

**Faculty of Engineering, the Built Environment and Information Technology**

Tel: +27 (0) 41 504 3447

Fax: +27 (0) 41 504 9751

E-mail: jonathan.dorothy@mandela.ac.za

**TO ALL MASTERS AND DOCTORAL STUDENTS**

Dear Student

Please take note of the information below:

**REGISTRATION INFORMATION**

It is compulsory for all Masters and Doctoral students to register online. You can now register from any computer, anywhere in the world by logging on to the student portal or the NMMU website. Web registration will be open from **15 January – 29 March 2018**. However, students **who register on or after 13 March 2018, will be liable for payment of a late registration penalty.**

Your student account must be fully settled and your initial upfront payment must be paid before your registration will be finalised. Please note that electronic transfers may take up to four business days to reflect on NMMU's bank account.

Sponsorships: the confirmation of sponsorship for 2018 must be submitted to the Student Accounts section before you register online but not later than 15 January 2018. You can also fax the letter to 041-504 2858.

**REGISTRATION DATES 2018**

**15 January – 10 March 2018**

Normal Registration period

**13 March – 29 March 2018**

Late registration, penalty payable

**31 March 2018**

Last day for registration for Research Masters' and Doctoral candidates (continuing students only)

Please take note of the following **General Rules**:

**G5.3.1** *Coursework master's degree candidates must be registered before the start of the relevant lecturer programme.*

**G5.3.3** *A student must renew his/her registration for the study on an annual basis, for the full period of study, until he/she has complied with all the prescribed requirements for the degree. Such registration must take place within the normal registration period. If a candidate fails to renew his/her registration as a student, the registration of his/her research project shall lapse.*

**G5.3.4** *If the examination of a candidate's treatise/dissertation/thesis is not completed in time for the degree to be awarded in a particular year, the candidate must re-register for the academic year concerned.*

## **PROGRESS REPORTS**

Continuing registration of all research Masters and Doctoral students is subject to submission of a favorable progress report by the student.

### **4.6.7 of the M & D Policy**

The continued registration of a postgraduate student is subject to a favorable annual progress report. The postgraduate student is responsible for initiating the report annually by the published date (indicate date) and submitting this for endorsement by the research supervisor

**Please note**, non-submission of a favorable progress report will result in automatic exclusion from registration.

### **New Research Master's and Doctoral students**

**Rule G5.2.5** *If in any year a candidate for a research degree registers after **31 March**, their period of registration for that academic year shall not be taken into account for the purpose of rule G5.2.1 (minimum period of study).*

## **REQUEST FOR ABEYANCE**

Please take note of the general rule below:

- 5.3.5** The Faculty Postgraduate Studies Committee can, on the recommendation of the Supervisor, approve a candidate's application for studies to be placed in abeyance for a period of up to one academic year; in which case the student must submit a motivated application regarding the above before the last day of February of the relevant year to the relevant Head of Department or Director of School.
- 5.3.5.1** If a student does not apply for studies in abeyance by the published deadline or fails to re-register in the following academic year for the relevant postgraduate degree, such a student forfeits the right of abeyance and will have to re-apply for admission.

The form must be completed and submitted by the deadline where applicable. (Form attached)

**STEPS TO FOLLOW TO REGISTER ONLINE:** Refer to the online registration information

### **FEE STRUCTURE: M AND D STUDENTS (2017 TO 2018)**

#### **Masters and M-Tech's**

| Year of Registration | Study period | Percentage of first year full-time fees | Percentage of first year part-time fees |
|----------------------|--------------|---|---|
| First                | 1 / A        | 100                                     | 100                                     |
| Second               | 2 / B        | 100                                     | 34*                                     |
| Third                | 3 / C        | 100                                     | 34*                                     |
| Fourth               | 4 / D        | 110                                     | 34*                                     |
| Fifth                | 5 / E        | 110                                     | 37*                                     |
| All subsequent years |              | 110                                     | 37*                                     |

\*Approximate percentage

## Doctoral and D-Tech's

| Year of Registration | Study period | Percentage of first year full-time fees | Percentage of first year part-time fees |
|----------------------|--------------|---|---|
| First                | 1 / A        | 100                                     | 100                                     |
| Second               | 2 / B        | 100                                     | 34*                                     |
| Third                | 3 / C        | 100                                     | 34*                                     |
| Fourth               | 4 / D        | 100                                     | 34*                                     |
| Fifth                | 5 / E        | 110                                     | 34*                                     |
| Sixth                | 6 / F        | 110                                     | 34*                                     |
| All subsequent years |              | 110                                     | 37*                                     |

\*Approximate percentage

### Course work Masters (Treatise only)

| Year of Registration of Treatise | Percentage of first year fees |
|----------------------------------|-------------------------------|
| First and subsequent years       | 100                           |

Please do not hesitate to contact me at any of the above numbers or addresses should you require any further information.

Yours faithfully

Mr JM Dorothy



### Manager Faculty Administration

Faculty of Engineering, the Built Environment and Information Technology