

Welcome to the Faculty of Engineering, Built Environment and Information Technology (EBIT). We hope that this will be a journey of growth and success. We know that being new to the University can be confusing, but there are many resources to assist you. Please see some of the helpful resources and answers to FAQ in this document.

If you still have questions related to UP, please contact the Student Service Centre at ssc@up.ac.za for more information.

If you have any questions related to application or admission to the EBIT Faculty that are not included in this document, please contact the EBIT Faculty Administration Office. [Click here](#) for any enquiries and access to Faculty Student Administration contact details.

If you have questions regarding orientation or your transition to university, please contact one of the EBIT Faculty Student Advisors (FSAs). [Click here](#) for any enquiries and access to EBIT FSAs contact details.

Table of Contents

Application/Administration/ EBIT Degree specific information	1
Student Finance	5
IT Support/Student Portal/ClickUP	5
TuksRes	6
2022 Academic Year	6
Student Support and Resources	7
Useful links for first-year students	8



Application/administration/EBIT degree-specific information

1 My application status indicates “applied”, how will I be notified of the progress of my application, and how long does it take for the University to process my application?

Once your application has been processed, you will receive an email with your student number. This may take up to 14 calendar days. After receiving your student number, you can log on to the UP Student Portal, Student Centre at www.up.ac.za/portalstudent.



Please visit www.up.ac.za/portalhelp for step-by-step instructions on how to set up your UP Student Portal password. You will be able to view your admission status on the UP Student Portal, Student Centre.

2 What are the admission requirements for international students?

A full or foreign conditional exemption certificate from Universities South Africa (USAf) is a prerequisite for enrolment for undergraduate studies at the University of Pretoria in the case of non-South African citizens and students who do not have a South African National Senior Certificate (NSC) or an Independent Examination Board (IEB) qualification.



Please read these links:
www.up.ac.za/international-cooperation-division and
www.up.ac.za/media/shared/368/Document/2021/up Ug programme information 2022 non-nsc-ieb-updated-04.08.2021.zp207301.pdf which outlines all the information that a prospective international student would need to know.

3 How does the APS work?

The Admission Point Score (APS) calculation is based on a candidate's achievement in SIX recognised NSC 20-credit subjects, excluding Life Orientation (LO) and all advanced subjects. Life Orientation is not a faculty-specific subject requirement and may not be used for calculating the APS. Use the table below to calculate your APS:

National Senior Certificate (NSC) seven-point rating scale

Achievement level	Description	Percentage
7	Outstanding achievement	80–100%
6	Meritorious achievement	70–79%
5	Substantial achievement	60–69%
4	Adequate achievement	50–59%
3	Moderate achievement	40–49%
2	Elementary achievement	30–39%
1	Not achieved	0–29%

4 Which results should I apply with?

If you are still in Grade 12, please apply with your final Grade 11 end of year promotion results. You will be conditionally admitted based on these results. Please note that we do not consider learners' Grade 12 midyear or any other results for conditional admission. Your admission status will be finalised upon the release of your final school-year results in January/February. If you are applying after completing your final school-year, please use your final school-year results.

6 What if my Grade 11 results do not meet the requirements for my first choice degree programme?

If your Grade 11 results do not comply with the minimum requirements for your first-choice programme, we propose that for your second choice, you apply for a programme with a slightly lower minimum requirement that you do comply with. For instance, if your programme of first choice requires a level 6 for Mathematics and an APS of 34 and you do not comply based on your Grade 11 marks, we strongly recommend that you apply for a second-choice programme which may require a level 5 for Mathematics and an APS of 32. By doing this, you may be conditionally admitted to UP, and you might have a chance to transfer or change to your programme of first choice after receiving your improved final school-year results.

8 What does “conditionally admitted” mean?

You apply using your Grade 11 results, and if you comply with the minimum requirements, we will admit you conditionally based on these results. The conditional admission will become final once the final school-year results are released, and you still comply with the minimum admission requirements for the programme that you have been accepted for.

For example, in Grade 11, you met the minimum requirements for your programme of choice (level 6 for Mathematics, level 5 for English and an APS of 34). However, at the end of Grade 11, your marks were a level 7 for Mathematics, a level 6 for English and an APS of 39. This would lead to you being conditionally admitted into your programme of choice. Provided you still achieve a minimum of a level 6 for Mathematics, a level 5 for English and an APS of 34 when the final school-year results are released, your conditional admission will be converted into final admission.

5 Is it possible to apply at UP even though I'm upgrading my marks?

Please contact the EBIT Faculty Student Administration Office for detailed information, as it is not always possible, and each case needs to be addressed individually.



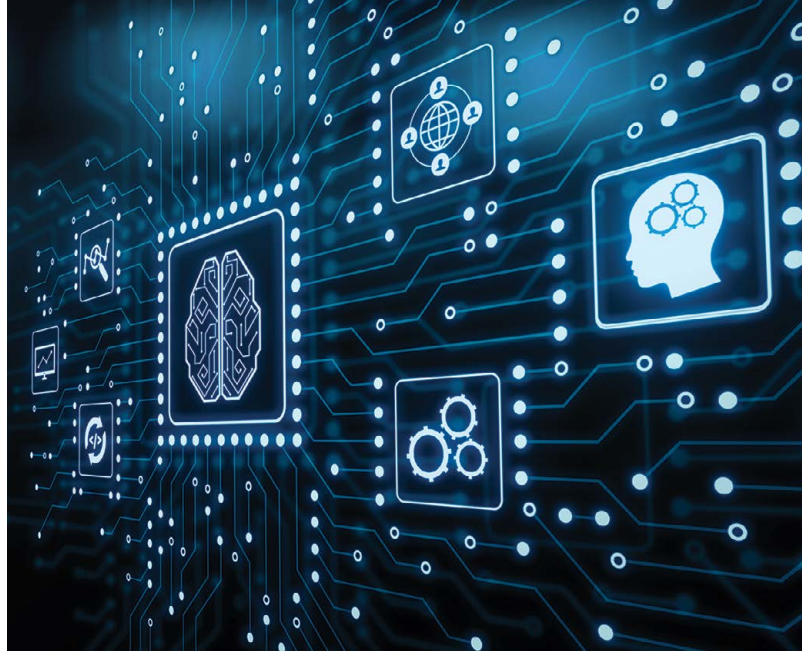
Contact details: www.up.ac.za/faculty-of-engineering-built-environment-it/article/2721042/student-administration

7 What if I meet the minimum requirements for my first choice degree programme only once the final school-year results have been released in January/February?

If you do comply with the minimum requirements of your first-choice programme only once the final school-year results are released in January, you are advised to approach the EBIT Faculty Student Administration Office as soon as registration opens in February/March.



You may then apply for a transfer to your first-choice programme, provided there is space available.



9 What happens if my final school-year results no longer meet the minimum requirements for the programme I was conditionally admitted to?

If you no longer comply with the minimum requirements for your programme of choice, your conditional admission will be revoked, and you are advised to approach the EBIT Faculty Student Administration Office as soon as registration opens. Provided we have space available, we will try to transfer you to another programme you qualify for based on your final school-year results.

11 I have been conditionally admitted to the EBIT Faculty and can see a link for an online contract that needs to be completed and printed by me and then signed. What must I do with this hard copy of the contract?

You must access the UP Student Contract online on the UP Student Portal, Student Centre, at www.up.ac.za/portalstudent. Now complete the contract online, and then print and sign the contract.



The completed and signed original contract must be submitted to the UP Student Service Centre by hand or per courier or sent by post to Student Service Centre, University of Pretoria, Private Bag X20, Hatfield, 0028.

10 Can I apply for midyear/second-semester intake?

All our undergraduate study programmes commence in the first semester, and we do not accept students in the middle of the academic year or at the beginning of the second half of the year).



Please familiarise yourself with the University's programmes, minimum requirements and application closing dates by visiting www.up.ac.za/new-students-undergraduate.



12 How much is the registration fee at UP?

The fee for 2022 is R5 000 for an undergraduate student. Application fee is R300.



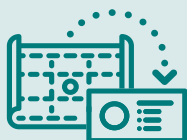
Please visit www.up.ac.za/student-fees/article/2735925/when-to-pay-what for more information regarding student fees.

13 How much do the tuition fees and books cost in my first year at UP?

The costs vary from one programme to the next, so please consult the following link www.up.ac.za/student-fees/article/2735910/undergraduate-tuitionfees-per-faculty for an estimate. The costs for books (including e-resources) are difficult to estimate as they depend on the modules prescribed in the curriculum of the specific programme, but students are advised to budget for around R6 000 to R7 000.

14 Can I transfer to my programme of choice later in my studies if I do not comply with its minimum requirements at the beginning of my first year or if I change my mind about what I want to study?

If you did not meet the minimum requirements at the beginning of your first year, we advise you to work hard to maintain and achieve a good academic record and approach the Faculty Student Administration Office about transferring to your programme of choice at the end of your first year.



15 For the Department of Mechanical and Aeronautical Engineering, do you only have to decide in your fourth year if you want to do aeronautical engineering or do you have to state that from the beginning?

The undergraduate degree at UP is Mechanical and Aeronautical Engineering. It is one degree, and one can decide later in the senior year (like at 4th year) to decide and select modules focused on Aeronautical engineering. In addition, there are other specialised areas in this degree focusing on clean energy (Thermodynamics), Automotive engineering (Vehicle dynamics), robotics or maintenance engineering.

16 I am interested in biomedical engineering and have seen it as a postgraduate degree at UCT and Stellenbosch. Does UP offer these degrees as well?

At UP, we offer Bio-Engineering in the Department of Electrical, Electronic and Computer Engineering. You can start in your 4th year of the engineering degree with your project in Bio-engineering and then do a postgraduate degree in Bio-Engineering. The student completes the Masters and then a PhD in Bio-Engineering degree at UP. Doing electronic engineering at undergraduate level is required for the PG specialisation in Bio-Engineering. The reason why it is offered at postgraduate level is because the fundamental modules one needs is encompassed in the Electronic Engineering degree, and one is well equipped to do bio-engineering.



17 Since the engineering degrees are accredited by ECSA, will my degree be recognised overseas?

Yes, the Engineering Council of South Africa (ECSA) is a signatory to the Washington Accord (South Africa was one of the first countries to join), and this means that every five years, ECSA is accredited by the international body based in USAS to ensure that they have the right processes and standards to in turn accredit South African Universities engineering degrees. Not all countries in the world are signatories to the Washington Accord. This means that the South African undergraduate engineering degree meets the global norms and standards and is internationally recognised. This means that it will be recognised in other countries and enable one to study and work in those countries through the Washington Accord. South Africa is the only country in Sub-Saharan Africa to be part of the Washington Accord.



18 Engineering is a male-dominated field, and the existence of the 4th industrial revolution means encouraging more women to join Science, Technology, Engineering and Mathematics (STEM) – but my daughter is still hesitant, and so we'd like to know if you have many female engineering graduates?

This is not true. Engineering is not only for males, and females do very well in the degree and manage very well in engineering. We have many female professors in engineering at UP, and they are top academics and engineers. We have many females doing engineering, but we want to increase that as it is still low compared to males. Females with good grades in their engineering degree have great job opportunities in South Africa and globally as companies need to transform their employees' demographics.



19 Do we need to write the NBT in 2022?

For now, the NBT is not required. The NBT status will be updated when the applications open in 2022. If your APS is less than 35, we may need NBT depending on the current COVID-19 pandemic. You may enter the ENGAGE programme, which is for students with APS marks between 30-34.

20 Do I need to send my matric results to the university?

The university will receive your results automatically from the respective departments of education, and you do not need to forward your matric results.



21 Where do I cancel my application?

Before registration, a student can decline admission on the UP Student Portal. After registration, they should contact the Finance department at the Student Service Centre (SSC). www.up.ac.za/student-fees/article/2735925/when-to-pay-what

22 Will classes be online in 2022?

The University of Pretoria is preparing to be fully online from 21 February 2022. However, this situation might change, depending on the COVID-19 regulations.



Student Finance

1 What if I need financial support? Is there any place that I can apply?

There is a database of students that want to be considered for discounts, bursaries, and other forms of funding and financial aid benefits. If you want to be considered, visit the financial aid web page and register to be added to the database: www.up.ac.za/article/2894107/financial-aid

2 Where can I find information regarding Student Finance?

Please use the following link for helpful information regarding student fees and funding: www.up.ac.za/article/2749200/fees-and-funding

Banking details: www.up.ac.za/student-fees/article/2735940/up-bank-details

- Always quote your student number (EMPLID) when making payments.
- Allow at least **five working days** for processing by your bank and retain the proof of payment (deposit slip).
- Do not email your deposit slip to UP unless specifically requested to do so. Emailing the deposit slip to UP will NOT reduce processing time at the University and will NOT allow same day services, especially during registration.
- No payment arrangements can be made for the registration fee or residence reservation fee.

Payment arrangements: www.up.ac.za/student-fees/article/2735955/payment-arrangements

Accounts: www.up.ac.za/student-fees/article/2735975/statement-of-account

Quotations: www.up.ac.za/student-fees/article/2735970/quotations

Application for funding: www.up.ac.za/student-funding

Students studying with a bursary: www.up.ac.za/student-fees/article/2735990/fees-paid-by-bursars



IT Support/UP Student Portal/ClickUP

1 I can't access my UP Student Portal, who do I contact?

Tel +27 (0)12 420 3837
Email studenthelp@up.ac.za



2 Where do I go for clickUP support?

For E-Support (clickUP)
Tel +27 (0)12 420 4378
Email e-support@up.ac.za

3 I am struggling to navigate through my UP Student Portal. Where can I find resources to guide me through using clickUP and my UP Student Portal?

Click on the links below:

[How to access the UP Portal/Video](#)

[How to access the UP Portal login screen](#)

[How to set up your UP Portal password](#)

[How to view/print your UP Communications](#)

[How to complete your online contract](#)

[How to complete your online contract/video](#)

[How to track your application status](#)

[How to view your marks](#)

[How to calculate your GPA: Calculation of grade point average based on module credits](#)

4 I need help setting up my Microsoft Office to be able to work adequately during my online studies. Where can I get assistance in setting it up?

The University of Pretoria has made Microsoft Office 365 available free of charge to all registered students. To download and install the software, please consult the guide available at www.up.ac.za/media/shared/373/ZP_Files/microsoft-office-guide_final.zp189641.pdf



1 When will I know if I am admitted to the residence I applied for?

A placement letter is generated to the email address provided upon application with relevant details of the placement, reservation levy, etc.

This placement letter is also available on your UP Student Portal. Please use your UP student number in all communications.

www.up.ac.za/student-accommodation/article/2658942/placement-contact-list

General enquiries

Tel +27 (0)12 420 3000

Email tuksres@up.ac.za

www.up.ac.za/student-accommodation/article/256245/contact-us



2022 Academic Year



1 When do classes start?



Lectures for the 2022 academic calendar commence on 21 February 2022. The first year Welcoming Day is scheduled for 12 February 2022. The first year Orientation Week will be presented from 14–18 February 2022.

2 Will classes be online in 2022?

The University of Pretoria is preparing to be fully online from 21 February 2022. However, this situation might change, depending on the COVID-19 regulations. Please keep checking the universities official communication channels for updates and changes.

3 UP important dates

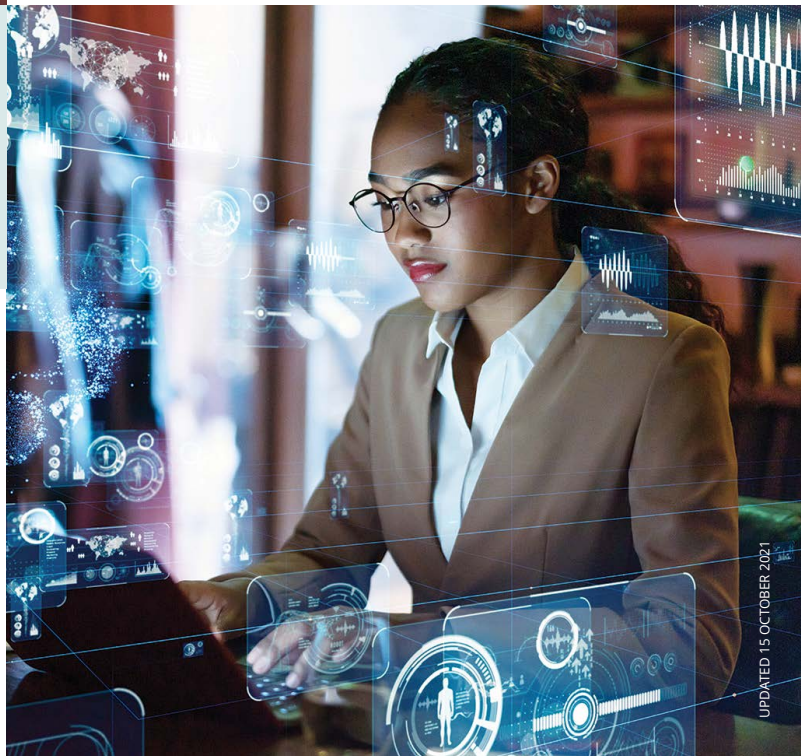
The first year welcoming day is scheduled for 12 February 2022.

The first year orientation week will be presented from 14–18 February 2022.



4 Where can I access my timetable?

Go to the Student Portal and click on the Personalised timetable for the electronic version or manually do it.



Student Support and Resources

1 I am feeling overwhelmed starting university—where can I go for help?

UP has a mentorship programme that invites all students feeling overwhelmed to ask for a mentor that can assist with their transition into UP. You can find out more about getting a mentor via the link www.up.ac.za/student-life/article/2579084/stars-mentorship-programme

Faculties have dedicated Faculty Student Advisors (FSAs) to assist students in group and individual context with their transitioning to university. Our EBIT FSAs are here to assist. They offer group and individual sessions regarding study methods, stress management, transition to university, goal setting, time management and more. You can access their resources on the EBIT UG 2022 module or find their contact information here: [Student Administration Article](#)

2 I don't have enough time for all of my work. Should I deregister modules, so I have less work?

Deregistering modules may result in you increasing your study duration or academic exclusion from the university. Therefore, we recommend that you first consult with an FSA regarding study methods and time management before deregistering any modules. FSAs can help with the academic transition from school to university and help you manage your time and academic workload.

There are also helpful resources and workshops online on the EBIT UG ClickUp module. Be sure to browse the module for some resources to help you improve your academic success. www.clickup.up.ac.za/ultra/courses/1433841/cl/outline

3 I am struggling with personal problems that are impacting my mental and emotional wellbeing. Can I get assistance at the university?

The Student Counselling Unit offers psychological counselling to improve wellness and psychosocial functioning to support students in achieving their academic goals within the University.



Counselling is available for various problems that students are likely to experience in a tertiary educational setting. They also offer career counselling and assessments to ensure that students can make correct career choices or changes. You can find information on setting up an appointment here: www.up.ac.za/student-counselling

In collaboration with the South African Anxiety and Depression Group (SADAG), the University offers 24-hour dedicated emotional support to students via the official **24-hour dedicated UP Counselling Careline**.

Tel +27 (0)800 747 747

4 I want to use the university library resources, but I am not sure how to get assistance?

The university has a world-class academic library network spread over six campuses of the University of Pretoria. Students can access the library staff and its resources on the interactive library website: www.library.up.ac.za



5 I had extra time concession in high school. Would I be permitted extra time during my university studies?

New 2022 first-year students will be able to register online with the Disability Unit as soon as possible after final admission and registration at UP. The application for time concession is online, and students can access details on the application process and who to contact on the Disability Unit website: www.up.ac.za/disability-unit



7 I am not feeling well. Does the university offer any health or clinic services?

Student Health Services provide essential primary healthcare services to all registered students at UP. For more information: www.up.ac.za/student-health-services

8 Is there a student governing body I can speak to?

The Student Representative Council (SRC) is the highest student governance structure at the University of Pretoria. They exist to serve students to the best of their ability and be there for students as they strive towards academic success. They are a body by the students for the students and seek to work in unison with all students regardless of background, creed or circumstance.

For more information:
www.up.ac.za/student-representative-council

6 Is it true that I can get kicked out (suspended or expelled) of UP for copying work?

Plagiarism is a serious form of academic misconduct. It involves both appropriating someone else's work and passing it off as one's own work afterwards. Thus, you commit plagiarism when you present someone else's written or creative work as your own.



You can find out more about the different types of plagiarism here:
www.up.ac.za/students/article/2745913/what-is-plagiarism

UP's Plagiarism Prevention Policy:
www.up.ac.za/media/shared/1/ZP_Files/s5106-19-plagiarism-prevention-policy.zp181077.pdf

9 How can I become involved in student life programmes and activities?

- Day Houses
- Faculty Houses
- PDBY student newspaper
- SRC sub-committees
- Special programmes



For more information:
www.up.ac.za/student-development

Useful links for first-year students

New students – ALL THE INFORMATION that a prospective new first-year student and his/her parents need to know about first-year studies at UP is available at this link:
www.up.ac.za/article/2749245/study

2022 Undergraduate Programme Information brochures (NSC/IEB as well as qualifications other than the NSC/IEB):
www.up.ac.za/students/article/2749263/admission-information

Undergraduate Faculty brochures 2022 can be found here:
www.up.ac.za/students/article/2748887/faculty-brochures-2020/21

The Grade 10 Subject Choice brochure 2022 can be found here:
www.up.ac.za/media/shared/368/Faculty%20Brochures/2020-2021/grade-10-subject-choices-2021-final-27.11.2020.zp196752.pdf

The Info Guide 2022 can be found here:
www.up.ac.za/media/shared/368/Faculty%20Brochures/2020-2021/up_infoguide-2021-final-pdf-30.11.2020.zp196759.pdf

The UP Yearbooks in which you can see the modules per programme per year, can be found here:
www.up.ac.za/yearbooks/home

The JuniorTukkie YouTube playlist is here:
www.youtube.com/results?search_query=juniortukkie+playlist

[Click here](#) to visit the EBIT Faculty prospective student website.

[Click here](#) to access videos of Faculty programme.

