



**GRADUATE SCHOOL OF
TECHNOLOGY MANAGEMENT**

November 2020

FIRST YEAR REGISTRATION 2021

Dear Student

Registration opens on 7 January 2021, and closes on 31 January 2021. Please check on your portal if your application has been approved and register as soon as possible.

All classes will be online and exams will be on campus in 2021. Detail information will be available on ClickUP.

The GSTM has received an increased number of applicants for 2021. Because only a limited number of students can register per programme, not all students that have been approved for the programme can be accommodated. Registration will be on a first come first served basis per programme. Please do not delay your registration as it might result in you not being accommodated for your first choice of study, or not at all.

You need to clear the “Holds” on your profile in order to register. (They appear in a block on the right when you log onto the UP Portal, click on Student Centre)

HOLDS/ REGISTRATION	SA STUDENTS/ SADEC & SA PERMANENT RESIDENTS	INTERNATIONAL COUNTRIES	NOTES
UP CONTRACT	<ul style="list-style-type: none"> Complete Online Contract Complete hard copy of UP Contract Submit/courier original to Thuli Mvakali 	<ul style="list-style-type: none"> Complete Online Contract Complete hard copy of UP Contract Submit/courier original to Thuli Mvakali 	Deliver/courier to: The Client Services Centre, University of Pretoria Room 2-13 Engineering 2 Building Cnr Lynnwood & Roper Str Hatfield 0028
INITIAL PAYMENT	<ul style="list-style-type: none"> Pay R7500 initial payment or upload Bursary letter 	<ul style="list-style-type: none"> Pay R7500 initial payment or upload bursary 	See attached Banking details document. Bursary letters can be scanned and e-mailed to: etm@up.ac.za .
INTERNATIONAL REQUIREMENTS	(Permanent Residents & SADEC) <ul style="list-style-type: none"> Copy of ID/Passport No payment required Timetable 	<ul style="list-style-type: none"> Copy of passport Proof of payment of R3295 International fee (subject to change) Timetable 	E-mail all to isd@up.ac.za with Student number in subject line N.B./Only submit in January 2021
REGISTRATION (Final Step)	<ul style="list-style-type: none"> Register online for your chosen modules (do not register for research ISC 780/IGB 780 if you not completing your degree in 2021) – check the timetable. 7 – 31 January 	<ul style="list-style-type: none"> Register online for your chosen modules (do not register for research ISC 780/IGB 780 if you not completing your degree in 2021) – check the timetable. 7 – 31 January 	Register at http://www.up.ac.za/online-registration

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N.B./DEGREE REQUIREMENTS

STUDY PERIOD	<p>The minimum duration of the Honours degree is one year and you will be allowed to complete your studies within two interrupted years.</p> <p>Students studying for the Honours degree at the department of Engineering and Technology Management must complete their studies within two years after first registering for the degree, thereafter, continuation is subject to approval by the Dean of Faculty.</p>
FEE STRUCTURE	<p>The course fee for the Honours in Technology Management degree in 2020 was R 41 905. The total fee will be distributed based on modules taken in a year. An increase of approximately 8% is expected for 2021. Full-time students are expected to pay the total fee in the first year. Prescribed books are not included in the fee.</p> <p>Off campus examination fees are in addition to the amount indicated above. Fees to be confirmed.</p>
REPEAT OF MODULES	<p>According to the University regulations on postgraduate studies, a student may repeat a module only once. Students who fail to complete the module(s) after the second attempt will be excluded from the Department of Engineering and Technology Management and re-admission will be subject to approval by the Dean of Faculty.</p>
REGISTRATION	<p>Students must renew their registration at the beginning of each academic year until you have fulfilled all the degree requirements. Should you fail to renew your registration at the beginning of a particular year, you will not be entitled to attend class, receive any services from UP, or guidance from lecturers.</p>
MODULES	<p>You have to complete the four core modules, two electives as well as the research report for degree purposes. Please refer to the timetable.</p>

STUDENT INFORMATION

STUDENT CARDS	Visit Client Services at Main entrance-present proof of registration to have your student card made up. (Print from Portal)
PARKING	No parking can be arranged on campus There is a parking in Herold Street across from Campus You can access public parking in University Road – cost R20 per day
SUPPORT	Please log onto www.up.ac.za/gstm/student for support documentation.
STUDENT NUMBER	Please quote your student number in all correspondence.
CLICKUP STUDENT ONLINE SYSTEM	After you are registered, you will have access to ClickUp (the student e-learning system). Log on via UP Portal or https://clickup.up.ac.za/ NB: You have to do the fully online student orientation course on clicUP. Self enrol after registration using this link

E-mail correspondence

Commencing from January 2021 the GSTM will be using the UP gmail addresses allocated to you. Please send all further correspondence using your Tuks e-mail address only. E.g. u12345678@tuks.co.za.

You may forward your UP mail to your personal email address to make sure you do not miss any correspondence but please use your UP gmail account when contacting the Department.

Yours sincerely



Prof E van der Lingen
Chair: Graduate School of Technology Management