

# Registration guidance

## Short Course: AI literacy in higher education TLA

### Step 1

Copy link into your browser:

<https://tinyurl.com/ailiteracy>

OR

OR scan QR code:

<https://shortcourses.sun.ac.za/application-form.html?offeringid=aeaa1cb5-a2ed-ed11-abfc-005056801c40>



Under "Proceed as", click on "Applicant"

Short courses at Stellenbosch University

Application Form

Home Overview Courses Certification Essentials/Information SU Staff Lin

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< Back to Website

Proceed as:

Applicant

### Step 2

Scan through the T's & C's

**TERMS AND CONDITIONS FOR SHORT COURSES**

If you are admitted to the short course for which you have applied, these terms and conditions will be part of your agreement with Stellenbosch University and it is important that you understand all your responsibilities. If you are admitted to the course, your agreement with the University becomes legally binding.

The University has drafted the terms and conditions in plain language, but please do not hesitate to ask for an explanation if you do not understand it. You can contact the Division for Short Courses at [shortcourse@sun.ac.za](mailto:shortcourse@sun.ac.za) for help.

**SECTION A**

**1. Application and admission**

1.1. You must ensure that the information you have given is correct. If the information is incorrect, the University can reject your application or cancel your registration immediately.

1.2. If any of the information supplied on this form changes before the start of the course you must inform the

You can ignore this section about payment, as this short course is offered for free to any SU employee involved with teaching, learning and assessment.

**3. Payment**

The following payment terms are applicable unless indicated otherwise (in writing) by the University:

3.1. Once you are admitted, you (or your employer) must pay the course fees as set out in the course information.

3.2. The course fees must be paid in full 14 days before the start of the course, unless other arrangements have been made and have been accepted by the University.

Confirm short course: *AI literacy in Higher Education Teaching, Learning and Assessment* and tick the boxes below. Click “next”.

**AI literacy in Higher Education Teaching, Learning and Assessment**

I confirm that I am applying for:

AI literacy in Higher Education Teaching, Learning and Assessment (19-May-2023 - 29-Sep-2023)

- Select -

AI literacy in Higher Education Teaching, Learning and Assessment (19-May-2023 - 29-Sep-2023)

**I declare that:**

☒ I have read these terms and conditions and that I understand my responsibilities.

☒ Where I did not understand the terms and conditions I have asked for an explanation.

☒ I will ensure that all the information provided on the application form is correct

Next

### Step 3

Complete the following section.

1. Confirm that you are applying for the AI literacy SC.
2. Indicate yes/no.
3. Choose your certificate type and preferred language – please note that if you choose a digital version, it might end up in your spam folder after completion of your course and you might not be able to print the certificate.

**AI literacy in Higher Education Teaching, Learning and Assessment**

I confirm that I am applying for:

AI literacy in Higher Education Teaching, Learning and Assessment (19-May-2023 - 29-Sep-2023)

▼

Have you previously attended a learning or training programme at Stellenbosch University?

- Select -

▼

Certificate type

- Select -

▼

Certificate Language

- Select -

▼

### Step 4

Complete the personal information section:

Personal Information	Contact Information
Surname	E-Mail Address
<input type="text"/>	<input type="text"/>
Full Names (do not include surname)	Contact Number (eg +270218089111)
<input type="text"/>	<input type="text"/>

### Step 5

Complete this page.

<h3>Highest Academic Qualification</h3> <p>Qualification Type  <input type="text" value="- Select -"/></p> <p>Qualification Institution  <input type="text"/></p> <p>Year Achieved  <input type="text"/></p>	<h3>Current Employment</h3> <p>Currently Employed  <input type="text" value="No"/></p> <h3>Payment</h3> <p>Payment Responsibility  <input type="text" value="- Select -"/></p>
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When you get to the Payment section, please select "Department (SU)" in the Payment Responsibility block and enter the details as shown below (not your own details):

Contact Person: Natasha Alberts  
Payment Contact number: 0218083751  
Payment Contact e-mail: nvdb@sun.ac.za

### Payment

Payment Responsibility

Payment Contact Person

Payment Contact Number

Payment Contact Email

Click submit when done and wait for the confirmation email.

**You will be added to the MSTeam by 1 June (or, if you decide to join after 1 June, as soon as possible after registration).**

Please contact Dalene Joubert (dvermeulen@sun.ac.za) should you have any questions.