

**POSTGRADUATE REGISTRATION INFORMATION 2022**

1. **ONLINE REGISTRATION**

Registration commences on **17 January 2022 until 11 February 2022 (only online, off-campus registration will be allowed)** for newmaster’scoursework, 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.**

1. **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>
1. **PAYMENTS**
	1. **Please note that should you decide not to continue with your studies, you have to cancel your registration at the University.**
	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 Cancelation of modules**

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| **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
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| * Cancellation on or before 8 April 2022: 50% credit is granted
 | * Cancellation on or before 2 September 2022: 50% credit is granted
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| * Cancellation after 8 April 2022: No credit is granted
 | * Cancellation after 2 September 2022: No credit is granted
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| **Year Modules** |
| * Cancellation on or before 25 February 2022: No fees payable
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| * Cancellation on or before 08 April 2022: 75% credit is granted
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| * Cancellation on or before 29 July 2022: 50% credit is granted
 |
| * Cancellation after 29 July 2022: No credit is granted
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* 1. **CHANGES TO REGISTRATION**
* Students will be able to add or cancel modules on the online registration system ([www.ulink.uj.ac.za](http://www.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.
1. **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 aforementioned 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.

1. **REGISTRATION SUPPORT**

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

* + - * Call Centre on 011 559 4555 or Online chat facility at [www.uj.ac.za](http://www.uj.ac.za)
			* Email to College / Faculty

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| **COLLEGE OF BUSINESS AND ECONOMICS** | **CAMPUS** |
| **Honours/Postgraduate** | Kingsway Campus (APK) |
| dheyneke@uj.ac.za or iseeletse@uj.ac.za or denverk@uj.ac.za  |
|   |
| **Master’s/Doctorate** |
| nathanielm@uj.ac.za |
| **FACULTY OF ART, DESIGN AND ARCHITECTURE** | **CAMPUS** |
| amaritz@uj.ac.za or hselolo@uj.ac.za  | Bunting Road Campus(APB) |
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| **FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT**  | **CAMPUS** |
| web-engineering@uj.ac.za – Front Desk, Letters, QVS, Sick notes, F7 appeals | Kingsway Campus(APK) |
| 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 |
| maggyn@uj.ac.za –SLP Coordination | Doornfontein Campus(DFC) |
| 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 |
| velnahm@uj.ac.za – Department of Mechanical and Industrial Engineering  |
| matomer@uj.ac.za – Department of Chemical Engineering & Department of Metallurgy |
| nkhensanin@uj.ac.za – Nkhensani Ngobeni – School of Engineering Management  | Bunting Road Campus(APB) |
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| **FACULTY OF EDUCATION** | **CAMPUS** |
| eduqueries@uj.ac.za  | All campuses |
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| **FACULTY OF HEALTH SCIENCE** | **CAMPUS** |
| web-healthscience@uj.ac.za  | Doornfontein Campus (DFC) |
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| **FACULTY OF HUMANITIES** | **CAMPUS** |
| tmotaung@uj.ac.za  | Kingsway Campus(APK)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  |
|   |
| rjordaan@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 |
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| **FACULTY OF LAW** | **CAMPUS** |
| thokozilem@uj.ac.za  | Kingsway Campus(APK) |
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| **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 |

1. **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:

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

1. **ACADEMIC REGULATIONS**

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

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

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

1. **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://Ujlink.uj.ac.za

Follow this link (LINK) for more information pertaining to document categories to be uploaded.

Should you require any additional assistance, feel free to contact our Internationalisation staff members below:

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| --- | --- | --- | --- | --- |
| **Contact person** | **Campus** | **Office** | **Tel** | **Email** |
| Mr Tshepang Marumo  | APK & SWC | International House Madibeng Building, Auckland Park, Kingsway Campus | +27 (0) 11 559 2096 | tshepangm@uj.ac.za  |
| Mrs Mampou Ngqumshe  | APK | +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 |

1. **CONDITIONAL REGISTRATION**

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.

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. Register for the Covid-19 vaccine on the government’s EVDS system (https://vaccine.enroll.health.gov.za/#/)

2. Visit the confirmed vaccination site on the date and time of your booking.

3. Take your EVDS SMS as proof of registration and your proof of identity (South African ID or passport) to the vaccination site. Alternatively,

4. Walk-in to any vaccination site to register and vaccinate.

Please inform us about your vaccination status via the link: https://ulink.uj.ac.za/ujvac. Enter the information after your first vaccination, and where relevant, update it after your second vaccination. You may also use this link to notify our campus clinics if you have tested positive for COVID-19, or if you know of a colleague or a student who has tested positive.

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.

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

We wish you success in your studies.

Kinta Burger (Prof)

Registrar

University of Johannesburg