



POSTGRADUATE REGISTRATION INFORMATION 2022

Dear UJ Student,

Please take note of the following important information and dates for the 2022 academic year.

1. 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.

2. **ONLINE REGISTRATION**

Registration commences on **17 January 2022 until 11 February 2022 (only online, off-campus registration will be allowed)** for new master's coursework, honours and postgraduate diploma students. **Full research** master's and doctoral students have until 31 March 2022 to register; though we urge you to register ahead of this time as you cannot receive supervision if you are not registered.

You will only be able to register off-campus. The University cannot guarantee your space 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.

Students who have only second semester modules that are outstanding will also be required to register during the registration period in January 2022.

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

Students may not attend lectures for a programme or module if they are not registered for it. Similarly, no student may receive postgraduate research supervision unless they are formally registered for the research module and programme.

PLEASE NOTE: THIS LETTER PROVIDES INFORMATION ON REGISTRATION AND IS NOT AN ADMISSION LETTER.

3. **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**: 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>

3.1 Please note that should you decide not to continue with your studies, you have to cancel your registration at the University.

3.2 The following cancellation rules apply

3.2.1 Total cancellation of studies

- Cancellation on or before 25 February 2022: total remission of tuition fees with the exception of the registration fee and ICT levy.
- Cancellation after 25 February 2022 as indicated in point 3.2.2.

3.2.2 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

3.3 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.
- Additions of modules can only be done during the registration period. No further additions of modules will be permitted.
- Requests for cancellation or change of studies should be submitted to the relevant faculty officer in the College/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 notify the University officially before the prescribed dates will forfeit any claim to the reimbursement.

4. TRANSFER STUDENTS

Students transferring from another university to UJ are required to register during the registration period (17 January 2022 until 11 February 2022).

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

forementioned documents must be certified. Credit transfer requests must be approved by the relevant academic department. Please contact the College/Faculty for information.

The documents must be emailed to the relevant Faculty Officer by **18 January 2022**. 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. **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 16:00 at the following venues:

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

6. **ACADEMIC REGULATIONS**

The Academic Regulations for 2022 will be available on <https://tinyurl.com/UJregulations> and uLink.

7. **FACULTY RULES AND REGULATIONS (YEARBOOK) 2022**

2022 Yearbooks will be available on College/Faculty web pages. <https://www.uj.ac.za/faculties/>

8. **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 10). (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. The University would like to encourage students to make use of the off-campus clearance and registration process.

Temporary Residence Visa holders (i.e. Study, Work (postgraduate part-time), 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 (postgraduate part-time)), 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 10.

9. 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.

Please note that non-compliance with the conditions listed above by 11 March will result in cancellation of your registration by the College/Faculty. 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.

10. 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

COLLEGE OF BUSINESS AND ECONOMICS	CAMPUS
Honours/Postgraduate	Kingsway Campus
dheyneke@uj.ac.za or iseeletse@uj.ac.za or denverk@uj.ac.za	
Master's/Doctorate	Kingsway Campus
nathanielm@uj.ac.za	
FACULTY OF ART, DESIGN AND ARCHITECTURE	CAMPUS
amaritz@uj.ac.za or hselolo@uj.ac.za	Bunting Road Campus
FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT	CAMPUS
web-engineering@uj.ac.za – Front Desk, Letters, QVS, Sick notes, F7 appeals	Kingsway Campus
dinos@uj.ac.za – Department of Electrical Engineering Science	
fulufhelom@uj.ac.za – Department of Mechanical Engineering Science	
bnkosi@uj.ac.za – Department of Civil Engineering Science	Doornfontein Campus
web-engineering@uj.ac.za – Front Desk, Letters, QVS, Sick notes, F7 appeals	
maggyn@uj.ac.za –SLP Coordination	
thokom@uj.ac.za – Department of Civil Engineering Technology	
pearln@uj.ac.za – Department of Mining	
halwar@uj.ac.za – Department of Construction Management	Doornfontein Campus
vtmbola@uj.ac.za – Department of Quality and Operations Management	
mmatapam@uj.ac.za – Department of Electrical Technology & Department of Urban and Regional Planning	

velnahm@uj.ac.za – Department of Mechanical and Industrial Engineering	Doornfontein Campus
matomer@uj.ac.za – Department of Chemical Engineering & Department of Metallurgy	
nkhensanin@uj.ac.za – Nkhensani Ngobeni – School of Engineering Management	Bunting Road Campus
FACULTY OF EDUCATION	CAMPUS
eduqueries@uj.ac.za	All campuses
FACULTY OF HEALTH SCIENCE	CAMPUS
web-healthscience@uj.ac.za	Doornfontein Campus
FACULTY OF HUMANITIES	CAMPUS
tmotaung@uj.ac.za	Kingsway Campus
Master's MPhil – Social Policy and Development	
(Honours, Master's and Doctorates) – African Languages; Afrikaans; English; French; Greek and Latin Studies; Linguistics; Cultural Studies; Applied Linguistics; Urban Studies	
lvandenberg@uj.ac.za	
(Honours, Master's and Doctorates) – Industrial Sociology; Social Impact Assessment; Sociology	
ambozana@uj.ac.za	
(Honours, Master's and Doctorates) – Politics and International Relations	
dbotman@uj.ac.za	
(Honours, Master's and Doctorates) – Journalism, Film and Television; Religion Studies	
mercials@uj.ac.za	
(Honours) – Communication Studies (Surname A - Mi); Psychology (Surname A - Me) (Master's) – Psychology (Research); Counselling Psychology (Coursework) (Doctorates) – Communication Studies	
ifadal@uj.ac.za	
(Honours) – Communication Studies (Surname Mj - Z); Psychology (Surname Mf - Z) (Master's) – Fundamental Communication (Research); Clinical Psychology (Coursework) (Doctorates) – Psychology	
edwardl@uj.ac.za	
(Honours) – Social Policy, Community Development (Master's) – Clinical Social Work; Community Development (Doctorates) – Social Work	
mmackay@uj.ac.za	
(Honours) – Historical Studies; African Studies; Strategic Communication (Master's) – Historical Studies; Corporate Communication; Strategic Communication (Doctorates) – Historical Studies; Strategic Communication	
	Kingsway campus

rjordan@uj.ac.za	
(Honours, Master's and Doctorates) – Development Studies	
aphiwes@uj.ac.za	
Postdoc Registrations	
hapes@uj.ac.za	
Postdoc Registrations	
stheunissen@uj.ac.za	
(Honours, Master's, Doctorates) – Anthropology, Philosophy Bursaries, Honours/Master's and Doctorate Postdoc Registrations	
FACULTY OF LAW	CAMPUS
thokozilem@uj.ac.za	Kingsway Campus
FACULTY OF SCIENCE	CAMPUS
geraldm@uj.ac.za and tinyikos@uj.ac.za – Honours	All campuses
melissah@uj.ac.za and hazell@uj.ac.za – Master's/Doctoral	
INTERNATIONALISATION	CAMPUS
Mr Tshepang Marumo, +27 (0) 11 559 2096 or tshepangm@uj.ac.za	Kingsway and Soweto Campus
Mrs Mampou Ngqumshe, +27 (0) 11 559 4517 or mampoum@uj.ac.za	Kingsway Campus
Mr Thabang Mothebe, +27 (0) 11 559 6510 or thabangm@uj.ac.za	Doornfontein Campus
Ms Palesa Makwela, +27 (0) 11 559 1027 or pmakwela@uj.ac.za	Bunting Road Campus
Ms Shantelle Sass, +27 (0) 11 559 7780 or ssass@uj.ac.za	Kingsway Campus

LECTURES WILL COMMENCE ON MONDAY 14 FEBRUARY 2022.

We wish you success in your studies.

Kinta Burger (Prof)
Registrar
University of Johannesburg