



**GRADUATE SCHOOL OF
TECHNOLOGY MANAGEMENT**

December 2020

REGISTRATION 2021

Dear Student

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

All core module classes will be attended on campus and all electives will be online in 2021. If there is an increase in Covid 19 numbers with a subsequent increase in lockdown level, core modules will also continue online. You will be informed should the decision be made to present the classes online.

You need to clear the “Holds” on your Portal in order to register. (They appear in a block on the right when you log onto your Portal and go to Student service 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 mem@up.ac.za or mpm@up.ac.za or mtim@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 2020 |
| REGISTRATION (Final Step) | <ul style="list-style-type: none"> Register online for 3 modules (2 elective & 1 Core module) and research 7 – 23 January | <ul style="list-style-type: none"> Register online for 3 modules (2 electives & 1 core module) and research 7 – 23 January | Register at http://www.up.ac.za/online-registration |
| STUDENTS REGISTERED ON OLD STRUCTURE (COMMENCED BEFORE 2019) | <ul style="list-style-type: none"> Please take note that you have to complete your studies in 2021. The modules on the old structure (INI 800/ILS 801/IGB/ISC 898 will fall away after 2021 | <ul style="list-style-type: none"> Please take note that you have to complete your studies in 2021. The modules on the old structure (INI 800/ILS 801/IGB/ISC 898 will fall away after 2021 | |

Registration/Degree requirements

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|--------------------------|---|
| STUDY PERIOD | 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 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 that following year, by 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 year. Students will pay a fee. Please note LOA cannot be processed unless your account is settled before the end of May. |
| FEE STRUCTURE | Fees are paid over 2 years-any additional years of study will incur extra costs. |
| 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 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 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 | Make sure you complete the core modules and electives as indicated in the programme design of the year you commenced with your studies. |

Prescribed material collection

The prescribed material for Semester 1 will be available at our offices – Room 2-25, Engineering 2 Building from 2nd week in January.

Some of the prescribed books will be in the form of an e-book. These codes along with instructions on how to download them will be e-mailed to you. You will receive an email in January requesting you to send your address to courier the books to you should you not be able to collect the books.

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

| STUDENT INFORMATION | |
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| STUDENT CARDS | 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 |
| 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 Click Up, the student e-learning system. Log on via UP Portal or clickup.ac.za . Students who would like to do a refresher ClickUP course, may do a fully online student orientation course on clickUP. You can self enroll 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