

UNIVERSITY OF JOHANNESBURG

Process Energy and Environmental Technology Station (PEETS)

Short Learning Programme (SLP)

FREQUENTLY ASKED QUESTIONS (FAQs)

Please check the FAQs for your query and the corresponding answer before contacting the SLP co-ordination team.

Application FAQs

NOTE: All applicants who have not previously studied at UJ, application must be made via the ITS Web Interface (www.uj.ac.za).

FOR CURRENT OR RETURNING UJ STUDENTS

How do I apply for the Short Learning Programme?

Step 1

Former and current students at the University of Johannesburg need to access the Self Help iEnabler (www.uj.ac.za) to apply using their student number and pin.

Step 2

Once you are logged in, click on the Academic/Residence Application tab appearing on the right side of the screen. A list of sub-tabs will appear.

Step 3

Click on the Academic/Residence Application sub-tab. A list of headers will appear on the right side of the screen.

Step 4

Click on "Show Academic Applications", where you will "Add New Academic Application". You will be redirected to the "Choice of Programme or Qualification" section.

Step 5

Insert the applicable token provided in the flyer. A list of different short learning programmes will appear. From the list, click on your choice of programme and complete the necessary information.

Step 6

Submit certified copies not older than three months to ujappdocs@listsrv.uj.ac.za, maggyn@uj.ac.za and peetstraining@gmail.com with your student number as the subject line.

Do I need to apply for the SLP I am interested in or is signing up to the Google Sign-up sheet adequate for application?

Signing up to the Google sheet is the first step to gather information on those interested in the course. This list is compared with the application list. Thus, ensure that you have completed all the steps in the application process including the sign up.

I applied at the University of Johannesburg some years ago and hold a student number. However, I did not study there. Do I need to apply as a new applicant?

No. Applicants that hold a student number need not apply as new applicants.

I am a former student at the University of Johannesburg and have forgotten my student number and pin. How do I retrieve them?

Applicants that have forgotten their student number and pin need to access the "forgot pin" and "forgot student number" options in the **Self Help iEnabler (uj.ac.za)**. The credentials will be sent to the email address that you initially used to apply at the University.

I studied at the University of Johannesburg when it was still called the Rand Afrikaans University/Vista University/Technikon Witwatersrand. Do I need to apply as a new applicant?

No. Applicants that studied at the University need to contact Mrs Maggy Ngolwane at maggyn@uj.ac.za to retrieve their student number.

I have applied and have been selected for the programme. Do I need to still need to register?

Yes, the short learning programme coordinator will contact you with the registration details.



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I have applied and been selected for the Short Learning Programme. Do I need to pay for the registration fee when I register for the programme?

If you have applied and have been selected for a sponsored short learning programme, all costs associated with the programme will be covered, provided that you complete the course in the stipulated timeframe and have successfully completed the assessments.

I am trying to apply for the Short Learning Programme, but the system states that my ID already exists in the system.

You may have previously applied for a programme at the University of Johannesburg and therefore need to login the **Self Help iEnabler (uj.ac.za)** using your student number and pin.

I am having technical issues with my application. What do I do?

- First ensure that you are using Microsoft Edge or Google Chrome to submit your application. Other browsers are less compatible. Certain technical issues may also occur such as data being unavailable (no options for the sections that need a selection) due to high volumes of applications. To avoid and address such issues, apply early to allow for time to query technical errors.
- Ensure that you have typed in the correct TOKEN for the specific SLP you are applying to. Errors in the TOKEN will lead to errors in application.
- Check the year you are applying for. If the correct year associated with the offered programme is not selected the required application will not be successful.

Do the documents I submit for application to an SLP have to be certified?

Yes, all documents uploaded to the UJ application site and emailed to the required email addresses must be certified.

I keep receiving error messages while attempting to submit my application – Possible error messages:

“ID number already exists, error”– If this error message is received it means that in the past you have applied to UJ and need to apply as a returning student.”

“No-data-available” – If this error message is received it could be due to high volumes of applications or an incompatible browser (Use Google Chrome or Microsoft Edge) or due to incomplete data somewhere on the application page so ensure that all questions and fields are completed.

If an error message persists while you are trying to apply, please contact **peetstraining@gmail.com** that we can refer your issue to technical support.

Many errors arise due to missing information so ensure that you complete and respond to all areas of the application.

Other areas often arise if you try to apply using the incorrect link (i.e. using a new applicant link when you are a past student and vice versa) so ensure that you use the correct link.

Does having a registered UJ student number mean I am registered for the SLP?

No, having a registered UJ student number does not mean you are registered for the SLP. While you may be on the UJ system registered for a different academic programme, you need to complete the full registration process for the SLP once accepted into the programme.

What is the difference between application and registration?

Application to the SLP is the second step to be followed (after signing up via the SLP Google form) and requires you to submit your supporting documentation. Once you are accepted and admitted into the programme, you will be requested to register for the programme. Thus, application is not registration. Please use the appropriate terms when communicating with the SLP team.

What do I do if I have a missing supporting document that is needed for admission?

A signed affidavit will be accepted as an alternative to the certified copy of the document required.

The sign-up link is not working, what do I do?

If the sign-up link is not working it may be that it has closed for new responses due to the application due date. If it persists contact **peetstraining@gmail.com**



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Sponsorship FAQs

If I do not complete the SLP I enrolled in, with the minimum grade required, am I liable to pay my own fees for the SLP?

Yes, if the SLP you enrolled in is sponsored (e.g. an SLP sponsored by TETA), you will be liable to pay the full cost of participating in the program.

When will the sponsored funding be paid into my student account to cover the costs of participation in the programme?

The sponsored amount that covers the costs of participation in the programme will only be paid into the student's account after completing the SLP with the minimum grade required. Please allow time for this to reflect.

Certificates FAQs

Will I receive a certificate after the completion of a SLP?

Upon successful completion of an SLP that offers a certificate, you will be issued with a certificate from the University of Johannesburg.

Will the certificate be digital, or will successful candidates receive a physical certificate?

As the certification process requires time, in some cases a digital certificate may be issued.

How long does it take for the candidate to receive a certificate after successful completion of an SLP?

The certification process is detailed and takes a considerable period of time. Please allow for time to process your certificate.

Does the qualifying candidate have to pay for the issue of the certificate?

No, the qualifying candidate does not have to pay for the first issuing of the certificate. However, if reprints are requested thereafter, the cost shall be paid by the candidate.

Will the issuing of certificates include a ceremony?

No, the issuing of certificates will only be a collection of the certificate.

Errors to avoid that may impact/delay your application!

- Supplying uncertified documents.
- Sending certified documents that are older than three months.
- Sending documents in one merged file.
- Sending email queries that have been answered here already.
- Selecting the wrong application path (e.g. past UJ applicant vs new user).
- Sending files attached to different emails.
- Sending documents before applying.
- Not having a student number as a subject line.
- Applying before signing up.
- Cc'ing the wrong email address for queries.
- Using incorrect terminology (e.g. submitting a query relating to application but using the word sign-up or registration, and/or vice versa).
- Submitting documents that are password protected.
- Submitting your documents without putting your student number as the subject line.

If you still have an outstanding query please email peetstraining@gmail.com with the specific SLP name you are enquiring about in the subject line.



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