



RETURNING STUDENT - REGISTRATION INFORMATION 2021

1. REGISTRATION DETAILS

Registration commences **on 18 January 2021 until 12 February 2021 (only online, off campus registration will be allowed)** for returning/continuing students in respect of Diploma, Degree, Honours and Course Work Masters programmes.

Full research Masters and Doctoral students have up until 31 March 2021 to register.

Access registration at <https://tinyurl.com/UJregistration> and follow the step by step guide.

You will only be able to register off-campus. The University cannot guarantee your place if you do not register **on/or before the closing date of registration**. Note that the registration dates may be adjusted in which case such detail will be formally communicated to you.

Students who have only second semester modules that are outstanding will also be required to register during the registration period in January 2021.

Please take note in the case of compulsory modules that have not been passed in the previous year the registration system has been set up to register those compulsory modules first.

Undergraduate:

Students in contact programmes who interrupt their studies are required to apply for special permission from the relevant Faculty/College to continue their studies. Continuation of studies, after an interruption, is not guaranteed and may be subject to conditions, since certain qualifications are being phased out. For a full list of programmes being phased out please consult your respective faculty yearbook. www.uj.ac.za/faculties

Postgraduate:

Students in honours, masters and doctoral programmes must apply for abeyance in accordance with the Academic Rules and Regulations. Failure to re-register without approval will result in the cancellation of studies.

STUDENTS MAY NOT ATTEND LECTURES FOR A MODULE OR PROGRAMME IF THEY ARE NOT REGISTERED FOR IT. SIMILARLY, STUDENTS MAY NOT RECEIVE POSTGRADUATE RESEARCH SUPERVISION UNLESS THEY ARE FORMALLY REGISTERED FOR THE RESEARCH MODULE AND PROGRAMME.

Please review your Proof of Registration, to ensure that your modules/programme registration is correct.

2. TRANSFER STUDENTS

Please note that space for transfer students is very limited. An official academic record is required together with the syllabus outline for the module for which credit is requested. Credit transfer requests must be discussed and approved by the relevant Faculty Office.

3. PAYMENTS

All students, including students whose fees are paid by sponsors or employers, are required to pay **the following minimum amounts in order to register:**

Full-time/part-time Tuition fees only:

R 3 870.00

Residence fees

- Only students who were allocated a space in a residence must pay: **R 6 470.00**
- Residence students who are provisionally selected/waiting list students only pay: **R 3 870.00**

Please keep proof of payment for at least two (2) years. No refunds will be approved without it. Please note that no refunds will be made during the month of January 2021.

Students presenting a bank deposit slip as proof of payment, will be required to have made the payment **at least 5 working days prior to the registration date**. Students who do not comply with these requirements will not be able to complete the registration process until the payment reflects on the student account.

Payment methods:

- Credit card (E-payments) will reflect on your UJ student account immediately.
- For online E-payments please use the following link: <https://ulink.uj.ac.za>
- Alternative payment methods: <https://tinyurl.com/UJpaymentmethods>

3.1 **FINANCIAL LIABILITY UPON TOTAL CANCELLATION OF STUDIES OR CANCELLATION OF CERTAIN MODULES**

3.2 **Please note that should you decide not to continue with your studies you have to cancel your registration at the university.**

3.3 **The following cancellation rules apply:**

3.3.1 **Total cancellation of studies**

- Cancellation on or before 20 March 2021: In this case a total refund of one's paid tuition fees and/or residence fees (where applicable) may be processed except for the registration fee and ICT levy
- Cancellation after 20 March 2021 as indicated in point 3.3.2

3.3.2 **Cancellation of modules**

First semester modules:	Second semester modules:
• Cancellation on or before 20 March: No fees payable	• Cancellation on or before 01 August: No fees payable
• Cancellation on or before 12 April: 50% credit is granted	• Cancellation after 01 August: No credit is granted
• Cancellation after 12 April: No credit is granted	

Year Modules:
• Cancellation on or before 20 March: No fees payable
• Cancellation on or before 12 April: 75% credit is granted
• Cancellation on or before 01 Augustus: 50% credit is granted
• Cancellation after 01 Augustus: No credit is granted

4. **CHANGES TO REGISTRATION**

- Students will be able to **add or cancel modules** on the **online registration** system (ulink.uj.ac.za)
- Additions of modules can only be done during the registration period. No further additions of modules will be permitted.
- Students with 2nd semester modules outstanding must also register during the January registration period.
- In order to change or cancel a qualification, students will be required to complete the cancellation form. Failure to complete this form and ensuring that it reaches the relevant faculty officer will result in students being liable for the fees of the relevant year.
- Telephonic cancellations will not be accepted.
- Requests for cancellation of studies or modules should be submitted to the relevant faculty officer

- Students who fail to notify the University officially before the prescribed dates will forfeit any claim to the reimbursement.

5. FACULTY/GENERAL REGISTRATION TEL & EMAIL SUPPORT

The following registration support is available during weekdays 07:30 – 16:00

- Call Centre on 011 559 4555 or
- Online chat facility www.uj.ac.za
- Email to College / Faculty

COLLEGE / FACULTY	EMAIL ADDRESSES	CAMPUS	
College of Business and Economics	Undergraduate		
	ASK_CBE@uj.ac.za	Kingsway campus	
	suek@uj.ac.za	Bunting Road campus	
	mzntozini@uj.ac.za	Soweto campus	
	Honours/Postgraduate		
	dheyneke@uj.ac.za or iseeletse@uj.ac.za	Kingsway campus	
	Masters/Doctorate		
nathanielm@uj.ac.za	Kingsway campus		
Faculty of Art, Design and Architecture	amaritz@uj.ac.za or hselolo@uj.ac.za	Bunting Road campus	
Faculty of Education	eduqueries@uj.ac.za	All campuses	
Faculty of Engineering and the Built Environment	Undergraduate		
	bonganin@uj.ac.za or pearln@uj.ac.za	Doornfontein campus	
	thokom@uj.ac.za or dskanyi@uj.ac.za	Kingsway campus	
	Honours/Postgraduate		
	hastingsm@uj.ac.za or febepgassist@uj.ac.za	Doornfontein campus	
	Masters		
pmashaba@uj.ac.za or febehd@uj.ac.za	Kingsway campus		
Faculty of Health Science	web-healthscience@uj.ac.za	Doornfontein campus	
Faculty of Humanities	Undergraduate	Postgraduate	Kingsway campus
	tmotaung@uj.ac.za (Surnames A-F)	Masters MPhil Social Policy and Development (Honours, Masters and Doctorates) – African Languages; Afrikaans; English; French; Greek and Latin Studies; Linguistics; Cultural Studies; Applied Linguistics; Urban Studies	
	lvandenberg@uj.ac.za (Surnames G-K)	(Honours, Masters and Doctorates) - Industrial Sociology; Social Impact Assessment; Sociology	
	ambozana@uj.ac.za (Surnames L-MAB)	(Honours, Masters and Doctorates) - Politics and International Relations	
	dbotman@uj.ac.za (Surnames MAC-MAQ)	(Honours, Masters and Doctorates) – Journalism, Film and Television; Religion Studies Postgraduate Marks and assessment matters	
	mercials@uj.ac.za (Surnames MAR-ME)	(Honours) - Communication Studies (Surname A - Mi); Psychology (Surname A - Me)	

		(Masters) - Psychology (Research); Counselling Psychology (Coursework) (Doctorates) - Communication Studies	
	ifadal@uj.ac.za (Surnames MF-MOM)	(Honours) - Communication Studies (Surname Mj - Z); Psychology (Surname Mf - Z) (Masters) - Fundamental Communication (Research); Clinical Psychology (Coursework) (Doctorates) - Psychology	Kingsway campus
	edwardl@uj.ac.za (Surnames MON-NC)	(Honours) - Social Policy, Community Development (Masters) - Clinical Social Work; Community Development (Doctorates) - Social Work	Kingsway campus
	mmackay@uj.ac.za (Surnames ND-NT)	(Honours) - Historical Studies; African Studies; Strategic Communication (Masters) - Historical Studies; Corporate Communication; Strategic Communication (Doctorates) - Historical Studies; Strategic Communication	Kingsway campus
	rjordan@uj.ac.za	(Honours, Masters and Doctorates) - Development Studies	Kingsway campus
	aphiwes@uj.ac.za (Surnames NU-SEK)	Postdoc Registrations	Kingsway campus
	hapes@uj.ac.za (Surnames SEL-TSH)	Postdoc Registrations	Kingsway campus
	stheunissen@uj.ac.za (Surnames TSI-Z)	(Honours, Masters, Doctorates) – Anthropology, Philosophy Bursaries Honours/Masters and Doctorates Postdoc Registrations	Kingsway campus
	rmosia@uj.ac.za	Academic Transcripts	Kingsway campus
	evanwyk@uj.ac.za (Extended BA Degrees)		
Faculty of Law	thokozilem@uj.ac.za		Kingsway campus
Faculty of Science	Undergraduate and Advanced Diplomas		
	Web-science@uj.ac.za		
	Honours		
	ljaloyi@uj.ac.za		All campuses
	Masters/Doctoral		
	melissah@uj.ac.za		All campuses

6. STUDENT ACCESS CARDS

Student/access cards for transfer (new seniors) can be made on-campus (after you have registered) from Monday 25 January 2021 until Friday 12 February 2021 between 08:00 to 16:00.

In the event you have lost your student card and need a replacement, the replacement fee for a new card must be paid on campus at the cashiers. You can then have a new card made at one of the following venues accompanied with your proof of registration and proof of payment for replacement card:

CAMPUS	DATE	VENUE
APB	25 Jan – 12 Feb 2021	Bring your own device venue, Con Cowan Building
APK	25 Jan – 12 Feb 2021	D1 Lab 208
DFC	25 Jan – 12 Feb 2021	Samsung Venue, 2 nd Floor, Q-K building
SWC	25 Jan – 12 Feb 2021	GNA09, Robert Sobukwe Building

7. HANDHELD DEVICES FOR STUDENTS

For minimum specifications and information on handheld devices please use the following link <https://tinyurl.com/UJdevices>

8. **APPEALS**

Should you want to appeal the academic exclusion (F7 or 7F), you may submit an appeal to your College/ Faculty by following the link: <https://tinyurl.com/UJappeals> and steps indicated, to submit your appeal.

Appeals may only be submitted to the relevant College/Faculty as follows:

College of Business and Economics:	11 December 2020 until Wednesday, 26 January 2021
Faculty of Art, Design and Architecture	11 December 2020 until Wednesday, 26 January 2021
Faculty of Education	11 December 2020 until Wednesday, 26 January 2021
Faculty of Engineering and the Built Environment	11 December 2020 until Wednesday, 26 January 2021
Faculty of Health Science	11 December 2020 until Wednesday, 26 January 2021
Faculty of Humanities	11 December 2020 until Wednesday, 26 January 2021
Faculty of Law	11 December 2020 until Wednesday, 26 January 2021
Faculty of Science	11 December 2020 until Wednesday, 26 January 2021

PLEASE NOTE: Students who have not been promoted to the following year of study should consult with the relevant Faculty Officer to enquire about adding modules after registration.

The following students will not be able to register:

- Students with some form of exclusion due to a transgression.
- Students with an academic exclusion (F7/7F/BF/DF) result code.

9. **ACADEMIC REGULATIONS**

The Academic Regulations for 2021 will be available on the <https://tinyurl.com/UJregulations> and ULink.

10. **FACULTY RULES AND REGULATIONS (YEARBOOK) 2021**

2021 Faculty Rules and Regulations (Yearbooks) will be available on College / Faculty web pages. <https://www.uj.ac.za/faculties/>

11. **TIMETABLES – Only applicable to undergraduate students**

The 2021 undergraduate lecturing and final assessment (exam) timetables, plus test dates will be available at the following link <https://tinyurl.com/UJTimeTable>

Other timetable related documents (e.g. the 2021 UJ Academic Calendar, the various timetable formats and information regarding lecturing timetable switches) will be included.

Post Graduate timetables is available for the relevant department.

Personalised lecturing timetables are accessible via uLink after registration.

12. **MERIT BURSARIES – Only applicable to undergraduate continuing students**

Merit bursaries will automatically be allocated to your student account. For more information please follow this link to the student finance web page <https://www.uj.ac.za/studyatUJ/Student-Finance/Pages/Merit-Bursaries.aspx>.

13. **INTERNATIONAL STUDENTS**

Undergraduate and Postgraduate students who are abroad and will still be in their home countries during the registration period may be allowed to register conditionally under the conditions explicated below. (International students who are in South Africa at the time of registration are not eligible for conditional registration).

Requests for conditional registration are approved by the Registrar and the relevant executive dean.

Conditions:

- Must register during the formal registration period;
- Must pay the applicable registration amount, which includes a non-refundable registration fee and ICT levy;
- Must sign the conditional registration agreement (in addition to the standard registration agreement). The document is available on the registration page of the UJ website: and
- Must provide all required documents and be able to attend classes in person from 1 April 2021.

Please note that non-compliance with the conditions listed above by 31 March will result in a cancellation of registration by the Faculty. The standard cancellation rules in respect of fees will apply. Conditionally registered students are not eligible for placement in residences. Upon full registration, students may be considered for placement in UJ residence, should there be spaces available.

The Division for Internationalisation will be assisting with off-campus clearance from Monday 11 January 2021. The University would like to encourage students to make use of the off-campus registration process, including the international off-campus clearance.

- Temporary Residence Visa holders (i.e. Study, Work (postgraduate part-time), Critical Skills Visa, and Relative with endorsement to study at the University of Johannesburg or Diplomatic Permit), Special Dispensation (i.e. ZEP) will need to submit proof of valid medical aid cover, registered and administered in South Africa in accordance with the Medical Schemes Act.
- First time registering students with a Temporary Resident Visa (i.e. Study, Work (postgraduate part-time), relative with endorsement to study at the University of Johannesburg or Diplomatic) will need to submit certified copies of passport, and/or valid visa.
- Permanent Residence Permit holders, Asylum Seekers and Refugees with valid permits will be required to submit a certified copy of the permit

Documents to be forwarded to: thabangm@uj.ac.za or pmakwela@uj.ac.za

Contact person	Campus	Office	Tel	Email
Mr Tshepang Marumo	APK & SWC	International House Madibeng Building, Auckland Park, Kingsway Campus	+27 (0) 11 559 2096	tshepangm@uj.ac.za
Mrs Mampou Ngqumshe	APK		+27 (0) 11 559 4517	mampoum@uj.ac.za
Mr Thabang Mothebe	DFC	Ground Floor, Maropeng Building	+27 (0) 11 559 6510	thabangm@uj.ac.za
Ms Palesa Makwela	APB	International Admission Office Ground Floor Con Cowan Building	+27 (0) 11 559 1027	pmakwela@uj.ac.za
Ms Shantelle Sass	APK	International House Madibeng Building, Auckland Park, Kingsway Campus	+27 (0) 11 559 7780	ssass@uj.ac.za

14. ACADEMIC CALENDAR

The University of Johannesburg Academic Calendar can be accessed at the following link <https://www.uj.ac.za/about/Documents/Academic%20Calendar%20for%202021.pdf>

LECTURES WILL COMMENCE ON MONDAY 15 FEBRUARY 2021.

We wish you every success in your studies.

Kinta Burger (Prof)
Registrar
University of Johannesburg