACULTY / COLLEGE / INTERNATIONALISATION AND GENERAL REGISTRATION SUPPORT

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

- Call Centre on 011 559 4555 or Online chat facility [www.uj.ac.za](http://www.uj.ac.za)

<b>COLLEGE OF BUSINESS AND ECONOMICS</b>	<b>CAMPUS</b>
<a href="mailto:AskCBE@uj.ac.za">AskCBE@uj.ac.za</a> or <a href="mailto:lnuku@uj.ac.za">lnuku@uj.ac.za</a> or <a href="mailto:jsimelane@uj.ac.za">jsimelane@uj.ac.za</a>	Kingsway Campus
<a href="mailto:suek@uj.ac.za">suek@uj.ac.za</a> or <a href="mailto:andronican@uj.ac.za">andronican@uj.ac.za</a>	Bunting Road Campus
<a href="mailto:bobbyk@uj.ac.za">bobbyk@uj.ac.za</a> or <a href="mailto:matebogom@uj.ac.za">matebogom@uj.ac.za</a>	Soweto Campus
<b>FACULTY OF ART, DESIGN AND ARCHITECTURE</b>	<b>CAMPUS</b>
<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
<b>FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT</b>	<b>CAMPUS</b>
<a href="mailto:web-engineering@uj.ac.za">web-engineering@uj.ac.za</a> - Front Desk, Letters, QVS, Sick notes, F7 appeals <a href="mailto:dinos@uj.ac.za">dinos@uj.ac.za</a> - Department of Electrical Engineering Science <a href="mailto:fulufhelom@uj.ac.za">fulufhelom@uj.ac.za</a> - Department of Mechanical Engineering Science <a href="mailto:bnkosi@uj.ac.za">bnkosi@uj.ac.za</a> - Department of Civil Engineering Science <a href="mailto:web-engineering@uj.ac.za">web-engineering@uj.ac.za</a> - Front Desk, Letters, QVS, Sick notes, F7 appeals	Kingsway Campus
<a href="mailto:maggyn@uj.ac.za">maggyn@uj.ac.za</a> – SLP Coordination <a href="mailto:thokom@uj.ac.za">thokom@uj.ac.za</a> – Department of Civil Engineering Technology  <a href="mailto:pearln@uj.ac.za">pearln@uj.ac.za</a> – Department of Mining  <a href="mailto:halwar@uj.ac.za">halwar@uj.ac.za</a> – Department of Construction Management <a href="mailto:vtmbola@uj.ac.za">vtmbola@uj.ac.za</a> – Department of Quality and Operations Management <a href="mailto:mmatapam@uj.ac.za">mmatapam@uj.ac.za</a> – Department of Electrical Technology & Department of Urban and Regional Planning <a href="mailto:velnahm@uj.ac.za">velnahm@uj.ac.za</a> – Department of Mechanical and Industrial Engineering <a href="mailto:matomer@uj.ac.za">matomer@uj.ac.za</a> – Department of Chemical Engineering & Department of Metallurgy	Doornfontein Campus





**LECTURES WILL COMMENCE ON MONDAY 14 FEBRUARY 2022.**

We wish you success with your studies.

Yours sincerely

Prof Kinta Burger  
Registrar  
University of Johannesburg