

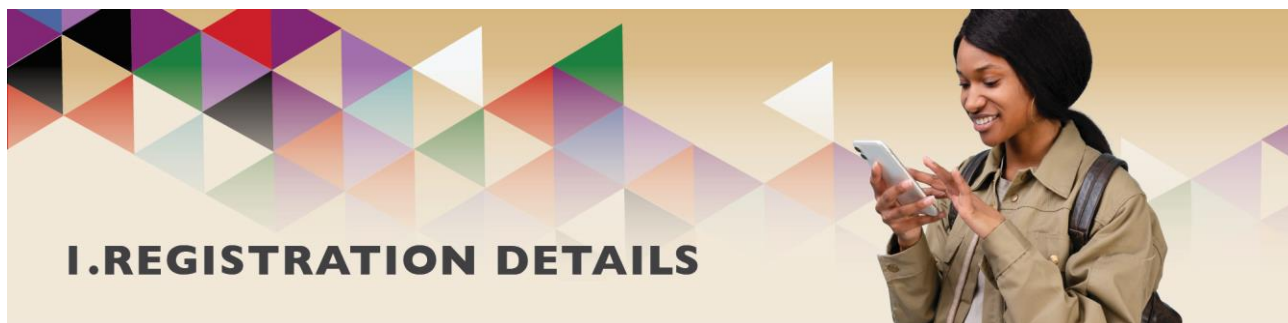
**2024**

## **REGISTRATION COMMUNIQUE**



**Dr Maditsane Nkonoane**  
Registrar

### **COMMUNIQUE TO RETURNING STUDENTS REGISTRATION INFORMATION FOR 2024**



#### **I. REGISTRATION DETAILS**

##### **2024 REGISTRATION DATES**

###### **UNDERGRADUATE**

New Students 15 January 2024 – 09 February 2024

Returning Students 15 January 2024 – 09 February 2024

###### **POSTGRADUATE**

###### **Full Research (Master's and Doctorates)**

**New Students** 15 January 2024 – 31 July 2024

**Returning Students** 15 January 2024 – 09 February 2024

###### **Course Work (Master's)**

**New Students** 15 January 2024 – 09 February 2024

**Returning Students** 15 January 2024 – 09 February 2024

The detailed registration timetable per Faculty/Department/Programme is available [HERE](#)

**PLEASE NOTE THAT STRICT CUT-OFF DATES FOR REGISTRATIONS APPLY AND NO LATE REGISTRATION AFTER THE CUT-OFF WILL BE PERMITTED.**

**All students are encouraged to register online**, for which you may use a tablet/handheld device or any other computer facility at your disposal. 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 placed on the DUT website [CLICK HERE](#)

[CLICK HERE](#) to access important registration information and follow the step-by-step registration guide and registration videos to finalise your online registration remotely. *Please note you are responsible for your registration and need to ensure that you are registered for the correct modules by checking your proof of registration against your specific programme as contained in the Departmental Handbook which is available on the DUT website or by [CLICKING HERE](#)*. Please [CLICK HERE](#) to access important 2024 registration dates and deadline dates for your academic administration processes.

Access your registration by [CLICKING HERE](#) and follow the step-by-step registration guide or registration video which is available on the DUT website or by [CLICKING HERE](#).

You will need to ensure that you have paid the minimum deposit for your registration (at least 5 working days) before your registration date and your fees are up to date from previous registrations to register on the web. **If you do not sort out your outstanding fees first, your registration will automatically be blocked.**

From January 2020, the University implemented a single registration system whereby students will register once for both Semester 1 and Semester 2 at the beginning of the academic year. You are reminded to ensure that you comply with this approved registration process.

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.

#### **Rule G6B – Interruption of Studies – Undergraduate:**

If, for whatever reason, a student does not register consecutively for every year/semester of the programme, his/her existing registration contract with the University shall cease unless the student has applied to the Department for permission to interrupt studies. Where such permission has not been given, re-registration will be at the discretion of the University and, if permitted, will be by the rules applicable at that time. A student may appeal against the application of Rule G6B by Rule G1 (8). Students would be required to complete *Form I9 - Appeal for Re-Registration in Terms of General Rule G1(8)*. [CLICK HERE](#) to access Form I9.

**STUDENTS MAY NOT ATTEND LECTURES FOR A MODULE OR PROGRAMME IF THEY ARE NOT REGISTERED FOR IT.**

Please review your Proof of Registration, to ensure that your programme and module registrations are correct. Access your registration by [CLICKING HERE](#).

A banner with a blue geometric background. On the right, a young man with short brown hair, wearing a white t-shirt, a dark jacket, and headphones, is waving and holding a book. The text '2. TRANSFER STUDENTS' is written in white on the left side.

## 2. TRANSFER STUDENTS

### External Students

DUT does consider admitting students from other universities subject to them meeting the relevant university and departmental requirements. Such students are required to complete an application (Form 25 - Application for Students Transferring from Other Universities to DUT) which is available on the student portal – [CLICK HERE](#) to access the application form. Please ensure that this is done timeously for your application to be considered. Late applications will not be considered. If you are applying to transfer from another university, it is mandatory for you to provide DUT with an original academic transcript, a certificate of conduct, a syllabus outline for the module for which credit is requested, a matric certificate, and any qualifications obtained from your previous institution. Please note that space for transfer students is very limited. Credit transfer requests must be discussed and approved by the relevant academic Head of the Department and the completed application form submitted to the relevant Faculty Office. [CLICK HERE](#) to access the application form. Please ensure that this is done timeously (at least two months before registration) for your application to be considered. Late applications will not be considered.

### Internal Students (DUT)

The following procedure applies if you intend to transfer from one DUT programme to another: You are required to complete an application for transferring from one DUT programme to another. The form (Form 23 - DUT Students Transferring from One Faculty/Department to Another) is available on the student portal - [CLICK HERE](#) to access the application form. Please ensure that this is done timeously (at least two months before registration) for your application to be considered. Late applications will not be considered. Please check with the relevant academic departments for specific closing dates.

A banner with a purple geometric background. On the right, a young man with short black hair and glasses, wearing a yellow sweater, is smiling and holding a book. The text '3. FINANCE MATTERS' is written in white on the left side.

## 3. FINANCE MATTERS

### PAYMENTS

The following first installment is compulsory before the day of registration. Students presenting a bank deposit slip as proof of payment will be required to have made the payment *at least 5 working days* before the registration date. Students who do not comply with these requirements will not be able to complete the registration process until the payment is reflected on the student account:

#### 2024 First Instalment (non-residence students)

- Annual students (Tuition only): R R4826. This can be paid directly into the DUT Bank Account – you must use your student number as the reference (download bank details & and deposit slip via the DUT website [www.dut.ac.za](http://www.dut.ac.za))
- Semester students (Tuition only): R2963. This can be paid directly into the DUT Bank Account – you must use your student number as the reference (download bank details & and deposit slip via the DUT website [www.dut.ac.za](http://www.dut.ac.za))

## 2024 First Instalment (residence students)

- Annual students (tuition plus residence): R10142. This can be paid directly into the DUT Bank Account – you must use your student number as the reference ([download bank details](#) & [deposit slip](#) via the DUT website [www.dut.ac.za](http://www.dut.ac.za))
- Semester students (tuition plus residence): R6222. This can be paid directly into the DUT Bank Account – you must use your student number as the reference ([download bank details](#) & [deposit slip](#) via the DUT website [www.dut.ac.za](http://www.dut.ac.za))
- NB: Single registration students will be charged the annual 1<sup>st</sup> installment (ie. Those students who are registering for both the 1<sup>st</sup> and 2<sup>nd</sup> semester at the beginning of the year).

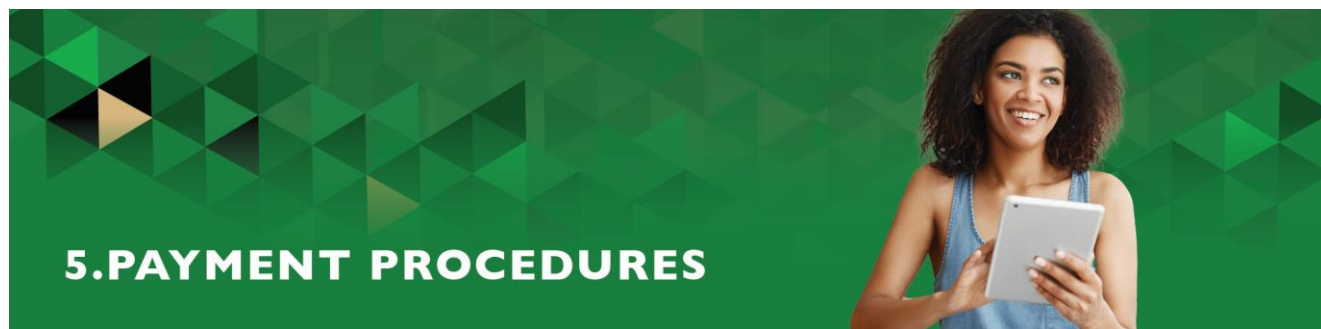
### Please note:

- 3.1 NSFAS students are required to pay their family contributions, if any before the exam results are released.
- 3.2 In the event of the fees costing less than the first installment requested by the University, the lesser amount will be payable on registration.



- 4.1 No student will be registered on presentation of anything other than the minimum required amount as above, a letter of authority from an acceptable employer or sponsor, loan and/or bursary documents must be originals (photocopies or faxes are not acceptable), authorised and properly approved by the issuing authorities. An application for a loan or bursary is NOT acceptable.
- 4.2 Any fee defaulter from previous years wishing to re-register must comply with the following conditions to register: -
  - 4.2.1 All arrears must be paid in full, in cash, through EFT/Internet banking (subject to clearance into DUT bank account), using the DUT online payment facility.  
Please note that students, who have been handed over, have to settle their fees with the Debt Collectors.
  - 4.2.2 No letter of authority, debit orders, bursary, or loan documents will be accepted in these circumstances. Companies sponsoring these students are required to pay the arrears in full before documentation for the current registration will be considered.
  - 4.2.3 In the event of the employer not paying, the student will be held liable for fees and penalties, as the official contract (registration form/online registration agreement) is between the Durban University of Technology and the Student/Guarantor/Surety.





### 5.1 Cashiers (Fees Office)

Please note that no monies should be paid to the University's officials other than the official cashiers (fees office) at the various campuses. Students must insist on an official receipt as proof of payment. Failure to adhere to this procedure will absolve this University of any liability.



### 6.1 TO BANKS

Direct deposits limit the amount of cash on the University premises and consequently, students who do not pay their fees directly into the listed bank can expect to spend a considerable amount of time standing in queues at the cashiers. **Standard Bank Account Number: 05050 5416 Branch Code: 040126**

Students who have a valid student number are to deposit fees directly into the university's Standard Bank account using the prescribed **M65 (deposit slip)** form. These forms are available at registration Venues, cashiers' offices, and the DUT website. The M65 deposit slip will also accompany the accounts/statements posted. *N.B.*

*6.1.1 The bank will refuse deposits in the above account if invalid student numbers are supplied.*

*6.1.2 CHEQUES are no longer a medium of payment at our University*

*6.1.3. Students please note that a two working day period after the date of deposit is required before student account is automatically credited.*

### 6.2 Payment for subject additions

After the dates for the final installment have expired, registration of additional subjects will only be allowed on condition that these subjects are paid in advance, in cash or credit card, or EFT.



## 7. METHODS OF PAYMENT

- 7.1 Cash
- 7.2 Credit Cards/Debit Cards (Master Card / VISA) will be accepted.
- 7.3 Letters of Authority
- 7.4 Direct Deposit/Payments
- 7.5 ABSA Online Payments
- 7.6 Online E-Payment Facility via **Debit and Credit Card**
- 7.7 Debit Orders (**N.B.: DEBIT ORDER payment system students will have their interest reversed if they do not default on payment dates.**)

**NB: The University is moving towards a fully cashless society to ensure that students/ parents will no longer have to wait in long queues to make payments, reducing the risk of theft, injury to limb, and loss of life with the added advantage of payments being made remotely at the convenience of the payer.**



## 8. FINANCIAL LIABILITY UPON TOTAL CANCELLATION OF STUDIES OR CANCELLATION OF CERTAIN MODULES

- 8.1 Please note that should you decide not to continue with your studies, you have to cancel your registration at the university by completing the official Deregistration Form. [CLICK HERE](#) to access the application form. If you do not complete the Deregistration form and submit it timeously to the Faculty Office, you will be liable for the fees that are due.
- 8.2 The following cancellation rules apply:  
Tuition fees shall be refundable to a student who withdraws from the University on the following cancellation credit basis provided the fees are paid in full.

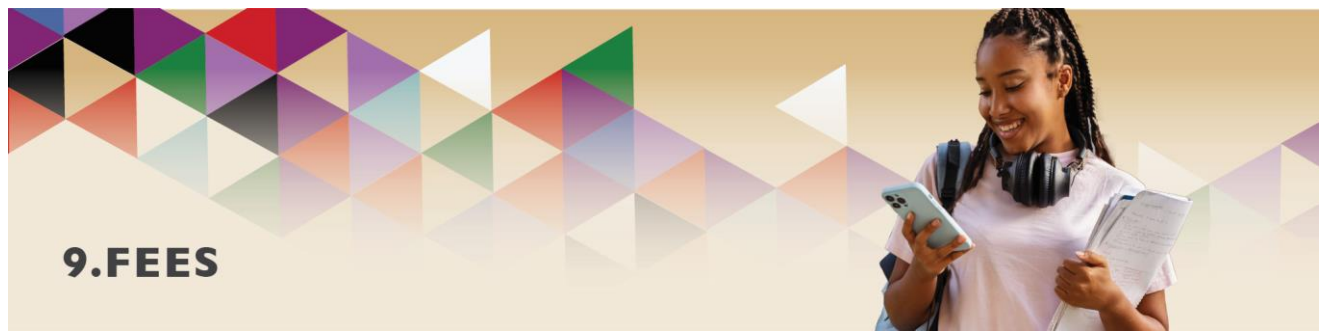
8.2.1 Annual Students	Liability
a) Withdrawal before classes commence	10% of total subject fees + other charges*
b) Withdrawal up to 29 March	30% of total subject fees + other charges*
c) Withdrawal up to 30 April	50% of total subject fees + other charges*
d) Withdrawal up to 31 May	60% of total subject fees + other charges*
e) Withdrawal up to 28 June	70% of total subject fees + other charges*
f) Withdrawal up to 31 July	80% of total subject fees + other charges*
g) Withdrawal up to 30 August	90% of total subject fees + other charges *
h) Withdrawal from 2 September	Total subject fees + other charges*

8.2.2 First Semester Students	Liability
a) Withdrawal before classes commence	10% of total subject fees + other charges*
b) Withdrawal up to 29 March	50% of total subject fees + other charges*
c) Withdrawal up to 30 April	80% of total subject fees + other charges*
d) Withdrawal up to 31 May	90% of total subject fees + other charges*
e) Withdrawal from 3 June	Total subject fees + other charges*

8.2.3 Second Semester Students	Liability
a) Withdrawal before classes commence	10% of total subject fees + other charges*
b) Withdrawal up to 30 August	50% of total subject fees + other charges*
c) Withdrawal up to 30 September	80% of total subject fees + other charges*
d) Withdrawal up to 31 October	90% of total subject fees + other charges*
e) Withdrawal from 01 November	Total subject fees + other charges*

**\*Other charges: Student Administration Services Levies and Interest charges.**

- 8.2.4 Deletion of subjects will be subject to the same cancellation credits as 8.2(above)
- 8.2.5 The above cancellation credit rules do not apply to Experiential Learning, as students register as and when they receive a placement.
- 8.2.6 For any extra-ordinary case and/or fraudulent registration act on the part of the student, Finance Management has the authority to increase or decrease the financial liability.



- 9.1** The student undertakes to make payment of all fees on or before the final installment date, failing which he/she may be subject to: -
- 9.1.1. Not receiving official exam results.
  - 9.1.2. Not be allowed to receive his/her qualification.
  - 9.1.3. Interest will be charged on all overdue installment amounts at 2% per month by the National Credit Act.
  - 9.1.4. Be handed over to the university's Debt Collectors and still be liable for the full fees payable which includes Debt Collectors charges.
- 9.2** If the student receives a bursary awarded for the year of study by a sponsor, then he/she will be subject to the following: -  
In the event of the sponsor not paying the student's fees, the student undertakes to make payment of all fees on or before the final date, failing which he/she may be subject to: -
- 9.2.1 not receiving his/her official exam results.
  - 9.2.2. Not be allowed to receive his/her qualification.
  - 9.2.3. Interest will be charged on all overdue installment amounts at 2% per month in accordance with the National Credit Act.
  - 9.2.4. Be handed over to the university's Debt Collectors and still be liable for the full fees payable which includes Debt Collectors charges.
- 9.3** The onus rests on the students to ensure that payments from sponsors are received timeously.
- 9.4** Any bursaries awarded and received by the University shall first be applied to any monies outstanding for the full academic year before any refund is considered.
- 9.5** The onus rests on the students to ensure fees are settled timeously and are not reliant on the university sending statements. If students have not received statements two weeks before the due dates, they may obtain their latest fee statements via: The Student Portal, DUT4life email address, Campus kiosk machines, and the Finance Department.
- 9.6** The University reserves the right to adjust fees during the academic year.
- 9.7** The onus rests on the student to ensure that he has been correctly registered for the academic year
- 9.8** The University reserves the right to withhold the certificate until after the graduation ceremony if fees are still outstanding.
- 9.9** All fees are payable in full regardless of whether the academic programme is interrupted by factors beyond the University's control – such as strikes, student boycotts, civil unrest, natural disasters, or any other disruption on campus. No Pro-Rated fee requests will be entertained under these circumstances as the University ensures the syllabus/curriculum is completed before the examination dates.

### **DEED OF SURETYSHIP / SURETY REQUIREMENT FOR PAYMENT OF FEES**

**All new DUT students** are to complete **Deed of Surety** forms, which must be submitted to the Finance Department, before continuing with their registration process. Please note that registration will not be completed/finalized until these documents have been received.

For detailed surety information relating to student categories, please refer to the fee booklet

**Returning students** – please refer to Category B and C on Page 21 of the fee booklet

**-N.B.: Every student must make an effort to comply to ensure that his or her registration at DUT is finalized and approved.**

**[CLICK HERE](#)** to access the **Fees & Finance Rules Handbook** and to obtain further detailed information regarding payments, fees, and student finance-related matters.



## 10.CHANGES TO REGISTRATION



Students with 2<sup>nd</sup> semester modules outstanding must also register during the January/February registration period.

- To add or cancel modules or change a qualification, students will be required to complete Form 17 – Change of Curriculum (Changes to Qualifications and Modules) which is available on the student portal [CLICK HERE](#) to access the application form.
- Failure to complete these forms and ensure that they reach the relevant faculty office timeously 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 office officer. You must complete the relevant application form (Form 17 - Form 20 -Change of Curriculum-Changes to Qualifications and Modules) which is available on the student portal - [CLICK HERE](#) to access the application form. Complete the application form and submit the form to your respective Faculty Office for processing.
- Please note that strict deadline dates apply for cancelling modules. Please check the important dates below for the deadline dates. Any student cancelling or de-registering after this date will be regarded as having failed that subject/programme and officially published results will be reflected accordingly.
- Students who fail to submit the relevant form to the University officially before the prescribed dates will forfeit any claim for reimbursement.

**PLEASE NOTE THE FOLLOWING IMPORTANT DATES FOR 2024:**

<b>DATES</b>	<b>DESCRIPTION</b>
<b>11 March</b>	Final date for any <u>changes</u> to annual modules/programmes already registered for (except cancellations and de-registrations)
<b>08 April</b>	Last day to cancel first semester modules or to de-register for first semester programmes. A student cancelling or de-registering <u>after</u> this date will be regarded as having failed that module/programme and officially published results will be reflected accordingly. A student cancelling or de-registering from any modules/programme <u>before</u> or <u>as of</u> this date will be recorded as having withdrawn and no result will be published.
<b>08 April</b>	Last Day for submission of thesis/dissertation (for examination) to the Faculty Office / Faculty Research Office for possible 2023 Spring Graduation. Anyone submitting after this date will be considered for graduation in the Autumn 2024 Graduation Ceremony.
<b>16 April</b>	Final Day for capturing all graduation decisions onto the ITS system for the Autumn graduation (inclusive of undergraduate, and postgraduate, students who had outstanding requirements such as applications for exemptions, transfers, completion of all WIL requirements, and Special Exams-Last module outstanding)
<b>30 May</b>	Last day to cancel annual modules or to de-register for annual programmes. A student cancelling or de-registering <u>after</u> this date will be regarded as having failed that module/programme and officially published results will be reflected accordingly. A student cancelling or de-registering from any programme <u>before</u> or <u>as of</u> this date will be recorded as having withdrawn and no result will be published
<b>28 June</b>	Last day for students to produce their original Senior Certificate (SC) / National Senior Certificate (NSC)/ Grade 12 Certificate to the Faculty Office
<b>31 July</b>	Registration Ends for New Postgraduate: Master's and Doctorates for Full Research (New Students)
<b>19 August</b>	Final date for any <u>changes</u> to second-semester modules/program already registered for (except cancellations and de-registrations).
<b>21 August</b>	Final day for capturing all graduation decisions onto the ITS system for the Spring graduation (inclusive of undergraduate and postgraduate students who had outstanding requirements such as applications for exemptions, transfers, completion of all WIL requirements, and Special Exams-Last subject outstanding).
<b>09 September</b>	Last day to cancel second-semester modules or to de-register for second-semester programmes. A student cancelling or de-registering <u>after</u> this date will be regarded as having failed that module/programme and officially published results will be reflected accordingly. A student cancelling or de-registering from any module/programme <u>before</u> or <u>as of</u> this date will be recorded as having withdrawn and no result will be published
<b>01 November</b>	Last Day for submission of thesis/dissertation ( <i>for examination</i> ) to the Faculty Office / Faculty Research Office for possible 2024 Autumn Graduation. Anyone submitting after this date will be considered for graduation in the 2024 Spring Graduation Ceremony.

## II. FACULTY/GENERAL REGISTRATION TELEPHONE & EMAIL SUPPORT



The following registration support is available:

- Online Chatbot facility [www.dut.ac.za](http://www.dut.ac.za) (Everyday 24/7)
- Email to Faculty (during weekdays 08:00 – 16:00)

FACULTY	EMAIL ADDRESS	CONTACT NUMBER
Accounting and Informatics	<a href="mailto:FAIreg@dut.ac.za">FAIreg@dut.ac.za</a>	031 373 5826
Applied Sciences	<a href="mailto:FAS@dut.ac.za">FAS@dut.ac.za</a>	031 373 2506
Arts and Design	<a href="mailto:FADreg@dut.ac.za">FADreg@dut.ac.za</a>	031 373 6520
Engineering and the Built Environment	<a href="mailto:FEBEreg@dut.ac.za">FEBEreg@dut.ac.za</a>	031 373 2165
Health Sciences	<a href="mailto:FHSreg@dut.ac.za">FHSreg@dut.ac.za</a>	031 373 2446
Management Sciences	<a href="mailto:FMSreg@dut.ac.za">FMSreg@dut.ac.za</a>	031 373 5441
Midlands: Indumiso Campuses	<a href="mailto:MidlandsReg@dut.ac.za">MidlandsReg@dut.ac.za</a>	031 373 6030
Midlands: Riverside Campuses	<a href="mailto:MidlandsReg@dut.ac.za">MidlandsReg@dut.ac.za</a>	031 373 6040

DEPARTMENT	EMAIL ADDRESS	CONTACT NUMBER
<b>FINANCE</b>		
Debtors Durban: - General Queries	<a href="mailto:Debtorsdbn@dut.ac.za">Debtorsdbn@dut.ac.za</a>	031 373 2379/5164
Sponsor Queries	<a href="mailto:Sponsorsdbn@dut.ac.za">Sponsorsdbn@dut.ac.za</a>	031 373 5248/5334
Arrear Fee Queries	<a href="mailto:Arrearfeedbn@dut.ac.za">Arrearfeedbn@dut.ac.za</a>	031 373 3103/6825
Surety Form Queries	<a href="mailto:suretyform@dut.ac.za">suretyform@dut.ac.za</a>	031 373 3103/6825
Debtors PMB: - General Queries	<a href="mailto:debtorspmb@dut.ac.za">debtorspmb@dut.ac.za</a>	031 373 6055
Sponsor Queries Arrear Fee Queries	<a href="mailto:sponsorspmb@dut.ac.za">sponsorspmb@dut.ac.za</a>	031 373 6056
<b>FINANCIAL AID SERVICES</b>		
Durban Campus	<a href="mailto:Finaiddbn@dut.ac.za">Finaiddbn@dut.ac.za</a>	031 373 2553 (Durban)
Midlands Campus	<a href="mailto:Finaidpmb@dut.ac.za">Finaidpmb@dut.ac.za</a>	031 373 6057 (Midlands)
<b>STUDENT HOUSING</b>		
Durban Campus	<a href="mailto:Housingdbn@dut.ac.za">Housingdbn@dut.ac.za</a>	031 373 6337 (Durban)
Midlands Campus	<a href="mailto:HousingPMB@dut.ac.za">HousingPMB@dut.ac.za</a>	031 373 6059 (Midlands)
<b>INTERNATIONAL EDUCATION &amp; PARTNERSHIPS</b>		
	<a href="mailto:caroln@dut.ac.za">caroln@dut.ac.za</a>	031 373 5484
	<a href="mailto:PhiliswaM@dut.ac.za">PhiliswaM@dut.ac.za</a>	031 373 5600



Student/access cards are issued by Protection Services at the following venues:

- Durban - Room DE2001C, Ritson Hall, Ritson Campus
- Midlands - Indumiso Campus - Protection Services which is located next to the Admin block parking
- Midlands - Riverside Campus - Protection Services which is located behind the New Venues next to the Bus Terminal.

In the event you have lost your student card and need a replacement, you will need to pay the relevant card replacement fee at the Cashiers office and present your proof of payment together with your proof of identity, to the Protection Services Department, where a new student card will be printed and issued to you.



Should you want to appeal the academic exclusion due to unsatisfactory performance (G17, QG17, departmental rule exclusion) you may submit an appeal to the relevant Head of Department. [CLICK HERE](#) to access the application form [Form 19 - Application for Re-registration-in Terms of General Rule G1(8)]

**PLEASE NOTE: Students who have not been promoted to the following year of study should consult with the relevant Faculty Office 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 (G17 and QG17) result code.
- If you have an outstanding balance/arrear fee on your student account, your online registration will be prevented until these fees have been paid.
- Your current registration deposit has not been paid or you may not have been cleared by the Finance Department for online registration.
- If you have unpaid library fines or owe books to the library, your online registration will be prevented until these books have been returned to the library or the relevant library fines have been paid.
- If you have any outstanding documents eg. a Senior certificate, ID, etc, your online registration will be prevented until you have submitted the relevant outstanding document to the Faculty Office.
- If you have borrowed departmental equipment or books and have not returned these or have unpaid departmental fines, our online registration will be prevented until these equipment/books have been returned to the department or the relevant departmental fines have been paid.
- Your online registration may be prevented pending the outcome of a student disciplinary hearing.
- Access has not been granted by the institution, kindly liaise with your Faculty Office (returning students) or the Admissions Department (for first-time entering students).



If you encounter the following online registration errors, please contact the relevant Faculty/Department as indicated in the table below for further assistance with your online registration:



ONLINE REGISTRATION ERROR CODE/STATUS	CONTACT
Action R – Stop Registration	Finance Department – Refer to contact details above
Action RA – Stop Registration	Faculty Office – Refer to contact details above
No Admitted Application	Faculty Office – Refer to contact details above
No Permitted Application	Faculty Office – Refer to contact details above
Credits Exceeded	Faculty Office – Refer to contact details above



The 2024 General Handbook for students will be available on the DUT website – [CLICK HERE](#). Students are encouraged to familiarise themselves with these important rules.



The 2024 Departmental Rules and Regulations (Handbooks) will be available on the DUT website– [CLICK HERE](#). Students are encouraged to familiarise themselves with these important rules.



The lecture timetables for the various programmes can be accessed through the following link <https://timetable.dut.ac.za> or <https://www.dut.ac.za/timetables/> to obtain access to the Timetabling webpage which will provide you with more information regarding lecture timetables.

## 18.MERIT BURSARIES – Only applicable to undergraduate continuing students



Merit bursaries will automatically be allocated to your student account. For more information, please follow this web link by [CLICKING HERE](#) to access the Financial Aid web page.

## 19.INTERNATIONAL STUDENTS



### Registration Clearance and Vetting Process

International clearance is a required vetting process of the student's legal documents to ensure that their presence in South Africa is legal and that they have adhered to all the Department of Home Affairs /immigration legislation.

The international clearance is processed online via the I-Enabler system as follows:

Sign on to I-Enabler using the following link:

[https://mercury.dut.ac.za/pls/prodi41/w99pkg.mi\\_login?numtype=S](https://mercury.dut.ac.za/pls/prodi41/w99pkg.mi_login?numtype=S)

Then click on APPLICATIONS → CERTIFICATES SEEN → and upload the relevant documents.

Upload **certified** copies of the following documents as applicable:

- SV Visa / Permit / Declaration
- PP Passport
- MF Medical Aid Certificate

New students can REQUEST A PIN after entering your student number and returning students who cannot remember their PIN can click on FORGOT PIN in the above link. The pin will be emailed to your DUT4life email. If the uploaded documents are satisfactory, we will clear you so that you can proceed with online registration.

**NB: All queries relating to the Faculty of Management Sciences, Applied Sciences, and Arts & Design must be forwarded to Ms. Newman via email at [caroln@dut.ac.za](mailto:caroln@dut.ac.za), and Ms Mncube will attend to the Faculty of Health Sciences, Engineering and Accounting and Informatics also via email at [philiswam@dut.ac.za](mailto:philiswam@dut.ac.za)**

### Study Visa Requirements

International students – including students from Southern African Development Community (SADC) countries – are required to have study visas to study in the Republic of South Africa. DUT is not permitted to register a student unless they have a valid study visa. Your study visa needs to be valid at all times and is issued for the duration of your study period (i.e. the minimum time it takes to qualify for the diploma/degree you are taking). If you are currently studying at a South African high school, or another tertiary education institution in South Africa, please note that you will need to apply for a new study visa valid for DUT.

### Who is exempt from this requirement?

The following persons do not need a study permit, but must submit other documents to the university to register:

- Asylum Seekers – An asylum seeker must have an Asylum Seeker Temporary Permit that entitles the holder to work and study.
- Refugees - A Refugee document for two years automatically grants the right to study.
- Diplomatic Representatives and their families – A letter is needed from the Protocol Section at the Department of Foreign Affairs, confirming diplomatic status in South Africa.
- Persons with permanent residence in South Africa – A Permanent Residence Permit document proving status must be submitted.

### Visa Application Process

Study visas must be applied for at a South African embassy, mission, or consulate in your country of origin, or at Visa Facilitation Services (VFS) Global Centres across the country. VFS has 11 centres in the Republic of South Africa, and the Durban Centre for KZN is within walking distance of the Durban University of Technology: Visa Facilitation Services Global 4 Linden Rd, Essenwood, Durban, 4001 The VFS global helpline is +27124253000. Should you wish to renew or make an application, visit <http://www.vfsglobal.com/dha/southafrica/>

### Medical Insurance

In terms of the Immigration Amendment Act 19 of 2004, any international student coming to study in the Republic of South Africa must provide proof of medical cover registered under the Medical Schemes Act 131 of 1998. This does not apply to those on Asylum Seekers', Refugees', or Diplomats' visas.

You cannot register at DUT without providing the International Office with proof of medical aid registered under the above-mentioned Act. It is therefore compulsory for international students to have South African medical aid, which must be paid for upfront on an annual basis for the duration of their studies. Should you rely on sponsorship, please ensure that you advise your sponsor of this requirement as soon as you get your sponsorship or acceptance. It is not sufficient to produce a letter indicating medical health cover sponsorship. The sponsor must organise payment for the required medical aid coverage directly to the medical aid company, separate from the tuition fees.

The two recommended service providers, as approved by the International Education Association of South Africa (IEASA) are:

Momentum Health (Ingwe Option) [www.studenthealthcare.co.za](http://www.studenthealthcare.co.za) /Email: [Nikita.Balram@momentum.co.za](mailto:Nikita.Balram@momentum.co.za)  
Compcare (The Network Option) <http://www.studentplan.co.za> /Email: [Phumza.Mtsutsa@universal.co.za](mailto:Phumza.Mtsutsa@universal.co.za)

For detailed International Students information [CLICK HERE](#)

Contact person	Campus	Office	Tel	Email
<b>Ms Carol Newman</b>	M L Sultan Campus	ML Sultan Campus, Abdul Hameed Building,	+27 (0) 31 373 5484	<a href="mailto:carolN@dut.ac.za">carolN@dut.ac.za</a>
<b>Ms Philisiwa Mncube</b>	M L Sultan Campus	2nd Floor Room No: AJ0207C	+27 (0) 31 373 5600	<a href="mailto:philiswaM@dut.ac.za">philiswaM@dut.ac.za</a>

## 20. POSTGRADUATE STUDENTS



**POSTGRADUATE STUDENTS MAY NOT RECEIVE POSTGRADUATE RESEARCH SUPERVISION UNLESS THEY ARE FORMALLY REGISTERED FOR THE RESEARCH MODULE AND PROGRAMME.**

*Once a postgraduate student has registered, the onus rests with the student to re-register annually thereafter until all requirements for the qualification have been fully complied with. Failure to comply will nullify the approval of the student's research proposal. In addition, a student and supervisor/promoter are required on an annual basis to report on the student's progress to the relevant Research Committee.*

### **Master's Degree**

- Formal registration will occur only after the Senate is satisfied that the person will be able to make progress on the advanced level of study required, and suitable supervisors and examiners are available.
- Except with special permission of the Senate, a student shall be excluded from and refused re-registration for an instructional programme if, in the opinion of the supervisor(s) and the Faculty Board, the student fails to maintain minimum progress in the student's studies or research project.
- The minimum duration for a Master's Degree shall be one academic year of registered study.
- If a Master's student fails to complete the qualification after three years of registered study, the Senate may refuse to renew the student's registration or may impose any conditions it deems fit. A student may apply to the Executive Committee of the Faculty Board for an extension.
- For the full research option of the qualification, a person must:
  - Register to complete his/her proposal for approval by the relevant Faculty Research Committee and begin to work on the research project as soon as registration takes place.
  - **The first registration for a Master's Degree must take place on or before the last working day in July.**
  - **Re-registration for a Master's Degree shall take place as per the dates in the annually published registration timetable which applies to all students.**
  - The prescribed fee is payable whenever a student first registers and the prescribed re-registration fee is payable for every subsequent year for which the student is permitted to continue with the requisite research.

## Doctoral Degree

- Formal registration will occur only after the Senate is satisfied that the student will be able to make progress on the advanced level of study required, and suitable supervisors and examiners are available.
- Except with special permission of the Senate, a student shall be excluded from and refused re-admission to an instructional programme if, in the opinion of the supervisor(s) and the Faculty Board, the student fails to maintain minimum progress in the requisite studies or project.
- The minimum duration for a Doctoral Degree shall be two consecutive academic years of registered study.
- If a Doctoral student fails to complete the qualification after four years of registered study, the Senate may refuse to renew the student's registration or may renew it subject to any conditions it may deem fit to impose. A student may apply to the Executive Committee of the Faculty Board for an extension.
- A person must:
  - Register to complete his/her proposal for approval by the relevant Faculty Research Committee and begin to work on the research project as soon as registration takes place.
  - **The first registration for a Doctoral Degree must take place on or before the last working day in July.**
  - **Re-registration for a Doctoral Degree shall take place as per the dates in the annually published registration timetable which applies to all students.**
  - The prescribed fee is payable whenever a student first registers and the prescribed re-registration fee is payable for every subsequent year for which the student is permitted to continue with the requisite research.

## Interruption of Studies - Postgraduate:

### **RULE G6B INTERRUPTION OF STUDIES**

- (1) *If, for whatever reason, a student does not register consecutively for every year/ semester of the programme, his/ her existing registration contract with the University shall cease unless the student has applied to the Department for permission to interrupt studies.*
- (2) *Where such permission has not been given, re-registration will be at the discretion of the University and, if permitted, will be by the rules applicable at that time.*

### **Applicable to Master's and Doctoral Students only:**

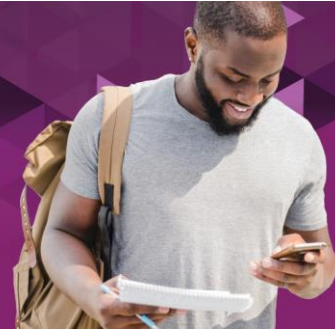
In the case of unavoidable interruptions/delays or requests for extension or termination of studies, the student must complete the PG4 form (*Application for Interruption/Extension/Termination of Studies*). The registration may be suspended only under exceptional circumstances and is rarely done retrospectively. The Supervisor checks the completed form PG4 and submits it via the HoD to the FRC for approval.

## POSTGRADUATE TELEPHONE & AND EMAIL SUPPORT

FACULTY	EMAIL ADDRESS	CONTACT NUMBER
Accounting and Informatics	<a href="mailto:SbonisoM3@dut.ac.za">SbonisoM3@dut.ac.za</a> <a href="mailto:lettam@dut.ac.za">lettam@dut.ac.za</a>	031 373 5826 / 031 373 5495 / 031 373 5670
Applied Sciences	<a href="mailto:kameshneen@dut.ac.za">kameshneen@dut.ac.za</a>	031 373 3037
Arts and Design	<a href="mailto:garretha@dut.ac.za">garretha@dut.ac.za</a>	031 373 2829
Engineering and the Built Environment	<a href="mailto:OlusegunO@dut.ac.za">OlusegunO@dut.ac.za</a>	031 373 3081
Health Sciences	<a href="mailto:sheenap@dut.ac.za">sheenap@dut.ac.za</a>	031 373 3039
Management Sciences	<a href="mailto:nonkululekok@dut.ac.za">nonkululekok@dut.ac.za</a> <a href="mailto:JeslynH@dut.ac.za">JeslynH@dut.ac.za</a> <a href="mailto:meshan@dut.ac.za">meshan@dut.ac.za</a>	031 373 6714 031 373 5374 031 373 5669



## II.ACADEMIC CALENDAR



The 2024 Skeletal Academic Calendar and Term Dates can be accessed by [CLICKING HERE](#)

**LECTURES FOR ANNUAL AND FIRST-SEMESTER STUDENTS WILL COMMENCE ON MONDAY, 12 FEBRUARY 2024.**

We wish you every success in your studies.

**Dr M J Nkonoane**  
**Registrar**

**06 December 2023**