

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

December 2023

REGISTRATION 2024, MASTERS, 1st YEAR

Dear Student

The GSTM has received an increasing number of applicants for 2024. 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. Registration opens on 18 December 2023 and closes on 3 February 2024. 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 9 February.

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 original – box at University Str entrance or Courier original to Client Services 	<ul style="list-style-type: none"> Complete Online Contract Complete hard copy of UP Contract Submit original - box at University Str entrance or Courier original to Client Services 	Deliver/courier to: The Client Services Centre, University of Pretoria, Cnr Lynnwood & Roper Str, Hatfield 0028
INITIAL PAYMENT	<ul style="list-style-type: none"> Pay R12 500 initial payment or upload Bursary letter 	<ul style="list-style-type: none"> Pay R12 500 initial payment or upload bursary 	See attached Banking details document Payment related queries: payments@up.ac.za Bursary letters can be scanned and e-mailed to mem@up.ac.za or mpm@up.ac.za or mtim@up.ac.za

HOLDS/ REGISTRATION	SA STUDENTS/ SADEC & SA PERMANENT RESIDENTS	INTERNATIONAL COUNTRIES	NOTES
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 R4040 International levy (subject to change) • Timetable 	E-mail all to isd@up.ac.za with Student number in subject line N.B./Only submit in January 2024
REGISTRATION (Final Step)	<ul style="list-style-type: none"> • Register online for all 7 core modules and the mini-dissertation 	<ul style="list-style-type: none"> • Register online for all 7 core modules and the mini-dissertation 	Register at http://www.up.ac.za/online-registration

ClickUP Training

Two clickUP training sessions have been scheduled for 15:00-17:00 on 15 and 22 February. Please diarise and make sure to attend either one of these sessions.

These sessions are designed to familiarize you with the platform's features and functionalities, ensuring that you make the most of your online learning experience. By participating, you'll gain valuable insights into navigating course materials, submitting assignments, completing tests and exams, and engaging in discussions. The link to join the training will be emailed to you early next year.

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 9 February. Details will be sent in January. It will be held at the Future Africa Campus. Detailed programme info will be available early January.

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.

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

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