

UNIVERSITY OF STELLENBOSCH
TYGERBERG CAMPUS

**NOTICE TO STUDENTS OF THE FACULTY OF MEDICINE AND
HEALTH SCIENCES WHO ARE ACCOMMODATED ON THE
TYGERBERG CAMPUS**

**SELF-REGISTRATION AND ORDINARY REGISTRATION AS
A POSTGRADUATE STUDENT IN 2018**

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0. TERMINOLOGICAL PRELIMINARIES

0.1 Gender terms. *In this Notice, any expression signifying one of the genders includes the other gender equally, unless inconsistent with the context.* **0.2 The terms “course(s)”/ “programme(s)”.** *A concept of ‘(instructional) programme’ is being phased in to replace the concept of ‘a programme (of study)’. In this Notice, accordingly, the terms “course” and “programmes” are interchangeable with “(instructional) programme” and “(instructional) programmes”, respectively, unless inconsistent with the context.*

1. SELF-REGISTRATION VIA THE INTERNET

We take great pleasure in informing you that **students will be able to register at the University via the internet.** In short this means that students will be able to self-register from anywhere in the country (and even in the world) by signing on to the new student portal at <http://www.my.sun.ac.za>, where they will also find other useful information pertaining to students on the Tygerberg Campus.

The system for self-registration will be accessible from 02 January 2018 to 09 February 2018. To get access to e-assessments, students are encouraged to register in good time.

Please contact Mr JE Coetzer at 021 – 938 9204 or Ms VB Joseph at 021 – 938 9235 for any enquiries in this regard.

2. ACCESS TO SELF-REGISTRATION

All students who have the University’s permission to continue their postgraduate programmes of study, shall **have access** to self-registration.

3. NO ACCESS TO SELF-REGISTRATION

The following persons shall **not have access** to self-registration:

- 3.1 who have one or more proofs of admissibility (eg Matriculation exemption certificate, advice of results or post matriculation proofs of admissibility) outstanding,
- 3.2 whose readmission to the University is not in order,
- 3.3 whose accounts with the University are not in order (debtors),
- 3.4 who have been accepted by the University for postgraduate programmes (**postgraduate newcomers**) or
- 3.5 who register for special programmes.

Students can only register if no admissibilities or student fees from the previous year are outstanding.

4. ORDINARY REGISTRATION – *only* for those without access to self-registration via the internet (see paragraph 3 above)

Candidates **who do not have access to self-registration** may report to **Ms VB Joseph or Mr JE Coetzer**, Centre for Student administration, on any day during the period of registration.

The period for ordinary registration shall be from 02 January 2018 to 09 February 2018, excluding Saturdays and Sundays.

5. **PROOF OF REGISTRATION**

If the printout of the proof of registration, printed out at home, is not in a satisfactory format, you can obtain one at the following service points:

- at GERGA via the student portal my.sun.ac.za or
- from Ms VB Joseph.

6. **RESTRICTED FURTHER USE OF STUDENT PORTAL**

The portal can be used:

- 6.1 for updating of personal and address/contact particulars,
- 6.2 for getting a new printout of his/her proof of registration,
- 6.3 to view/print examination results and
- 6.4 to view full academic record.

*However, all changes to the **academic** particulars of one's registration, such as one's programme of study, must be arranged for at the offices indicated in paragraph 4 above.*

7. **CONTINUATION OF REGISTRATION**

7.1 Any candidate for a diploma or for the degree of Bachelor with Honours, of Master or of Doctor who is required to continue his registration after the basic period of residence shall, for the full duration of his studies until awarded the diploma or degree concerned, each year register as a student. *It is possible to register as a student in person or by post. If you wish to register by post, please complete the relevant form(s), which are posted to all current Master's and Doctoral students, and return the completed form(s) **with** the prescribed fees preferably **before 31 January**. If you wish to register in person, you are required to do so in accordance with the programme for registration set out in paragraphs 4 and 6 above.*

7.2 **Any application for consent to an interruption of studies shall be lodged with the secretary of the relevant faculty before or on 30 April of the year concerned.** Consent to an interruption of his studies for the degree of Master shall in the normal programme of events be granted to any student once only and for a period of one year. Consent to an interruption of his studies for the degree of Doctor shall in the normal course of events be granted to any one student either twice at the most, namely for a period of one year in each instance, or once only, namely for a period of two years.

- 7.3 Any postgraduate candidate having failed to register for any particular year or years shall, if at all granted consent to register again, when presenting himself for registration as a student pay the **full** tuition or continuation fee, as the case may be, for each such year not previously registered for, **but shall not be registered as a student with retrospective effect.**
- 7.4 As an incentive to complete their studies as soon as possible, an annual levy of 25% of the normal annual tuition fees shall be payable, as shown below, by all postgraduate students (including members of staff). This incentive levy shall be payable over and above the normal continuation fee.

Programme	After a period of
Master's programmes with a minimum period of residence of 1 year	3 years
Master's programmes with a minimum period of residence of 2 years	4 years
Doctoral programmes	5 years

- 7.5 For students who have been formally granted permission to take a programme over a period longer than the normal, the period of grace shall commence at the expiry of the extended period of study.

8. STUDENTS RESPONSIBLE FOR FULL REGISTRATION FEE

All students who in a given year are responsible for the full registration fee, and who are required or wish to take modules of the first semester only or of the second semester only, shall register for such modules at the beginning of the year and on the same dates as the other students.

9. CLOSING DATE FOR REGISTRATION

It shall not be permissible for any persons other than new Master's or Doctoral candidates to register as students, after **09 February 2018**.

10. FEES PAYABLE FOR REGISTRATION

See pages 5 to 6 of this notice.

This does not mean that, if you have paid the fees, you have been registered as a student. You are still required to register as a student, to obtain a proof of registration in so doing and to be able to produce this document on demand.

11. CHECKING ONE'S PROOF OF REGISTRATION

11.1 The onus shall rest on every student to **verify**

- 11.1.1 whether the proof of registration correctly reflects the programme of studies (= instructional programme) that he intended to register for;
- 11.1.2 **whether this document correctly reflects all the modules which he is to take in the current year; as all postgraduate students (excluding MMed) pays per module and not per programme; and**

- 11.1.3 whether each module number is stated on this document in full and correctly (*for instance, that a module number is not stated as "21830-222(8)" if what it ought to be is, say, "21830-212(8)"*).
- 11.2 Any error on any proof of registration shall be **reported** to the faculty officer concerned (see paragraph 3), and be rectified, **before 09 February 2018**.
- 11.3 A registered student attending a module for which he failed to register on or before 09 February 2018 shall be given no recognition for such module until such time as he has paid a penalty of R100.00, save where the required permission has been granted to him by way of exception.

12. LATE-REGISTRATION SURCHARGE

Any person who is permitted to register late shall pay a late-registration surcharge, as follows:

12.1 All postgraduate candidates, with the exception of new Master's and Doctoral candidates

From 12 February 2018: R500,00

12.2 New Master's and Doctoral candidates

Subsequent to 30 March 2018: R500.00.

13. CHARGE FOR USE OF NETWORK FACILITIES

All undergraduate and Hons students are automatically registered as network users. Magister and Doctoral students on the contrary, must then specifically register as network users.

14. REGISTRATION OF STUDENTS' VEHICLES

Students who are making use of the self registration will be able to register their vehicles during the registration process.

15. COMPULSORY FIRST INSTALMENT OF STUDY AND ACCOMMODATION FEES FOR 2018:

The following amounts are payable before date of registration:

COMPULSORY FIRST INSTALMENT OF STUDY FEES	
Undergraduate	R12 260
Postgraduate	R8 940
Diploma/Certificate	R8 940
COMPULSORY FIRST INSTALMENT OF RESIDENCE	R11 600

COMPULSORY FIRST INSTALMENT FOR STUDENT IN	
Undergraduate student in residence (R12 260 + R11 600)	R 23 860
Postgraduate student in residence (R8 940 + R11 600)	R20 540

Banking details: Standard Bank Stellenbosch
Account name: US Studentegelde

Account number: 063163225
 Branch code: 050610
 Reference: Student number

Fax deposit slip or proof of payment to: 021 808-3739 OR e-mail to studentaccounts@sun.ac.za

Kindly note that all outstanding amounts must be settled before a student will be allowed to register for 2018.

16. MODES OF PAYMENT OF STUDENT FEES ACCOUNTS

Student fees accounts can be settled within the following two modes of payment:

Option 1: Payment in three instalments

AT REGISTRATION	Compulsory first instalment of Study and Accommodation Fees
31 MAY	At least 75% of the remainder of the total student fees account, after the amount paid by date of registration has been deducted.
30 SEPTEMBER	The outstanding balance of student fees account.

Option 2: Debit order that consists of the following instalments:

AT REGISTRATION	Compulsory first instalment of Study and Accommodation Fees
1 APRIL UP TO AND UNTIL 1 NOVEMBER	A further eight instalments of the debit order are payable on the first day of the month.

Applications for the debit order option close on 9 March. The necessary forms can be obtained from the web at <http://www.sun.ac.za/english/maties/fees> available under "Fees", "Payment Options" or at seand@sun.ac.za. Applications after 9 March will be considered subject to prepayment of the minimum debit order payments due by 1 April.

If study fees of South African students are paid in full on or before 31 March, a request for a 3% rebate on the tuition fees (subject to conditions as stipulated in the *University Yearbook*) can be submitted at Student Fees. The prescribed form can be obtained from the web at <http://www.sun.ac.za/english/maties/fees> available under "Fees", "Payment Options" or studentaccounts@sun.ac.za

International students, including non-residential International students, and Namibians, are liable for the full tuition fees on the day of registration.

17. ACTIVATION OF STUDENT CARD FOR 2018

Student cards can only be issued/re-activated once the 2017 student fees account has been settled in full and the first instalment for study and accommodation fees reflects on the student account.

Blocks may only be lifted for the activation of a student card if the 2017 student fees account has been settled in full and the student can provide proof of the following:

1. An External bursary (not SU) indicating the costs that will be covered by the funder on the letterhead of the funder with their e-mail address and contact details. SU bursary students do not need to provide a letter and can activate their cards directly after registration.
2. An official policy that will be paid out in the 2018 academic year and that will cover at least the first compulsory instalment.
3. A loan (e.g. Bank loan, Fundi or Helpmekaar study loan) where the loan amount is sufficient to cover at least first compulsory instalment, also indicating the date of payment.
4. If the bursary, loan or policy of a student is not sufficient to cover the full first compulsory instalment and a student can provide proof that they did apply for a study loan, then the following down payment arrangement can be made, subject to acceptance of the stipulations of the agreement:
 - a. The first compulsory instalment (study and accommodation fees) can be settled in equal instalments by no later than 31 March.
 - b. The first instalment is payable immediately. The block will only be lifted once the first instalment reflects on the student account and the completed form is processed by Student fees.
 - c. If a payment arrangement is made in January the equal instalments are:

• Undergraduate student	R4 087 x 3 (January to March)
• Postgraduate student	R2 980 x 3 (January to March)
• Undergraduate residence student	R7 953 x 3 (January to March)
• Postgraduate residence student	R6 847 x 3 (January to March)
 - d. If a payment arrangement is made in February the equal instalments are:

• Undergraduate student	R6 130 x 2 (February to March)
• Postgraduate student	R4 470 x 2 (February to March)
• Undergraduate residence student	R11 930 x 2 (February to March)
• Postgraduate residence student	R10 270 x 2 (February to March)

The payment arrangement form will only be available on request in January 2018 at Student Fees and is subject to approval from the division.

The cashier counter and student card counter will be open during lunch times for the duration of the registration period, to render a service to the students.