



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

International Students Division Newcomers' Guide



2015

www.up.ac.za

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1. South Africa

South Africa is five times the size of the United Kingdom and about as large as the Netherlands, Belgium, Italy, France and the former West Germany combined. It stretches nearly 2 000 km (1 240 miles) from the Limpopo River in the north to blustery Cape Agulhas in the south, and 1 500 km (932 miles) from Namaqualand along the barren western seaboard to subtropical KwaZulu-Natal and the humid Indian Ocean coast, encompassing a total land area of 1,3 million km² (500 000 square miles).

It is a land of remarkable diversity: variety and contrast are vividly evident in the bewildering mix of race, language, creed, colour and culture. This diversity is also reflected in the nature of the land: in its geological formations and regional climates; its mountains, plains and coasts; its rich farmlands; and its bushveld and scrub areas and arid deserts. Each of the many different parts supports its own distinctive plant and animal life.

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Vision

The vision of the University of Pretoria (UP) is to be a leading research-intensive university in Africa, recognised internationally for its quality, relevance and impact, and also for developing people, creating knowledge and making a difference locally and globally.

UP is one of the largest and most diverse universities in Southern Africa. In 2014 it had a total of 48 028 contact students and 14 247 distance-education students. As more than 237 000 alumni can attest, the University of Pretoria is a place which can give one a firm foundation for a successful career. The different University campuses are well equipped and modern, yet steeped in history.

Institutional research themes

Research at the University of Pretoria encompasses a very broad range of disciplines across nine faculties and a business school, and more than 60 research institutes, centres and units. The University of Pretoria's major and best-recognised research strengths are in the following areas:

- Agricultural and biological sciences
- Medicine
- Engineering
- Biochemistry
- Genetics
- Molecular biology
- Plant and animal sciences
- Environmental sciences
- Earth and planetary sciences
- Computer sciences

Recognising these strengths, and in keeping with international research trends, the University has established institutional and faculty research themes. These seek to foster multidisciplinary involvement in addressing global research challenges while capitalising on the areas of excellence in the University.

Animal and Zoonotic Diseases

This research theme reflects the University's current strengths and leading research capacity in the Faculties of Health Sciences, Veterinary Science and Natural and Agricultural Sciences, which represent a collaborative network of researchers from multiple disciplines who conduct research to achieve optimal health for people, animals and the environment through twenty-first century science and technology.

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Capital Cities Project (CCP)

Research on this theme gives recognition to capital cities as seats of power and living symbols of a government in action. Monuments, government buildings, cultural landmarks, public spaces, schools, universities and the recreational facilities in capital cities tell countless stories about countries.

A capital city is also an abstract space, a symbol, and a place studied by historians

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and ethnographers, written about by novelists, analysed by sociologists and psychologists, interpreted and appropriated by artists, and contemplated by philosophers. All these aspects are the focus of the CCP.

The CCP is an initiative of the Faculty of Humanities, with collaborators in the Faculties of Law, Health Sciences, Natural and Agricultural Sciences, Engineering, Built Environment and Information Technology, Theology, and Economic and Management Sciences.

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Ms Marinda Maree
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Energy

This research theme provides an optimal link between the University's current research activities in the Faculty of Engineering, Built Environment and Information Technology and the energy focus areas that are prioritised by national government, with an initial focus on electrical energy (production, distribution and optimisation).

Contact details

Prof Tinus Pretorius
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Food, Nutrition and Well-being

Research on this theme seeks to address the merging societal challenges related to food insecurity, nutrition deficiencies and hunger, especially in Africa. Through this theme, research conducted in the Faculties of Health Sciences, Veterinary Science and Natural and Agricultural Sciences is coordinated to support an intensive network of researchers and develop policy and solutions for Africa and the world.

Contact details

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Genomics

This theme was established with a strong core capacity for research in the fields of genomics, bioinformatics and computational biology. Individual research groups at UP have embarked on and completed many significant research projects on the vast amount of information that can be derived from viral, bacterial, fungal and plant genomes. The well-established Bioinformatics and Computational Biology Unit at UP currently has the capacity to conduct some of the most advanced genomics and transcriptomics analyses in South Africa. This leading group of scientists are geared to make an important contribution to health sciences, veterinary science and other life sciences in South Africa and the world.

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Contact details

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Faculty research themes

Faculty research theme	Contact details
Cellular and Molecular Medicine	Prof Michael Pepper Tel +27 (0)12 319 2626 Email michael.pepper@up.ac.za Website http://Website.up.ac.za/ICMM
Centre for Sustainable Malaria Control	Prof Tiaan de Jager Tel +27 (0)12 354 2072 Email malaria@up.ac.za Website www.malaria.up.ac.za
Enhancing the Well-being of Vulnerable Children	Prof David Maree Tel +27 (0)12 420 2403/2329 Email david.maree@up.ac.za
Human Economy Programme	Prof John Sharp Tel +27 (0)12 420 6505 Email john.sharp@up.ac.za
Institute for International and Comparative Law	Ms Pumeza Matwa Tel +27 (0)12 420 6127 Email pumeza.matwa@up.ac.za Website www.up.ac.za/icla
Peace and Conflict	Prof Maxi Schoeman Tel +27 (0)12 420 4066 Email maxi.schoeman@up.ac.za
Southern Modernities	Prof Willie Burger and Prof Andries Visagie Tel +27 (0)12 420 6469/4425 Email willie.burger@up.ac.za andries.visagie@up.ac.za
Visual Technologies - Critical Encounters	Prof Elfriede Dreyer Tel +27 (0)12 420 2285 Email elfriede.dreyer@up.ac.za

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UP campuses and faculties

The Hatfield Campus has more than 60 historical buildings that are spread over 24 hectares. It is one of the most picturesque campuses in South Africa and is close to a business centre with several essential services, such as banks, bookshops, pharmacies, sports facilities, clothing stores, restaurants and coffee shops.

The **Hatfield Campus** houses the following faculties:

- Economic and Management Sciences
- Engineering, Built Environment and Information Technology
- Humanities
- Law
- Natural and Agricultural Sciences
- Theology

The **Gordon Institute of Business Science (GIBS)** offers academic programmes, as well as a wide range of executive courses that can be custom-designed to suit specific company needs. It is located in Sandton, Johannesburg.

The **Groenkloof Campus** houses the Faculty of Education.

LC de Villiers Sports Grounds houses TuksSport and the High Performance Centre (hpc).

The **Mamelodi Campus** offers the following:

- a four-year BCom programme;
- a four-year BSc (Biological and Agricultural Sciences) programme;

- a four-year BSc (Physical Sciences) programme;
- a four-year BSc (Mathematical Sciences) programme;
- post-school mathematics and science programmes; and
- a variety of community engagement programmes.

The **Onderstepoort Campus** houses the Faculty of Veterinary Science.

The **Prinshof Campus** houses the Faculty of Health Sciences.

GPS coordinates to UP academic campuses

Hatfield

S25° 45' 21" E28° 13' 51"

GIBS

S26° 07' 46.2" E28° 02' 46.788"
(56 km from Hatfield Campus)

Groenkloof

S25° 46' 10" E28° 12' 34"
(3,5 km from Hatfield Campus)

LC de Villiers Sports Grounds

S25° 45' 10" E28° 14' 46"
(1,2 km from Hatfield Campus)

Mamelodi

S25° 43' 22" E28° 23' 56"
(12 km from Hatfield Campus)

Onderstepoort

S28° 10' 54" E25° 38' 52"
(22 km from Hatfield Campus)

Prinshof

S25° 43' 57" E28° 12' 10"
(6 km from Hatfield Campus)

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UP academic offerings and programmes

UP offers a total of 1 213 programmes through which 230 different qualifications can be obtained. Furthermore, the University has established institutes, centres and units to enhance research output. It offers academic service learning programmes that benefit students, staff and a number of communities. In total, 14 393 degrees, diplomas and certificates were awarded by UP in 2013, and these included 5 761 postgraduate (honours, master's and doctoral) degrees.

The University's Veterinary Science Faculty on the Onderstepoort Campus is the only one of its kind in South Africa and is known for ground-breaking research and clinical work. The University also has a business school, the Gordon Institute of Business Science (GIBS). In 2012, the prestigious *UK Financial Times* ranked GIBS the best business school in Africa and one of the best in the world. It is still the only African business school to be placed in the top 50 business schools worldwide for executive education programmes. This is the eighth successive year in which GIBS has achieved this accolade.

Closing dates: Full degree students

Faculty	Non-South African citizens	
	Selection programmes	Other study programmes
Economic and Management Sciences		31 August
Education		31 August
Engineering, Built Environment and Information Technology	30 June	31 August
Health Sciences	31 May	30 November
Humanities	30 June	31 August
Law		31 August
Natural and Agricultural Sciences		31 August
Theology		31 August
Veterinary Science	31 May	

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Faculty highlights

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

- The Faculty of Economic and Management Sciences is one of the largest faculties of its kind in South Africa.
- The Chartered Accountancy (CA) study programme offered by the Faculty is a flagship programme with top performance nationally.
- Several of this Faculty's programmes enjoy international accreditation.
- The Department of Auditing is one of only five at tertiary institutions in the world to be accredited at a Centre of Excellence level in the Internal Audit Education Partnership (IAEP) programme of the Institute of Internal Auditors Incorporated.
- The Faculty is a national leader in tax-related teaching and research.
- The Faculty boasts active agreements with institutions abroad of which six appear in the QS World University Rankings and the *Times* Higher Education World University Rankings.
- The Faculty hosts several institutes, chairs and centres, two of which are the Business Incubator and the Business Clinic.

FACULTY OF EDUCATION

- The QS World University Rankings place the Faculty of Education in the top 150 in the world.
- The Faculty is rated as the top educational faculty in South Africa in terms of its number of NRF-rated researchers.

- The Faculty is internationally recognised for its academic reputation, employer reputation and citations of research.
- The Faculty networks with both local and international universities, including universities in the USA, China, Australia and Europe.

FACULTY OF ENGINEERING, BUILT ENVIRONMENT AND INFORMATION TECHNOLOGY

The Faculty is organised in four schools: the School of Engineering, the School for the Built Environment, the School of Information Technology and the Graduate School of Technology Management.

School of Engineering

- All the programmes in the School of Engineering have been accredited by the Engineering Council of South Africa.
- The School is one of the largest of its kind in the country in terms of student numbers, graduates and research contributions. It offers programmes in all the major engineering disciplines, as well as many specialisations at undergraduate and graduate levels.
- Through its innovative and relevant research across seven departments, the School of Engineering at UP provides its students with the necessary training to make a considerable contribution to engineering in South Africa and abroad.
- These departments are Chemical Engineering; Civil Engineering; Electrical, Electronic and Computer Engineering; Industrial and Systems Engineering; Materials Science and Metallurgical Engineering; Mechanical and Aeronautical Engineering; and Mining Engineering.

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- The School has close ties with industry through a number of research chairs across all departments. These include chairs in Maintenance Engineering, Pyrometallurgy, Fluoro-material Science and Process Integration, Carbon Technology and Materials, Reaction Engineering, Tribology and Environmental Engineering, Railway Engineering and Broadband Multimedia Communications.
- The School of Engineering also has a number of research centres.
- Each department excels in its own research, but the consolidation of research activities is encouraged and several sustainable research groups have been formed to make an impact worldwide.

Graduate School of Technology Management (GSTM)

- The GSTM offers internationally recognised management development programmes that address different needs in the fields of technology management, engineering management and project management.
- Programmes are offered at honours, masters and doctoral levels.
- The School is involved in community activities and offers several certificate programmes and short courses in collaboration with Continuing Education at University of Pretoria (Pty) Ltd (or CE at UP). The goal is to develop individual and organisational skills gained from research-based knowledge offered by experienced lecturers who are leaders in the industry.
- A strong focus on research ensures relevance to the market in terms

of increased competitiveness, the optimisation of product life cycles, technology transfer and the positioning of technological abilities within an international context.

School for the Built Environment

- The School for the Built Environment offers the entire spectrum of programmes in the built environment, with studio-based education in the architectural degrees, and close ties and alignment with the building industry.
- The Department of Architecture is one of only a few institutions worldwide that offers cross-cutting programmes in the three disciplines of architecture, landscape architecture and interior design.

School of Information Technology

- The School of Information Technology (SIT) is unique and the first of its kind in South Africa. Students have the advantage of an integrated approach to information technology (IT), with study programmes and modern laboratories in Computer Science, Informatics and Information Science.
- The School offers cross-disciplinary degrees, such as MIT and PhD (IT), and each of the departments also has its own selection of undergraduate and postgraduate degrees.
- The nine undergraduate degrees offered in the SIT cover the entire spectrum of disciplines associated with information technology.
- All the degree offerings in the SIT focus on industry-related trends and are highly sought after in the IT industry.

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FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences is one of the largest health sciences faculties in South Africa and has established itself as an outstanding faculty in terms of research and clinical service.

The Faculty is host to:

- two South African Medical Research Council units, namely the Unit for Inflammation and Immunity, and the Unit for Maternal and Infant Health Care Strategies;
- the Rand Water Chair in Public Health and Water;
- the UP Institute for Cellular and Molecular Medicine;
- four university research centres, namely those for Forensic Anthropology; Applied Morphology; Comprehensive Physical Rehabilitation and the UP Centre for Sustainable Malaria Control; and
- a research unit, namely the Unit for Environmental Chemical Pollution and Health.

The Faculty received one of two prestigious University Flagship Project research grants awarded by the Medical Research Council (MRC) to support clinical research. The South African Executive Leadership Programme in Health is a partnership between UP, the University of Fort Hare and Harvard University, which provides executive-level training and support to build the capacity of leaders and managers who drive health system transformation in South Africa.

FACULTY OF HUMANITIES

- As one of the oldest humanities faculties in South Africa, the University of Pretoria's Faculty of Humanities is widely recognised for its excellent contribution to teaching, research and community engagement. The Faculty attracts academics and students who are passionate about the human sciences and the contribution these sciences make to society.
- The Faculty of Humanities is one of the most comprehensive faculties in the field of humanities in the country and comprises 17 different academic departments, two teaching units and a number of specialised research centres and institutes.
- The Faculty is committed to sustaining critical intellectual inquiry. Its academic curricula, research activities and community engagement initiatives not only address the diverse needs of local communities, but also contribute significantly to international endeavours and debates relating to the human sciences.
- Research capacity in the humanities is enhanced through multidisciplinary team research projects undertaken in collaboration with a wide range of international partners and faculty research themes (FRTs).
- Study fields in the humanities and social sciences at UP were ranked in the top 400 in the world in the 2013 QS World University Rankings.
- The Faculty introduced a new inter- and transdisciplinary MA in African-European Cultural Relations in 2013, and a BSocSci

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(Philosophy, Politics and Economics) (PPE) in 2014.

- The Faculty believes that multilingualism is central to understanding and appreciating the complexity and richness of the society within which it is located. A wide range of language programmes are offered, including African languages (Northern Sotho, Zulu and Ndebele), Afrikaans, Ancient languages (Greek, Latin and Semitic languages), English and four other 'modern' European languages (French, German, Portuguese and Spanish).

FACULTY OF LAW

- The Faculty of Law comprises the departments of Jurisprudence, Mercantile Law, Private Law, Procedural Law, Public Law and the Centre for Human Rights.
- The Faculty of Law is committed to playing a significant role in legal research in South Africa and Africa.
- In 2013, the Faculty earned more than 123 research units for articles published in accredited journals.
- The Faculty received and/or hosted more than 80 visiting researchers and lecturers in the 2013 academic year.
- Special mention is made of the Law Clinic's report on garnishee orders.

FACULTY OF NATURAL AND AGRICULTURAL SCIENCES

- The Faculty of Natural and Agricultural Sciences is one of the most diverse science faculties in South Africa, hosting various disciplines in the broader fields of the agricultural, biological, mathematical and physical sciences.

- The Faculty has the largest number of researchers at the University, and they are recognised for excellence by their peers. Many of them have been allocated National Research Foundation (NRF) ratings, and they include four A-rated professors.
- The Faculty is currently associated with six South African Research Chairs Initiative (SARChI) chairs that are hosted by the departments of Biochemistry, Mathematics, Physics, Statistics, Zoology and Entomology, and jointly by the Institute of Applied Materials and the Faculty of Engineering, the Built Environment and Information Technology. The Faculty also has five other industry-funded chairs.
- The Faculty boasts more than 450 active partnerships and collaborative activities undertaken with institutions ranging from universities to science-related councils in countries all over the world, including the BRICS countries (Brazil, Russia, India, China and South Africa), North America and a number of European countries.
- The Faculty has 60 postdoctoral fellows and close to 60 PhD graduates per year.
- The most recent annual QS World University Rankings placed the Faculty in the top 50 to 100 positions in the field of forestry and agriculture, and in a position between 100 and 150 in the field of Geography.

FACULTY OF THEOLOGY

- The Faculty of Theology is the largest of its kind in South Africa and awards more degrees, especially PhDs, than any other national faculty of theology.

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- The Faculty has a high number of NRF-rated researchers.
- Two open-access accredited academic journals are linked to the Faculty, namely *HTS Theological Studies/Teologiese Studies* and *VE (Verbum et Ecclesia)*. *HTS* is accredited by the Institute for Scientific Information (ISI) and is both the oldest and the largest theological journal in South Africa.
- The Faculty has a higher research output than any other national faculty of theology.
- The Faculty has established research collaborations with universities in Africa, South Korea, Austria, Europe, the UK and the USA.
- It is internationally renowned for its programmes in Pastoral Theology, Septuagint Studies, Pentateuch Research and Public Theology.

FACULTY OF VETERINARY SCIENCE

- The Faculty of Veterinary Science is the only veterinary science faculty in South Africa responsible for the training of veterinarians and veterinary nurses.
- The BVSc degree is recognised for registration purposes by the Royal College of Veterinary Surgeons in the United Kingdom and the Australasian Veterinary Boards Council, as well as in Malaysia.
- The Faculty, which includes the Onderstepoort Veterinary Academic Hospital (OVAH), offers world-class facilities.
- The Faculty maintains collaborations and partnerships with some of the best veterinary faculties in the USA, Europe and Scandinavia.

- Research collaborations are undertaken with the Sokoine University of Agriculture in Tanzania and the Eduardo Mondlane University in Mozambique.

THE GORDON INSTITUTE OF BUSINESS SCIENCE (GIBS)

- GIBS is an internationally accredited business school and is consistently rated as one of the top business schools in South Africa.
- In 2011, GIBS was the only business school in Africa to be ranked among the top 100 business schools globally in the prestigious Financial Times (FT) Executive MBA Rankings.
- The FT survey ranked GIBS as the only African business school in the top 50 business schools worldwide for its percentage of female students.

Evaluation of international qualifications

Higher Education South Africa (HESA)

A full or foreign conditional exemption certificate is a prerequisite for enrolment for undergraduate studies at the University of Pretoria in the case of non-South African citizens and students who do not have a South African National Senior Certificate (NSC) or an Independent Examination Board (IEB) qualification. This certificate can be obtained only from HESA.

HESA requires the following documentation when application is made for a full or foreign conditional exemption certificate:

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- Copies of foreign qualifications certified as correct by either the registrar of a South African university, a South African Embassy or Consulate in a foreign country, or a public notary (Result slips, faxes and copies certified by a commissioner of oaths are not acceptable.)
- A certified copy of the applicant's South African identity document (in the case of permanent residents only), or a valid foreign passport containing the applicant's full names and date of birth, passport number and photograph, or a certified copy of the applicant's birth certificate
- A completed M30E form (available at: <http://he-enrol.ac.za/webform/download-application-form-m30>)
- Tel +27 010 591 4401/2

Contact information

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Postal Address	PO Box 27392 Sunnyside, Pretoria, 0132

South African Qualifications Authority (SAQA)

Postgraduate applicants must have all their previous post-school qualifications evaluated by SAQA before applying for postgraduate studies at the University of Pretoria. However, before applying

for a SAQA evaluation for admission to the School of Engineering, please send an enquiry regarding the necessity of an evaluation to dawn.taljaard@up.ac.za, stefanie.steenberg@up.ac.za, or nadine.ahdong@up.ac.za.

SAQA is in the process of streamlining its evaluation of foreign qualifications processes. As from 1 August 2014 SAQA will ONLY accept online applications for evaluation of foreign qualifications. No other form of application will be accepted. The online application procedure is outlined below: www.saqa.org.za

Step 1: Online registration and application

Access the relevant link on the SAQA website through selecting Services > Evaluation of foreign qualifications > Online Application:

- Register yourself online if you are a new client and/or login.
- Select Evaluation Certificate and carefully read through all the information.
- Click Next and complete the relevant sections.
- Once complete, print the online application form.
- Read and sign the declaration on the online application form (unsigned application forms will not be processed).

Step 2: Receipt of submission number and proof of payment for the SAQA service

- On the online application form print-out, you will automatically receive a submission number starting with 20...

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- This submission number is your reference number for payment purposes.
- Please use this submission number when making the payment into the bank.
- Proof of payment without a submission number is not valid.

Step 3: Submission of documents together with your printed online application form.

SAQA will only process your application when the following documents are received together:

- Your printed and signed online application form;
- Your proof of payment reflecting the submission number as reference number;
- Your correct documentation strictly according to the requirements as stated on the online application form, and
- A certified copy of your official identity document.

Please note: The process outlined in Step 3 applies to ALL applicants for evaluation of foreign qualifications, including those who post, courier or personally deliver applications for evaluation.

Contact information

Call centre	+27 (0)12 431 5000/70
Helpdesk	+27 (0)86 010 3188
Fax	+27 (0)12 431 5147
Website	www.saqa.org.za
Location	SAQA House 1067 Arcadia Street Hatfield 0028
Postal address	Postnet Suite 248 Private bag X06 Waterkloof 0145

Evaluation of foreign qualifications	
Tel	+27 (0)12 431 5070
Helpdesk	+27 (0)86 010 3188
Email	saqainfo@saqa.org.za

3. Client Service Centre (CSC)

The Client Service Centre (CSC) is a one-stop service for all the clients of the University (including current and prospective students, international students, parents and alumni) and assists with student-related enquiries and services. These services can be accessed via walk-in centres, the UP website, email, fax, telephone and the postal service.

Services provided by the CSC include:

- Undergraduate student recruitment

- General enquiries (voice, walk-in, email)
- Residence placement
- Applications for study
- Payments and student accounts
- Study financing
- Access cards and parking
- Graduate Career Office and job opportunities for students
- International student enquiries
- Study programme consultation

4. International Students Division (ISD)

All students who are not South African citizens must report to the International Students Division (ISD) in the CSC on the Hatfield Campus prior to registration. The CSC will be open from 5 January 2015.

Before non-South African citizens are allowed to register, they need to submit proof of their legal status in South Africa,

as well as proof of adequate medical aid cover, to the ISD in the CSC.

Contact information

Tel +27 (0)12 420 3111
 Email csc@up.ac.za
 Website www.up.ac.za/ISD
 Location CSC, Hatfield Campus

International Students Division team



Dr Karen Lazenby
 Director: Client Service
 Centre



Mr Itumeleng Njoro
 International Specialist
 Consultant



Mr Wallace Isaacs
 Deputy Director: Client
 Service Centre



Ms Onalerona Matlawe
 International Specialist
 Consultant
 MasterCard Foundation
 Scholars Program



Ms Wiida le Roux
 Manager: International
 Students Division



Mr Seth Olupona
 International Specialist
 Consultant
 MasterCard Foundation
 Scholars Program



Ms Misiwe Moloi
 International Specialist
 Consultant



Ms Jenny Lambinon
 International Specialist
 Consultant
 Immigration Control



Ms Mahlogonolo Mphahlele
 International Specialist
 Consultant

4. International Students Division (ISD)

The ISD team is responsible for the pre-care, in-care and post-care of all non-South African citizens who wish to study at the University of Pretoria. Specific responsibilities are indicated in the table below:

Category	Responsibility	Special notes
Non-South African citizens who want to register for a full degree: <ul style="list-style-type: none"> • Undergraduate • Postgraduate 	Pre-care/in-care/post-care	For all immigration-related enquiries contact isd@up.ac.za .
<ul style="list-style-type: none"> • Exchange students: <ul style="list-style-type: none"> - Incoming - Outgoing • Study abroad students • Elective and visiting students 	<ul style="list-style-type: none"> • Application • Admission • Immigration clearance • Registration • Orientation • Accommodation 	For enquiries contact isd@up.ac.za .
Postdoctoral fellows	<ul style="list-style-type: none"> • Application • Admission • Immigration clearance • Registration • Accommodation 	
MasterCard Foundation Scholars Program	<ul style="list-style-type: none"> • Coordination of program 	For enquiries contact seth.olupona@up.ac.za .

Immigration clearance

The International Students Division (ISD) is the immigration control point for non-South African students. All newcomers and returning students must report to the ISD prior to registration.

Supporting documents

Please note that students must have photocopies ready before reporting to the International Students Division in the Client Service Centre. Copies can be made at the Xerox Copy Centre in the Student Centre on the Hatfield Campus.

All non-South African citizens will have to show their original documents and submit one photocopy of each of the documents listed below:

- The International Students Information form, completed and signed
- A valid passport or ID (in the case of

students with permanent residence in South Africa)

- A valid study visa endorsed for studies at the University of Pretoria, or one of the following:
 - An asylum-seekers transit visa
 - Refugee – a Section 24 permit
 - A diplomatic visa
- Proof of medical aid cover (medical aid premiums must be paid in advance for a period of one year, from January to December)

Permanent residents are still deemed to be non-South African citizens and must submit a photocopy of their South African identity document before registration.

The above-mentioned documents must be submitted to an international specialist consultant and the information must be captured before you will be allowed to register.

5. Temporary residence permits

The New Immigration Regulations, 2014 were published in Government Gazette No 37679 in terms of section 7 of the Immigration Act, 2002 (Act 13 of 2002) and came into effect on 26 May 2014. Both prospective and returning students are advised to visit www.vfsglobal.com/dha/southafrica for all the required information.

With effect from 26 May 2014, all foreign nationals wishing to enter South Africa will have to adhere to the New Immigration Regulations.

The Department of Home Affairs has announced the opening of Visa and Permit Facilitation Centres in 11 cities located in the nine provinces of South Africa. Visa and permit applications will be accepted at any of these 11 centres and will be assessed by the Department of Home Affairs in Pretoria. Non-South Africans with legal residency permits can apply for visas or permits at these centres.

Renewal of the Special Dispensation for Zimbabweans Project (DZP) for Zimbabwean nationals is handled directly by the Department of Home Affairs. Every non-South African citizen is required to hold a valid passport and a temporary residence permit, such as a study visa endorsed for study at the University of Pretoria (UP). Non-South African citizens wishing to enter South Africa should only apply for study visas once they have received an official letter of admission.

Study visas must be obtained before travelling to South Africa. First applications for study visas will no longer be accepted within the borders of South Africa.

PLEASE NOTE: To ensure that you follow the correct procedure to obtain entry into South Africa, please visit www.up.ac.za/isd for more detailed information on the Immigration Regulations that came into effect on 26 May 2014.

Compulsory medical aid cover

Important information for study visa holders

In terms of South Africa's Immigration Act, 2002, non-South African citizens who are holders of study visas, or wish to apply for study visas, must have medical aid cover for the duration of their stay in South Africa. Please ensure that the medical aid you make use of is registered with the Medical Aid Council of South Africa.

Before applying for study visas, students registering for studies at the University on study visas can apply online for medical aid cover endorsed by UP. Any student who enters South Africa on a study visa without the required medical aid cover is obliged to join Momentum Health (Ingwe option).

Please refer to www.ingwehealth.co.za. Just below the Momentum Health logo click on Benefits and contributions. Click on Benefits, then on Join the No. 1 medical aid for students in 2015.

5. Temporary residence permits

PLEASE NOTE: The South African Consular Office, where students apply for study visas, accepts international medical insurance submitted by students applying for study visas. However, the University of Pretoria requires full degree students, exchange students and study abroad students to join Momentum Health (Ingwe option). International insurance is not accepted. Students who fail to adhere to this stipulation will be obliged to join Momentum Health (Ingwe option) on campus upon arrival, before being allowed to register. A student visiting South Africa for less than 90 days and entering on a visitor's visa (an elective student) is exempted from this rule.

Momentum Health (Ingwe option)

Contact information

Tel +27 (0)12 671 8749 (Centurion)
or +27 (0)86 010 2493
Email studenthealth@momentum.co.za
Website www.ingwehealth.co.za

Special Orientation Programme

The ISD is responsible for presenting the biannual Special Orientation Programme for international students who register at UP for the first time. This programme is designed to assist non-South African students with the transition to the University and to South Africa.

6. MasterCard Foundation Scholars Program

The MasterCard Foundation Scholars Program targets academically excellent, yet economically disadvantaged young people in South Africa, the SADC and the rest of Africa who will potentially contribute to transformation on the continent.

The MasterCard Foundation offers a full scholarship to students who have applied for and have been admitted to one of the following study programmes:

Undergraduate study programmes

Faculty of Engineering, the Built Environment and Information Technology

- BEng (Industrial Engineering)

- BEng (Chemical Engineering)
- BEng (Civil Engineering)
- BEng (Electrical Engineering)
- BEng (Electronic Engineering)
- BEng (Mechanical Engineering)
- BEng (Metallurgical Engineering)
- BEng (Mining Engineering)
- BEng (Computer Engineering)

Faculty of Economic and Management Sciences

- BCom (Accounting Sciences)
- BCom (Financial Sciences)
- BCom (Economics)
- BCom (Informatics)
- BCom (Agribusiness Management)

6. MasterCard Foundation Scholars Program

Faculty of Natural and Agricultural Sciences

- BScAgric (Food Science and Technology)
- BScAgric (Agricultural Economics/ Agribusiness Management)
- BScAgric (Animal Science)
- BScAgric (Plant Pathology)
- BScAgric (Applied Plant and Soil Sciences)

Postgraduate study programmes

Honours and master's degree applicants in the above-mentioned fields may also apply.

The scholarship covers the following:

- Full tuition fees
- Accommodation at UP

- Meals
- Books and library materials
- A monthly stipend
- Medical aid for international students (Ingwe option only)
- Travelling costs
- Visa costs – international students

PLEASE NOTE: Studies must be completed at UP. Community service is an obligatory component of the MasterCard Foundation Scholars Program and all students are required to give back to their own communities.

For further enquiries, please contact Seth Olupona at seth.olupona@up.ac.za or Onalerona Matlawe at onalerona.matlawe@up.ac.za.

7. Exchange students, study abroad students and elective students

Exchange and study abroad students

Application, academic year and examinations

The application form is sent to the student via mail or email and should be returned to the International Specialist Consultant at UP responsible for the region of the student's home institution. The academic year commences in January and lectures commence in February. Examinations are always written in June, and supplementary examinations are written before the beginning of the second semester. Students are allowed to register for only one semester (six months), unless special arrangements have been made

between the home institution and the host institution.

The application procedure is as follows:

- A duly completed and signed application form for admission to study at UP must be submitted.
- A copy of the student's passport (ie the page containing the passport number and photo) must be attached to the application.
- Official academic transcripts and results must be attached.
- A letter from the student's home institution must be submitted. This letter must:
 - state that the candidate has permission to spend a semester (six months) at UP;

7. Exchange students, study abroad students and elective students

- confirm that the student is currently registered at the home institution;
- confirm that the student has been selected to be a student in one of the above-mentioned categories at UP; and
- include a brief explanation of the proposed study programmes to be pursued at UP.
- Provide proof of language proficiency
- No application fee is required.

PLEASE NOTE: Students may enrol for semester modules/programmes only. Registration for year modules/programmes is not permitted.

Selection of study programmes/modules: Exchange students and study abroad students

Please visit www.up.ac.za and consult the yearbooks for information on study programmes offered. The route to follow on the website is: Home Page > New Students > Yearbooks > Faculty.

Students must submit a list of study programmes that they wish to follow during their exchange programme/semester of studying abroad (compulsory and optional study programmes). Students who experience difficulties in this regard may contact the ISD office via email in order to be referred to the relevant academic(s) for advice and/or academic alternatives. To avoid unnecessary disappointment and complications, it is important that students first determine the availability of a specific study programme before travelling to South Africa. Please note that certain under-, postgraduate and selection study

programmes may not be chosen. Students are welcome to apply to study in any of the faculties, with the exception of Health Sciences.

Students who are required to write supplementary examinations are advised to postpone their return home as UP will not allow students to write supplementary examinations outside South Africa. It is the student's responsibility to check with the relevant faculty upon arrival to find out when examinations for registered study programmes will take place.

Closing dates: exchange students

The closing date for applications for the first semester (January to June) is always 30 September in the year preceding a student's studies at UP. For the second semester (July to December) the closing date for applications for programmes by exchange students and study abroad students is 31 March in the current year.

Accommodation

The ISD is responsible for arranging accommodation for exchange students, study abroad students and elective students. However, accommodation is subject to availability and is allocated on a first come, first served basis.

Special Orientation Programme for exchange students and study abroad students

Attending this programme is compulsory for all exchange students and study abroad students. Details are communicated to students in the letter of admission.

7. Exchange students, study abroad students and elective students

Elective students

Elective students wishing to apply at the University of Pretoria will be required to submit the following documents:

- A signed and completed application form.
- A letter of confirmation stating that you are a bona fide student at your home institution. The letter should also indicate the duration of your stay and the purpose of the elective study programme you wish to enrol for.
- The letter of confirmation from the University of Pretoria permitting you, as student, to conduct research at this institution.

- A copy of your passport.

The administration fee for elective students for the 2015 academic year is R2 100. Please note that this amount is subject to change in the 2016 academic year.

After the International Students Division has received the documents above, your application will be processed.

There is no closing date for applications from elective students.

8. Postdoctoral fellows

The International Student Division is responsible for the in-care of postdoctoral fellows appointed by the Department of Research and Innovation Support at the University of Pretoria. The ISD has certain responsibilities that must be fulfilled once notification of the appointment of a postdoctoral fellow has been received from the Department of Research and Innovation Support.

Responsibilities of the ISD specialist consultant

Administration process

The international specialist consultant communicates directly with the

postdoctoral fellow and will send the following:

- An application form
- An acceptance form
- A personal information form
- A University of Pretoria Postdoctoral Fellow Association (UPPA) form

After the postdoctoral fellow has returned the completed and signed forms mentioned above, the International Students Division will process the application; a letter of appointment will be sent to the postdoctoral fellow; and a letter will also be written to the embassy for visa application purposes (in the case of non-South African citizens).

8. Postdoctoral fellows

Visa application

A postdoctoral fellow who is a non-South African citizen must:

- apply (in their home country) for a visitor's visa with endorsement to conduct postdoctoral research at the University of Pretoria; and
- personally book a ticket through a travel agent, or through an ISD consultant.

Travel arrangements

In the event that an international specialist consultant books the ticket with an authorised travel agent, the ticket will be issued electronically and forwarded to the postdoctoral fellow and payment will be made to the relevant travel agency.

The ISD consultant will arrange a shuttle to collect the postdoctoral fellow at the airport.

Should the postdoctoral fellow, however, prefer to purchase their own ticket, they may claim a refund from the University of Pretoria upon arrival when they provide proof of the purchase and use of said ticket.

The ISD consultant is also responsible for assisting postdoctoral fellows with the following:

- Accommodation arrangements
- Grant renewals

9. Language policy and medium of instruction

In conducting its business, the University uses two official languages, namely English and Afrikaans. In formal education the medium of instruction is either English or Afrikaans, or both of these languages, provided that the demand exists and that it is academically and economically justifiable. However, it remains the student's responsibility to ascertain

annually in which language a module and any further level of that module will be presented. In respect of administrative and other services, a student has the right to choose whether the University should communicate with him/her in English or Afrikaans. Where the University has the capacity, Sepedi is used as an additional language of communication.

10. Fees

Information regarding fees payable is published in the Fees and Funding brochures that are available at the CSC, as well as on www.up.ac.za/feesfunding. All amounts published are in South African rand (ZAR). International students should familiarise themselves with all information relevant to them and their studies at the University of Pretoria, which can be found at www.up.ac.za/isd.

Please take note of the following:

- No student will be able to register for an academic semester unless all outstanding fees have been paid.
- Should a student have been awarded a bursary by an institution other than UP, a document confirming the bursary must be submitted to the CSC.
- Students whose accounts are in arrears will not receive their examination results or academic records, and interest will be charged on overdue accounts. These students will also not qualify for placement in a UP residence for the next academic year.

PLEASE NOTE: A full-degree student who is not a South African citizen should budget for an initial payment of between USD2000 and USD4000 per academic year before registration at UP. This amount does not include accommodation and other expenses.

International levy

- The international levy for 2015 is R2 700.
- The international levy for 2016 has not yet been determined.
- This international levy, which is payable in addition to the registration fee, must be paid annually by all non-South African citizens, including students who are citizens of SADC countries and whose study visas or visitor's visas are endorsed to allow study.
- Asylum seekers, refugees and diplomats stationed in South Africa, as well as permanent residents of South Africa only, are exempted from paying the international levy. See the table below for the various fee factors.

10. Fees

International undergraduate students' tuition fee factors

Student type	Country	International levy 2015	Undergraduate registration 2015	Undergraduate registration 2016	Tuition fee factor
Study visa	SADC	R2 700	R5 000	R20 000	Local fees
	Non-SADC	R2 700	R5 000	R40 000	Double local fees for coursework studies
		R2 700	R5 000	R20 000	Local fees for full research-oriented master's or doctoral studies
Visitor's Visa <i>For block attendance or distance education research study only.</i>	SADC	R2 700	R5 000	R20 000	Local fees Visa must be endorsed to allow for study
	Non-SADC	R2 700	R5 000	R40 000	Double local fees Visa must be endorsed to allow for study
Work Visa <i>(for full-time work, 40 hours per week) Part-time studies only</i>	SADC	–	R5 000	R20 000	Local fees Visa must be endorsed to allow for study
	Non-SADC	–	R5 000	R20 000	Local fees Visa must be endorsed to allow for study
Asylum seeker	All	–	R5 000	R20 000	Local tuition fees
Diplomat	All	–	R5 000	R20 000	Local tuition fees. Dependants of diplomats pay local tuition fees only if they have a diplomatic visa in their own passports.
Refugee	All	–	R5 000	R20 000	Local tuition fees
Permanent residency status in South Africa	All	–	R5 000	R20 000	Local tuition fees
Elective student <i>(with visitor's visa)</i>	All	–	–	–	R2 100 in 2015 (See note on visitor's visa endorsement above)

10. Fees

Student type	Country	International levy 2015	Undergraduate registration 2015	Undergraduate registration 2016	Tuition fee factor
Exchange student (with study visa)	All	–	–	–	No tuition fees billed if a collaboration agreement exists. All accommodation will be billed.
Student studying abroad (with study visa)	SADC	R2 700	R5 000	R20 000	Local fees
	Non-SADC	R2 700	R5 000	R40 000	Double local fees

International postgraduate students' tuition fee factors

Student type	Country	International levy 2015	Postgraduate registration 2015	Postgraduate registration 2016	Tuition fee factor
Study visa	SADC	R2 700	R7 500	R20 000	Local fees
	Non-SADC	R2 700	R7 500	R40 000	Double local fees for coursework studies
		R2 700	R7 500	R20 000	Local fees for full research-oriented master's or doctoral studies
Visitor's Visa <i>For block attendance or distance education research study only.</i>	SADC	R2 700	R7 500	R20 000	Local fees Visa must be endorsed to allow for study
	Non-SADC	R2 700	R7 500	R40 000	Double local fees Visa must be endorsed to allow for study
Work Visa <i>(for full-time work, 40 hours per week) Part-time studies only</i>	SADC	–	R7 500	R20 000	Local fees Visa must be endorsed to allow for study
	Non-SADC	–	R7 500	R20 000	Local fees Visa must be endorsed to allow for study
Asylum seeker	All	–	R7 500	R20 000	Local tuition fees

10. Fees

Student type	Country	International levy 2015	Postgraduate registration 2015	Postgraduate registration 2016	Tuition fee factor
Diplomat	All	–	R7 500	R20 000	Local tuition fees. Dependants of diplomats pay local tuition fees only if they have a diplomatic visa in their own passports.
Refugee	All	–	R7 500	R20 000	Local tuition fees
Permanent residency status in South Africa	All	–	R7 500	R20 000	Local tuition fees
Elective student (with visitor's visa)	All	–	–	–	R2 100 in 2015 (See note on visitor's visa endorsement above)
Exchange student (with study visa)	All	–	–	–	No tuition fees billed if a collaboration agreement exists. All accommodation will be billed.
Student studying abroad (with study visa)	SADC	R2 700	R7 500	R20 000	Local fees
	Non-SADC	R2 700	R7 500	R40 000	Double local fees
Postdoctoral student (with visitor's visa)	All	–	–	–	No tuition fees charged (See note on visitor's visa endorsement above)

UP banking details

ABSA	Standard Bank
Branch: Hatfield Branch code: 632005 Account number: 214 000 0054 Deposit reference: Eight-digit student number (EMPLID) For international transactions: SWIFT CODE: ABSAZAJCPT	Branch: Hatfield Branch code: 011545 Account number: 012 602 604 Deposit reference: Eight-digit student number (EMPLID)

11. Main dates 2015

1 January 2015	New Year's Day
5 January 2015	Academic year commences
5-16 January 2015	Summer School
16-18 January 2015	Special Orientation Programme for non-South African students
17 January 2015	Welcoming Day
19-22 January 2015	Registration of first-year students
23 January 2015	Grouping of large course groups: New first-year students
26 January 2015	Lectures commence: All first-year modules
26-30 January 2015	Registration of senior students
31 January 2015	Rag
2 February 2015	Lectures commence for Quarter 1 and Semester 1
10 February 2015	Anniversary of the University's establishment
16 February 2015	Closing date: Amendments or cancellation of modules
20 March 2015	Lectures end for Term 1
21 March 2015	Human Rights Day
23 March 2015	Lectures commence for Quarter 2
28 March to 12 April 2015	March/April recess
3 April 2015	Good Friday
6 April 2015	Family Day
27 April 2015	Freedom Day
28-30 April 2015	No lectures
1 May 2015	Workers' Day
23 May 2015	Open Day
29 May 2015	Lectures end for Quarter 2 and Semester 2
1-22 June 2015	Examinations of first-quarter, second-quarter and first-semester modules
16 June 2015	Youth Day
24 June to 1 July 2015	Supplementary examinations of first-quarter, second-quarter and first-semester modules
2-19 July 2015	July recess
6-18 July 2015	Winter School
20 July 2015	Lectures commence for Quarter 3 and Semester 2
3 August 2015	Closing date: Amendments or cancellation of modules
9 August 2015	National Women's Day
10 August 2015	Public holiday in terms of legislation
7 September 2015	Lectures end for Quarter 3
8 September 2015	Lectures commence for Quarter 4
22 September 2015	Friday timetable is followed
23 September 2015	Spring Day
24 September 2015	Heritage Day
25 September 2015	No lectures
3-11 October 2015	October recess
16 October 2015	UP International Students' Day
5 November 2015	Lectures end for Quarter 4 and Semester 2
9-28 November 2015	Examination of third-quarter, fourth-quarter and second-semester modules
30 November to 7 December 2015	Supplementary examinations of third-quarter, fourth-quarter and second-semester modules
7 December 2015	Academic year ends
16 December 2015	Day of Reconciliation
23 December 2015	University closes at 10:00
4 January 2016	Academic year commences

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