



**GRADUATE SCHOOL OF
TECHNOLOGY MANAGEMENT**

November 2020

FIRST YEAR REGISTRATION 2021

Dear Student

It is time to start thinking about registration for 2021. Registration opens on 7 January 2021 and closes on 31 January 2021.

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
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/PassportNo payment requiredTimetable	<ul style="list-style-type: none">Copy of passportProof 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

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 Programme fees and are levied separately. 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>Make sure you complete the core modules and electives as indicated in the programme design of the year you commenced with your studies.</p>

STUDENT INFORMATION	
STUDENT CARDS	<p>Student cards from 2020 will remain valid in 2021. If you have lost your card you can print out your proof of registration and have a new card made at Client Services</p>
PARKING	<p>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</p>
SUPPORT	<p>Please log onto www.up.ac.za/gstm/student for support documentation.</p>
STUDENT NUMBER	<p>Please quote your student number in all correspondence.</p>
CLICKUP STUDENT ONLINE SYSTEM	<p>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/</p> <p>NB: You have to do the fully online student orientation course on clicUP. Self enrol after registration using this link</p>

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.

Mrs T Mvakali

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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

M. E. van der Lingen

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

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