



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

November 2023

## REGISTRATION 2024, MASTERS, 3<sup>rd</sup> YEAR

**Dear Student**

It is time to start thinking about registration for 2024. Registration opens on 18 December 2023 and closes 3 February 2024. Registration information is available on the GSTM [Student Resources](#) website.

Class attendance is compulsory. All classes for 2024 will be 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
<b>INITIAL PAYMENT</b>	<ul style="list-style-type: none"> <li>Pay +-R13750 continuation fee <b>or</b> upload Bursary letter</li> </ul>	<ul style="list-style-type: none"> <li>Pay +-R13750 continuation fee <b>or</b> upload Bursary letter</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 ID/Passport</li> <li>No payment required</li> <li>Timetable</li> </ul>	<ul style="list-style-type: none"> <li>Copy of passport</li> <li>Proof of payment of R4040 International levy (subject to change)</li> <li>Timetable</li> </ul>	E-mail all to <a href="mailto:isd@up.ac.za">isd@up.ac.za</a> with Student number in subject line  <b>N.B./Only submit in January 2024</b>
<b>REGISTRATION (Final Step)</b>	<ul style="list-style-type: none"> <li>Register online for remaining modules and the mini-dissertation</li> </ul>	<ul style="list-style-type: none"> <li>Register online for remaining modules and the mini-dissertation</li> </ul>	Register at <a href="http://www.up.ac.za/online-registration">http://www.up.ac.za/online-registration</a>

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)

## 4th year of study

If 2024 will be your 4th year of study. Please complete the attached form and send it to the relevant Programme Administrator together with a motivation letter and study plan. You and your study leader need to sign all three documents.

Your registration needs to be continuous. The minimum duration for the masters' degree is two years. You will be allowed to complete your studies within three uninterrupted years. Thereafter, continuation is subject to approval by the Dean of the EBIT faculty.

Do not register for additional elective modules. You need as much time as possible to focus on completing your mini-dissertation.

## GSTM Programme Guide

It is very important that you consult 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.

## 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**