

# POSTGRADUATE SCHOOL Resource Guide 2024



UNIVERSITY  
OF  
JOHANNESBURG

Where can I learn more about the Library?  
Who can I talk to about Funding?  
Where can I get emotional support?  
Where can I lodge a grievance?

**Learn about these questions and more, inside.**

**Our Future  
Reimagined**



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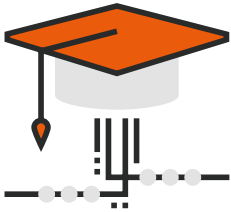
## PHYSICAL ADDRESS

### **POSTGRADUATE SCHOOL**

Akanya Building  
Auckland Park Kingsway Campus (APK)  
University of Johannesburg  
Corner Kingsway and University Road, Auckland Park, Johannesburg

**[www.uj.ac.za/postgraduate-school](http://www.uj.ac.za/postgraduate-school)**

# Postgraduate School Resource Guide



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So you have an undergraduate qualification and were thinking of pursuing your Postgraduate studies at the University of Johannesburg?

## WHERE DOES ONE BEGIN?

Whether an international or local candidate, new applicant or existing student, you will have to apply. The process has been made easy and effortless by an online process that has live, real-time assistance.

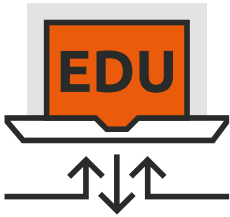
## WANT TO SEE WHAT WE MEAN?

Visit <https://www.uj.ac.za/faculties/engineering-the-built-environment/postgraduate/>

You will find all the information you need on our website, such as FAQs; international student applications <https://www.uj.ac.za/internationalstudents>, checking application status (<https://student.uj.ac.za/status.aspx>), residence application and so forth.

Here is a checklist for applying <https://www.uj.ac.za/admission-aid/postgraduate/>

Of course, **MoUJi**, our digital assistant, will be with you every step of the way to answer any questions or supply further information on the application process <https://universityofjohannesburg.us/4ir/beyond-imagining-issue-6/meet-mouji-uj-uj-uj-chatbot/>



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### **THE ONLINE REGISTRATION PROCESS IS FOR FREE.**

Visit <https://www.uj.ac.za/studyatUJ/Pages/Registration.aspx>.

Just follow the link, read the screen prompts, and you will have your downloadable Proof of registration in no time. You will also notice that you will now be able to access your financial statements, timetables, student portal, faculty contact info and library directly from your registration profile.

### **REGISTRATION IS NOW DONE.**

Honours and Coursework Masters then receive their timetables.

#### **Where do you attend?**

#### **Do you come on campus or study remotely or both?**

You will receive an email with the information about the classes and other announcements.

You can change this contact info on your UJ student profile ITS Enabler portal.

Should you need an overview of what to expect for your online learning and student life, you can do this via the Blackboard Orientation feature in your student profile, called **ULink** (<https://ulink.uj.ac.za/Default>).

For a more detailed step-by-step manual on how to use **Blackboard**, visit <https://ulink.uj.ac.za/CM0002/How%20to%20log%20onto%20Blackboard%20without%20using%20uLink.pdf>

Honours and Coursework Masters students can find semester structure in their Learning Guides provided upon registration. Be sure to familiarise yourself with the content as you navigate through your studies.



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### THE NEXT STEP IS GETTING ASSIGNED A STUDENT NUMBER AT THE END OF THE APPLICATION

*This is only applicable to new students. Students previously on the database will continue using their previously allocated student number.*

You might be wondering what this means...a student number. Why do I need it? Well, this is your unique identifier number and will serve as your reference when paying fees, receiving funding, accessing the campus, loaning library books, receiving marks...basically, everything. It is your key to all of UJ's resources and communications.

The respective faculty then contacts successful applicants to register.



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## What can I expect from the Postgraduate School?

**FOR STATISTICAL AND RESEARCH WRITING ASSISTANCE**, the Research Capacity Development (RCD), in collaboration with STATKON, offers postgraduate students regular workshops, seminars and programmes on <https://www.uj.ac.za/postgraduate-school/research-capacity-development/>

- Research writing;
- Research Design and Methodology;
- Research Strategy and Governance;
- Research Communication and Dissemination;
- Wellness and Personal Development;
- Supervision; and
- Research Writing Consultation

The road to graduation seems pretty straightforward at this point, right?



But what happens when you meet a few bumps in your road that impact your studies?

**THE UNIVERSITY OF JOHANNESBURG'S CENTRE FOR PSYCHOLOGICAL SERVICES AND CAREER DEVELOPMENT (PsyCaD)**

offers a vast range of support to students, some of which include:

- Career advise
- Counselling
- Disability services
- Psychometric assessments
- Internships
- Workshops and Events
- UJenius Club\* <https://www.uj.ac.za/corporateservices/ads/psycad>

**COMPLAINTS CAN ALSO BE LODGED ON THE FOLLOWING HOTLINE**

<https://www.uj.ac.za/uj-ethics-hotline/>

**UJ Ethics Hotline**

The University of Johannesburg has established an independently managed hotline called the UJ Ethics Hotline. This hotline can be utilised by all employees and stakeholders to report any unethical behaviour, fraud, corruption, wrong-doing, or irregularities within the University. All reports made by employees and stakeholders are anonymous and treated with utmost confidence. The hotline is independently managed by Deloitte 24 hours a day, 7 days a week, 365 days a year.

The UJ Ethics Hotline Details are:

Tel: 0800 872 846

Email: [uj@tip-offs.com](mailto:uj@tip-offs.com)

Website: [www.tip-offs.com](http://www.tip-offs.com)



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## Let's start on how to access the online library resources

<https://www.uj.ac.za/library>

Here you will find information on:

- Library hours
- The online video tutorial on how to use the library
- Online continued training and workshops
- The UJ Library app
- A virtual tour of the UJ library
- And much more...



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## Now let's delve into money matters.

**THE UNIVERSITY OF JOHANNESBURG OFFERS SEVERAL INTERNAL AND EXTERNAL FUNDING OPPORTUNITIES**, with varying support and selection criteria. To find out which one best cater to you, visit the online Funding and Bursaries site <https://www.uj.ac.za/postgraduate-school/funding-for-postgraduate-studies-pfm/>

Funding Opportunities Brochure 2022/2023 is available on [https://www.uj.ac.za/wp-content/uploads/2021/09/uj\\_postgrad\\_funding\\_opportunities202223\\_online.pdf](https://www.uj.ac.za/wp-content/uploads/2021/09/uj_postgrad_funding_opportunities202223_online.pdf)

Scholarship and Internship opportunities are available on <https://www.uj.ac.za/postgraduate-school/funding-for-postgraduate-studies-pfm/scholarship-and-internship-opportunities/>

It is imperative to note that funding is prioritised on merit. Applying on time is fundamental, so special attention needs to be paid to the requirements and opening and closing dates.

Once your student life has officially begun, and you have familiarised yourself with all the learning material (Honours and Coursework Masters students), deadlines, met your supervisor and have settled in, what other support can you look forward to within the university?



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## Have you developed something that you feels needs to be protected?

**IF YOU ARE INTERESTED IN DEVELOPING AN IDEA OR AN INVENTION, YOU DO NOT NEED TO DO IT ALONE.** The UJ Commercialisation and Technology Transfer Office (C&TTO) can assist in evaluating the commercialisation and patenting potential of your invention/idea and guide you throughout the journey. Email: [commercialisation@uj.ac.za](mailto:commercialisation@uj.ac.za)

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