YEAR 1 REGISTRATION 2021

Dear Student

The GSTM has received an increasing number of applicants for 2021. Due to the fact that only a limited number of students can register per programme, not all students that have been approved for the programmes 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 your not being accommodated for your first choice of study, or not at all. Registration opens on 7 January 2021.

Please check on your portal if your application has been approved and register as soon as possible.

Due to Covid-19 restrictions, all first semester modules will be presented online and 2nd semester classes will be attended on campus.

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 and go to Student Service Centre).

Please take note that you have to be registered by 27 January.

HOLDS/ REGISTRATION	SA STUDENTS/ SADEC & SA PERMANENT RESIDENTS	INTERNATIONAL COUNTRIES	NOTES
UP CONTRACT	• Complete Online Contract • Complete hard copy of UP Contract • Submit/courier original to Tanya van Zyl	• Complete Online Contract • Complete hard copy of UP Contract • Submit/courier original to Tanya van Zyl	**Deliver/courier to:** The Client Services Centre, University of Pretoria, Room 2-12 Engineering 2 Building Cnr Lynnwood & Roper Str Hatfield 0028
INITIAL PAYMENT	• Pay R7500 initial payment or upload Bursary letter	• Pay R7500 initial payment or upload bursary	See attached Banking details document Bursary letters can be scanned and e-mailed to mem@up.ac.za or mpm@up.ac.za or mtim@up.ac.za
INTERNATIONAL REQUIREMENTS	(Permanent Residents & SADEC) • Copy of ID/Passport • No payment required • Timetable	• 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)	• Register online for all 7 core modules and the mini-dissertation	• Register online for all 7 core modules and the mini-dissertation	Register at http://www.up.ac.za/online-registration

e-mail: mem@up.ac.za or mpm@up.ac.za or mtim@up.ac.za

Registration/Degree requirements

STUDY PERIOD	Your registration needs to be continuous. The minimum duration of the Masters degree is two years and you will be allowed to complete your studies within three uninterrupted years. MEM/MPM/MTIM students must complete their studies within three years after first registering for the degree, thereafter, continuation is subject to approval by the Dean of the EBIT faculty.
LEAVE OF ABSENCE	If it is impossible for a registered student to continue with his/her studies/research in the following year, but student is intent on continuing in the subsequent year, the student must apply in writing for Dean's approval for leave of absence for the following year, but no later than May of the year you would like to take Leave of Absence. In accordance with the Policy of the University of Pretoria, leave of absence is not granted for more than one years. Students will pay a fee.
FEE STRUCTURE	Fees are paid over 2 years-any additional years of study will incur extra costs. Off campus examination fees are in addition to Programme fees and are levied separately. Fees to be confirmed.
REPEAT OF MODULES	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 EBIT Faculty
REGISTRATION	**NB: TAKE NOTE -** Students must renew their registration at the beginning of each academic year until they 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 you lecturers. Registration needs to be continuous. If you cannot register, it is then very important to apply for Leave of absence (LOA) as you will be required to pay the full programme fee again in the next year if you do not have Leave of absence.
MODULES	You have to complete 7 core modules, two electives and mini-dissertation for degree purposes. Please refer to the programme design 2021-2022 document.

Orientation Day/Team Building

There is a compulsory Orientation Day scheduled 29January. Phase one of Team Building, which forms part of these programmes, will also take place on the Friday/Saturday. Detail to follow.

e-mail: mem@up.ac.za or mpm@up.ac.za or mtim@up.ac.za

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.
STUDENT ONLINE SYSTEM (ClickUP)	After you are registered you will have access to clickUP, the student e-learning system. Log on via UP Portal or clickup.ac.za. **NB:** You have to do the fully online student orientation course on clickUP. 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

e-mail: mem@up.ac.za or mpm@up.ac.za or mtim@up.ac.za