



**FACULTY OF EDUCATION**  
**Short learning programme:**  
**Creative Coding and Robotics for Teachers (S5ACTO)**  
**Information for applicants - 2025**

This document provides an outline of the application process. Note there are two sets of information. The first (Section 1) is for \*new applicants who are applying to UJ for the first time for the SLP in **Creative coding and robotics for teachers (S5ACTO)**. The second (Section 2) is for applicants who previously applied to UJ (who have a UJ student number) and are now applying for the SLP **Creative coding and robotics for teachers (S5ACTO)**.

**Section 1:**  
**This section is relevant to first-time (new) applicants applying for the short learning programme:**  
**Creative coding and robotics for teachers (S5ACTO)**  
*\*New refers to persons who have never applied to UJ before*

Before you apply, please see the minimum entry requirements below:  
To gain admission into the SLP a potential student should:

Be currently engaged in teaching AND possess a four-year professional teaching degree

OR

Possess an appropriate Bachelor's degree and a recognised professional teaching qualification

OR

Possess a three-year professional teaching qualification(s) as well as and Advanced Diploma/Certificate in a cognate sub-field of Education

If you meet the minimum entry requirements (or have special permission to apply) you can proceed to apply online for the qualification.

Mature age exemption: If you require this prior to admission into the programme consult with the Matriculation Board via [applications@usaf.ac.za](mailto:applications@usaf.ac.za) or visit the website for additional information <http://mb.usaf.ac.za/>

**For 2025** the UJ online application cycle for this SLP will be open from **26 August 2024** and will close on **15 November 2024**.

To apply for the **Creative coding and robotics for teachers (S5ACTO)** follow this link: [CLICK HERE](#)

There will be one option to choose as noted in the table below. When you are applying you have to use the token number for the application to be available for you. If you do not use the token the application will not be available to you. **Please ensure that you select 2025 as the academic year before typing in your Token.**

The **token** (see table below) must be typed in CAPS by applicants. If not typed correctly the qualification will not populate online and the application will remain incomplete.

Qualification code	Description	Token
S5ACTO	Creative Coding and Robotics for Teachers	EDUROBO

## Academic Enquiry

**Note:** Select your intended year of study from the "Academic Year" list provided. Enter a word or phrase pertaining to your intended field of study, perform a search for an exact match of the text entered. All fields indicated with a \* must be completed.

\* Academic Year:  
2025

\* Token:  
EDUROBO

Then follow the various prompts to complete the application.

Once the application is concluded all supporting documents must be submitted via email to [uonline@listsrv.uj.ac.za](mailto:uonline@listsrv.uj.ac.za) using **only** your student number in the subject line. supporting documents must comply with the following:

- It must be certified.
- When scanning, all documents must be scanned as separate attachments viz. NSC results separate, academic records and degree or diploma certificates etc.
- The scanned format to be used must be as a jpeg, gif, or tiff file, which is user-friendly for our document management system.

**Questions about the application process** can be directed to the UJ call centre at [mylife@uj.ac.za](mailto:mylife@uj.ac.za) or 011 559 4555.

**Questions related to registration and status of applications** can be directed to Mr Kenny Sefoloshi at [skenny@uj.ac.za](mailto:skenny@uj.ac.za)

**Section 2:**  
This section is for applicants who previously applied to UJ and are now applying for the  
**Short learning programme**  
**Creative coding and robotics for teachers (S5ACTO)**

Before you apply, please see the minimum entry requirements in below:

To gain admission into the SLP a potential student should:

Be currently engaged in teaching AND possess a four- year professional teaching degree

OR

Possess an appropriate Bachelor's degree and a recognised professional teaching qualification

OR

Possess a three-year professional teaching qualification (s) as well as and Advanced Diploma/Certificate in a cognate sub-field of Education

If you meet the minimum entry requirements (or have special permission to apply) you can proceed to apply online for the qualification.

Mature age exemption: If you require this prior to admission into the programme consult with the Matriculation Board via [applications@usaf.ac.za](mailto:applications@usaf.ac.za) or visit the website for additional information <http://mb.usaf.ac.za/>

**For 2025** the UJ online application cycle for this SLP will be open from **26 August 2024** and will close on **15 November 2024**.

**To apply** for the **Creative coding and robotics for teachers (S5ACTO)** follow this link: [CLICK HERE](#)

As you have applied to UJ before you will need your student number and user PIN to apply using the link above. **You may request for your PIN to be sent to you via email by entering your UJ student number and clicking on the highlighted button in the print screen below:**

**Student Login: Login Credentials**

Student  Personnel  Alumni

Student Number: \_\_\_\_\_

Pin: \_\_\_\_\_

(5 numeric digits. Do not start with a 0.)

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If you have forgotten your user **student number** or **need to update your email address**, please call the UJ Call Centre on 011 559 4555 to update your biographical contact details e.g. email address and cell number.

**Please supply your password**

You need to supply your password in order to complete the login process

You requested a password change earlier.  
Please use the Temporary Password That was mailed to you.  
or Click "Forgot Password" to have a new Temporary password mailed to you.

Temporary Password  \*

New Password  \*

Repeat New Password  \*

[Go back to Login Screen](#)

New password entered must:

- \* be at least 14 characters in length,
- \* Include at least one uppercase letter,
- \* Include at least one lowercase letter,
- \* Include at least one special character,
- \* Include at least one numerical digit,
- \* Not contain your login number
- \* Not contain more than 2 repeating digits and
- \* Not be the same as the previous password.

When creating your new password, be sure to familiarise yourself with the new password rules.

Once logged into the system, click on **Academic/Residence Application** as per the print screen below. Thereafter, click on POPIA (if *not* already accepted), accept it and then click on **Academic/Residence Application**. Then click on **"Show"** under the *Academic Applications* category.

The screenshot shows a 'Student Web' interface with a navigation menu on the left and several application sections on the right. The menu includes options like 'E-Academic Record', 'Update Address/Contact Details', 'Academic/Residence Application', 'Registration', 'Changes to Registration', 'Residence Registration', 'Proforma Statement', 'Cheque and Credit Card', 'Payment', 'NSFAS and Bursary Allowances', 'Online Refund', 'Fee Statement', 'AOD (Acknowledgment of Debt)', 'Maintain Banking details', 'SRC Trust Fund Applications', 'SRC Fund and Meal Application', and 'Appointment Humanities'. The right-hand side contains sections for Biographical Information, Address Information, Contact Information, Contact Persons Information, Disabilities, School Leaving Subjects, Previous Studies, Academic Applications, and Residence Applications. Each section has a 'Note' and a 'Show' link.

After clicking on show, a list of all your previous applications will show and a button on the bottom right named 'Add New Academic Application'. Click on "Add New Academic Application" as per screenshot below.

The screenshot shows a table titled 'Academic Applications' with the following data:

Academic Year	Academic Preference	Qualification	Description	Admission Status
2020	1	H1CITQ	BCom Honours in IT Management	HONOURS ADMITTED
2019	1	B1CISQ	BCOM IN INFORMATION SYSTEMS	SENIORS ADMITTED
2018	1	B1CISQ	BCOM (INFORMATION SYSTEMS)	SENIORS ADMITTED
2017	1	B1CISQ	BCOM (INFORMATION SYSTEMS)	SENIORS ADMITTED
2016	1	BCOB14	BCOM (ACCOUNTING)	CANCELLED
2016	3	B1CISQ	BCOM (INFORMATION SYSTEMS)	ADMITTED

At the bottom of the table, there is a yellow button labeled 'Add New Academic Application'.

Select the Academic Year **2025**. Please note that you need to capture a "Qualification Specific Token" please type in your token in the yellow highlighted space shown below: There will be one option to choose as noted in the table below. When you are applying you have to use the token number for the application to be available for you. If you do not use the token the application will not be available to you.

The **token** (see table below) must be typed in CAPS by applicants. If not typed correctly the qualification will not populate online and the application will remain incomplete.

Qualification code	Description	Token
S5ACTO	Creative Coding and Robotics for Teachers	EDUROBO

The screenshot shows a form titled 'Choice of Programme or Qualification'. It includes a 'Note' about selecting the intended year of study. The form has the following fields:

- Academic Year: 2025 (dropdown menu)
- Enter a Qualification Specific Token If Applicable: EDUROBO (text input)
- Find A Programme or Qualification Containing: (text input)
- Restrict the Search to: Do not restrict any programme (dropdown menu)
- Buttons: Search, Return to the Application Process


Once you have clicked on Search, select the course you are applying for shown below.

## Academic/Residence Application

**Note:** Click on the Qualification to proceed with your application.

### Qualification

### Faculty - EDUCATION (CEP)

 [S5ACTO](#) Creative Coding & Robotics For Teachers

Then click on *Save and Continue* to add in your application choice.

Once the application is concluded all supporting documents must be submitted via email to [ujonlinedocs@listsrv.uj.ac.za](mailto:ujonlinedocs@listsrv.uj.ac.za) using **only** your student number in the subject line. supporting documents must comply with the following:

- It must be certified.
- When scanning, all documents must be scanned as separate attachments viz. NSC results separate, academic records and degree or diploma certificates etc.
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