

Faculty of Engineering, Built Environment and Information Technology  
Graduate School of Technology Management

November 2022

## REGISTRATION 2023, MASTERS, 1<sup>st</sup> YEAR

### Dear Student

The GSTM has received an increasing number of applicants for 2023. 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 16 December 2022 and closes on 23 January 2023. Registration will be on a first come first served basis per programme. 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.

Please check on your portal if your application has been approved and register as soon as possible. Registration information is available on the GSTM [Student Resources](#) website.

Class attendance is compulsory. All classes will be online.

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 before the orientation day on 18 February

HOLDS/ REGISTRATION	SA STUDENTS/ SADEC & SA PERMANENT RESIDENTS	INTERNATIONAL COUNTRIES	NOTES
<b>UP CONTRACT</b>	<ul style="list-style-type: none"> <li>Complete Online Contract</li> <li>Complete hard copy of UP Contract</li> <li>Submit –box at University Str entrance/Courier - original to Client Services</li> </ul>	<ul style="list-style-type: none"> <li>Complete Online Contract</li> <li>Complete hard copy of UP Contract</li> <li>Submit –box at University Str entrance/Courier- original to Client Services</li> </ul>	<b>Deliver/courier to:</b> The Client Services Centre, University of Pretoria, Cnr Lynnwood & Roper Str Hatfield 0028
<b>INITIAL PAYMENT</b>	<ul style="list-style-type: none"> <li>Pay R10 000 initial payment or upload Bursary letter</li> </ul>	<ul style="list-style-type: none"> <li>Pay R10 000 initial payment or upload bursary</li> </ul>	See attached Banking details document Bursary letters can be scanned and e-mailed to <a href="mailto:mem@up.ac.za">mem@up.ac.za</a> or <a href="mailto:mpm@up.ac.za">mpm@up.ac.za</a> or <a href="mailto:mtim@up.ac.za">mtim@up.ac.za</a>
<b>INTERNATIONAL REQUIREMENTS</b>	(Permanent Residents & SADEC) <ul style="list-style-type: none"> <li>Copy of</li> </ul>	<ul style="list-style-type: none"> <li>Copy of passport</li> <li>Proof of payment of +-R3630 International fee (subject to change)</li> </ul>	E-mail all to <a href="mailto:isd@up.ac.za">isd@up.ac.za</a> with Student number in subject line N.B./Only submit in

e-mail: [mem@up.ac.za](mailto:mem@up.ac.za) or [mpm@up.ac.za](mailto:mpm@up.ac.za) or [mtim@up.ac.za](mailto:mtim@up.ac.za)

HOLDS/ REGISTRATION	SA STUDENTS/ SADEC & SA PERMANENT RESIDENTS	INTERNATIONAL COUNTRIES	NOTES
	ID/Passport • No payment required • Timetable	• Timetable	January 2023
<b>REGISTRATION (Final Step)</b>	• Register online for all 7 core modules and the mini-dissertation	• Register online for all 7 core modules and the mini-dissertation	Register at <a href="http://www.up.ac.za/online-registration">http://www.up.ac.za/online-registration</a>

### **GSTM Programme Guide**

Please refer to the GSTM Programme Guide regarding important issues such as study period, continuous registration, leave of absence, student cards, etc. The Programme Guide is available on the [Student Resources](#) website.

### **Orientation Day/Team Building**

You have to attend the **compulsory** Orientation Day as well as Phase one of Team Building **in person**, scheduled for 27 January. Detail will be sent in January. It will be held on campus and at the Team Building Institute.

### **E-mail correspondence**

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](mailto: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**