



RETURNING UNDERGRADUATE STUDENT 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. **REGISTRATION DETAILS**

Registration commences **on 17 January 2022 until 11 February 2022 (only online, off-campus registration will be allowed)** for returning/continuing students.

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

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.

Please take note, in the case of compulsory modules that have not been passed in the previous year, the registration system has been set up to register those compulsory modules first.

Students in contact programmes who interrupt their studies are required to apply for special permission from the relevant Faculty/College to continue their studies. Continuation of studies, after an interruption, is not guaranteed and may be subject to conditions since certain qualifications are being phased out. For a full list of programmes being phased out, please consult your respective faculty yearbook. <https://www.uj.ac.za/faculties/>

Students may not attend lectures for a programme or module if they are not registered for it. Students have to review their proof of registration, to ensure that their modules/programme registration is correct.

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

3. TRANSFER STUDENTS

Please note that space for transfer students is 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 discussed and approved by the relevant Faculty Office.

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

4.2 The following cancellation rules apply:

4.2.1 Total cancellation of studies

- Cancellation on or before 25 February 2022: In this case, a total refund of your 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 as indicated in point 4.2.2.

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.
- 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 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.

6. **STUDENT ACCESS CARDS**

Student/access cards for transfer (new seniors) can be made on-campus (after you have registered) from Monday 17 January 2022 until Friday 11 February 2022 between 08:00 to 16:00.

In the event you have lost your student card and need a replacement, the replacement fee for a new card must be paid on campus at the cashiers. You can then have a new card made at one of the following venues accompanied with your proof of registration and proof of payment for replacement card:

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

7. **HANDHELD DEVICES FOR STUDENTS**

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

8. **APPEALS**

Should you want to appeal the academic exclusion (F7 or 7F), you may submit an appeal to your College/Faculty via the online appeals platform at <https://ulink.uj.ac.za> from **13 December 2021 until 23 January 2022**.

PLEASE NOTE: Students who have not been promoted to the following year of study should consult with the relevant College/Faculty Officer about adding modules during the registration period.

The following students will not be able to register:

- Students with some form of exclusion due to a transgression.
- Students with an academic exclusion (F7/7F/BF/DF) result code.

9. **ACADEMIC REGULATIONS**

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

10. FACULTY RULES AND REGULATIONS (YEARBOOK) 2022

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

11. TIMETABLES

The 2022 undergraduate lecturing and final assessment (exam) timetables, plus test dates will be available 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.

Postgraduate timetables are available from the relevant department.

Personalised lecturing timetables are accessible via uLink after registration.

12. MERIT BURSARIES

Merit bursaries will automatically be allocated to your student account. For more information, please follow this link <https://tinyurl.com/UJMeritBursaries>.

13. 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 14). (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, 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 16.

14. 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.

15. ACADEMIC CALENDAR

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

16. 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
AskCBE@uj.ac.za or lnuku@uj.ac.za or jsimelane@uj.ac.za	Kingsway Campus
suek@uj.ac.za or andronican@uj.ac.za	Bunting Road Campus
bobbyk@uj.ac.za or matebogom@uj.ac.za	Soweto Campus
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 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 web-engineering@uj.ac.za – Front Desk, Letters, QVS, Sick notes, F7 appeals	Kingsway Campus
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 vtmbola@uj.ac.za – Department of Quality and Operations Management mmatapam@uj.ac.za – Department of Electrical Technology & Department of Urban and Regional Planning	Doornfontein Campus

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 (Surnames A-F) lvandenberg@uj.ac.za (Surnames G-K) ambozana@uj.ac.za (Surnames L-MAB) dbotman@uj.ac.za (Surnames MAC-MAQ) mercials@uj.ac.za (Surnames MAR-ME) ifadal@uj.ac.za (Surnames MF-MOM) edwardl@uj.ac.za (Surnames MON-NC) mmackay@uj.ac.za (Surnames ND-NT) rjordan@uj.ac.za aphiwes@uj.ac.za (Surnames NU-SEK) hapes@uj.ac.za (Surnames SEL-TSH) stheunissen@uj.ac.za (Surnames TSI-Z) rmosia@uj.ac.za / humanitiesrecepth@uj.ac.za (Transcripts and Reception) evanwyk@uj.ac.za (Extended BA Degrees)	Kingsway Campus
FACULTY OF LAW	CAMPUS
thokozilem@uj.ac.za	Kingsway Campus
FACULTY OF SCIENCE	CAMPUS
Web-science@uj.ac.za – Undergraduate and Advanced Diplomas geraldm@uj.ac.za and tinyikos@uj.ac.za – Honours melissah@uj.ac.za and hazell@uj.ac.za – Master's/Doctoral	All campuses
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