





FACULTY OF ARTS & DESIGN







ENVISION2030

transparency • honesty • integrity • respect • accountability fairness • professionalism • commitment • compassion • excellence





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INTRODUCTION

Thank you for your interest in studying at the DUT. The fact that you are reading this guide means that you are either seriously considering applying to the DUT for your tertiary studies or that you have already applied, have been accepted and are gathering information on how to make your registration at the DUT as seamless as possible.

The purpose of the guide is to provide both applicants and those accepted at the DUT with important information on the application, selection and registration processes. Other valuable information such as contact details of faculty offices, dates of registration and our generous scholarship scheme are also included in the guide.

In terms of registration, please note that the online registration process is intended to make your registration as easy as possible. Most importantly, you can finalize your registration from the comfort of your home, or at any facility with a computer and an internet connection.

The DUT welcomes you into its family and wishes you all the best with your studies

DURBAN UNIVERSITY OF TECHNOLOGY STATEMENT OF INTENT



BY 2030,

- Our people will be creative, innovative, entrepreneurial and adaptive to changes in the world;
- Our people will participate productively in the development of our region, country and the world;
- Our state-of-the-art infrastructure and systems will enhance an ecosystem to achieve this vision.

THE VALUES AND PRINCIPLES:

Values:

- Transparency,
- Honesty,
- Integrity,
- Respect,
- Accountability

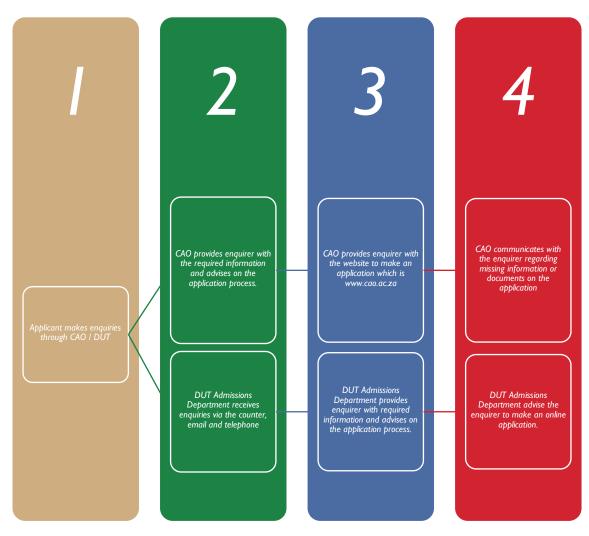
Principles:

- Fairness,
- Professionalism,
- Commitment,
- Compassion,
- Excellence.

OVERVIEW OF THE APPLICATIONS AND REGISTRATION PROCESSES

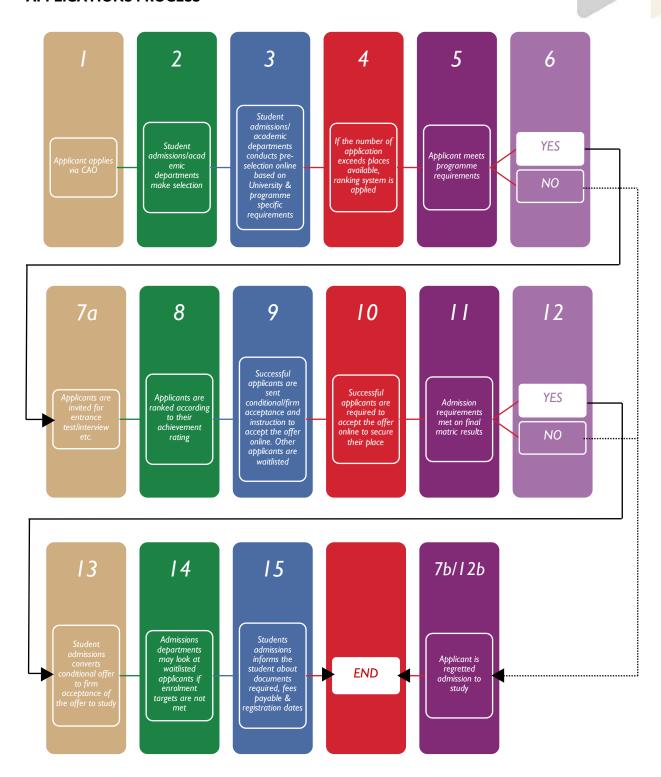


ENQUIRY PROCESS



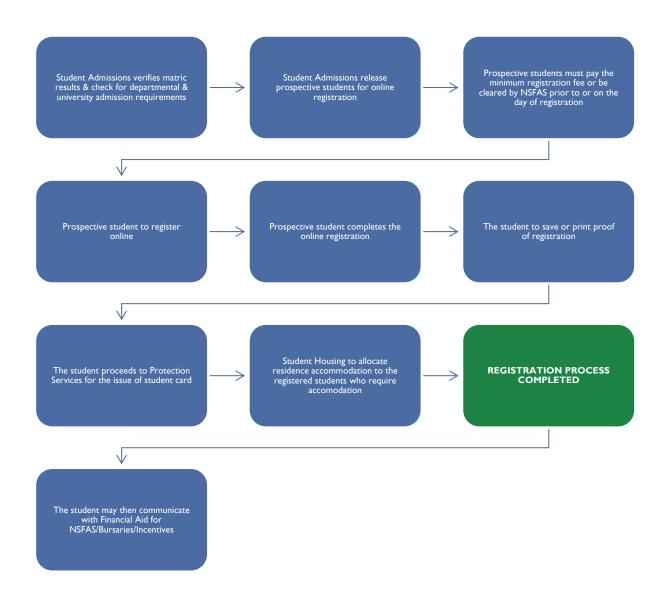
Enquiries	
Contact Number	031 373 5005
Email Address	info@dut.ac.za
Website	www.dut.ac.za

APPLICATIONS PROCESS



Applications can be made online by visiting the Central Applications Office (CAO) website at http://www.cao.ac.za/ Tel: Call Centre (031) 268 4444 or Share Call: 086 0860 CAO / 086 0860 226, International dialling code for SA +27, email: enggeneralcao@cao.ac.za

REGISTRATION PROCESS



For more detailed information on this process, refer to pages 9 -31 of this guide.

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ESSENTIAL DOCUMENTS REQUIRED TO BE UPLOADED ONLINE BEFORE REGISTRATION

INTERNATIONAL STUDENTS(RSA):

- Matric certificate and statement of results
- Confirmation of Acceptance form
- **Identity Document**
- Indemnity form
- Surety form
- Proof of payment

INTERNATIONAL STUDENTS

- Study Permit
- **Passport**
- Matric foreign qualifications
- **Proof of Medical Cover Passport**
- Clearance Letter from the International Office
- SAQA Evaluation (where relevant)
- Matriculation Board Evaluation (where relevant)
- Indemnity form
- Surety form
- Proof of payment





COMMUNIQUE TO RETURNING STUDENTS REGISTRATION INFORMATION FOR 2024



2024 REGISTRATION DATES

New Students 15 January 2024 - 09 February 2024

Returning Students 15 January 2024 - 09 February 2024

POSTGRAD	OUATE		
Full Research	(Master's and Doctorates)	Course Work	(Master's)
New Students	15 January 2024 – 31 July 2024	New Students	15 January 2024 – 09 February 2024

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Returning Students

15 January 2024 - 09 February 2024

The detailed registration timetable per Faculty/Department/Programme is available <u>HERE</u>

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

<u>All students are encouraged to register online</u>, 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 <u>CLICK HERE</u>

CLICK HERE to access important registration information and follow the step-by-step registration guide and registration videos to finalise your online registration remotely. <u>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 <u>DUT</u> website or by **CLICKING HERE**. Please <u>**CLICK HERE**</u> to access important 2024 registration dates and deadline dates for your academic administration processes.</u>

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. <u>If you do not sort out your outstanding fees first, your registration will automatically be blocked.</u>

From January 2020, the University implemented a single registration system whereby students will register once for both Semester I 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 <u>Form 19 - Appeal for Re-Registration in Terms of General Rule G1(8)</u>. **CLICK HERE** to access Form 19.

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**.





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.



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)
- 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)

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 & and deposit slip via the DUT website 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 & and deposit slip via the DUT website www.dut.ac.za)
- NB: Single registration students will be charged the annual Ist installment (ie. Those students registering for both the 1st and 2nd semester at the beginning of the year). who are

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 the lesser amount will be payable on registration. University,



- 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.
- Any fee defaulter from previous years wishing to re-register must comply with the 4.2 following conditions to register: -





- 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.
- 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.
- 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. I **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.

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.



- 7.1 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.



Students with 2nd 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-<u>Changes to Qualifications and Modules</u>) which is available on the student portal - <u>CLICK HERE</u> 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:

DATES	DESCRIPTION
II March	Final date for any <u>changes</u> to annual modules/programmes already registered for (except cancellations and de-registrations)
08 April	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.
08 April	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.
16 April	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)
30 May	Last day to cancel annual modules or to de-register for annual programmes. A student cancelling or de-registering after 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 before or as of this date will be recorded as having withdrawn and no result will be published
28 June	Last day for students to produce their original Senior Certificate (SC) / National Senior Certificate (NSC)/ Grade 12 Certificate to the Faculty Office
31 July	Registration Ends for New Postgraduate: Master's and Doctorates for Full Research (New Students)
19 August	Final date for any <u>changes</u> to second-semester modules/program already registered for (except cancellations and de-registrations).
21 August	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).
09 September	Last day to cancel second-semester modules or to de-register for second-semester programmes. A student cancelling or de-registering after 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 before or as of this date will be recorded as having withdrawn and no result will be published
01 November	Last Day for submission of thesis/dissertation (for examination) 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.

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The following registration support is available:

- Online Chatbot facility <u>www.dut.ac.za</u> (Everyday 24/7)
- Email to Faculty (during weekdays 08:00 16:00)

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

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



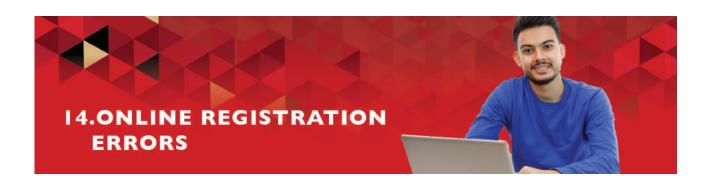
Should you want to appeal the academic exclusion due to unsatisfactory performance (G17, QG17, departmental rule exclusion) you may submit an appeal to the relevant Head of Department. $\underline{\textbf{CLICK}}$ $\underline{\textbf{HERE}}$ to access the application form [Form 19 - Application for Re-registration-in 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 returned to the department or the relevant departmental fines have equipment/books have been 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 or the Admissions Department (for first-time entering students). (returning 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.

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.



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
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, and Ms Mncube will attend to the Faculty of Health Sciences, Engineering and Accounting and Informatics also via email at 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 II 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 /Email:

Nikita.Balram@momentum.co.za

Compcare (The Network Option) http://www.studentplan.co.za /Email:

Phumza.Mtsutsa@universal.co.za

For detailed International Students information CLICK HERE

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



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 reregistration 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 readmission 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 reregistration 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

- 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.

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 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	SbonisoM3@dut.ac.za lettam@dut.ac.za	031 373 5826 / 031 373 5495 / 031 373 5670
Applied Sciences	kameshneen@dut.ac.za	031 373 3037
Arts and Design	garretha@dut.ac.za	031 373 2829
Engineering and the Built Environmen	OlusegunO@dut.ac.za	031 373 3081
Health Sciences	sheenap@dut.ac.za	031 373 3039
Management Sciences	nonkululekok@dut.ac.za JeslynH@dut.ac.za meshan@dut.ac.za	031 373 6714 031 373 5374 031 373 5669



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 08 December 2023





IMPORTANT REGISTRATION INFORMATION



SINGLE REGISTRATION FOR BOTH SEMESTERS AT THE BEGINNING OF THE **ACADEMIC YEAR**

Our current registration system requires students taking semesterized programmes to register twice in one year, once at the start of the first semester, and then again at the start of the second semester. This system has proven to be inefficient and inconvenient to both students and staff. The current arrangement leads to unnecessary delays and disruptions to the academic year and takes up time that you could use more profitably for extra study time.

In order to address the inefficiency and inconvenience, we have decided to move in a new direction. From January 2020, the University implemented a single registration system. This will mean that you will only need to register once for both Semester I and Semester 2 at the beginning of the academic year.

- How will YOU benefit from this change?
- You will need to pay only one deposit each year instead of the current system where two deposits are required, and which often prevents you from registering. However, the initial deposit will be that applicable to annual students.
- You will be able to use the online system to register once for both the semesters in January. Even if you happen to be unsuccessful in a particular module, which prevents your taking the next higher-level module, such adjustments will be done automatically on your behalf.
- You will no longer need to be frustrated at having to queue for registration twice a year.
- You will benefit from extra teaching time as you will no longer need to wait for registration of all students in the second semester to be complete before lectures commence.
- You will receive an improved annual proof of registration for internal and external use which shows all the subjects and costs for the whole year.

It is also important to note the following, which may affect you as a result of this change:

- We have revised the Departmental rules to assist students in the annual progression from one year to the next. Please make sure you are informed and check your 2022 Departmental Handbooks.
- Where relevant, you will be admitted to residence on an annual basis, however if you do not qualify to
- register for any second semester subjects, you will be deregistered from residence.
- Where you have not passed the prerequisites module/s in the mid-year examination for a module that you are already registered for in Semester 2, those second semester registrations will be automatically cancelled and the fees will be adjusted accordingly, without you having to do anything.
- You will need to ensure that you select all the correct subjects/modules in Semester 1 and Semester 2 to complete your registration in January.
- You will need to check your registration details again online at the beginning of the second semester to ensure that you have been deregistered from any subjects that you should not be continuing with if you have not passed the prerequisites.



We are very excited about this new way of registration and the positive change that this will bring for all our students and the DUT. We take this opportunity to encourage you to make use of the on-line payment facility for fees payable and the online registration system (for both academic and residence) that allows you to register off-campus and thus avoiding any queues.

The DUT website contains valuable guides on online registration, including an easy-to-understand video explaining the registration process. Should you require further information or assistance with regards to the change in the registration system, please contact your relevant Faculty Office or the Midlands Department of Student Administration.

STEPS TO FOLLOW BEFORE YOU CAN REGISTER

(This information is for those first-time registering undergraduate students who have been accepted into a programme of study at DUT)

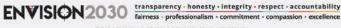
Undergraduate Students, you must have:

- Made an application through the CAO and paid the application fee
- Been accepted into the academic programme you have applied for
- Met the DUT's minimum admission requirements and departmental specific admission requirements.
- Filled in the Indemnity Form if you are underage (younger than 18 years of age) this form must be filled in and signed by your parent/guardian.
- Filled in the Confirmation of Acceptance form
- Filled in the Biographical Information Sheet.
- Filled in the Surety Form which must be completed by the individual responsible for the payment of all your fees, in compliance with the National Credit Act. The signature of the surety must be verified and stamped by a Commissioner of Oaths.

Documents to be produced:

- Original Senior Certificate or Statement of Results
- Original I.D. document
- If you are coming from another university you must produce an original academic record / diploma / degree and certificate of conduct. If you require exemption of credits, you must obtain an Application for Exemption form from the relevant Faculty Office.
- Indemnity form
- Biographical Information Sheet
- Confirmation of Acceptance form
- Surety Form
- Residence form (if applicable)
- Study Permit (international students)
- Proof of Medical Cover (international students)
- Passport (international students)
- Clearance Letter from the International Office (international students)





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- SAQA Evaluation (where relevant)
- Matriculation Board Evaluation (where relevant)

Registration Dates:

- Register on the day and in the venue advertised on the registration timetable.
 N.B. If you do not do this your place in the programme may be lost.
- Refer to the registration dates as indicated in the registration timetable below.
- Bring your own pen to registration.





ONLINE REGISTRATION INFORMATION



For those students who do not have access to a computer at home you will have to register online at a computer laboratory at the University or from any other off-campus facility. You will need to consult the Registration timetable which is available on the DUT website for the exact times, dates, and venues.

In order to register online, First Time Entering Students will need to have:

- paid the minimum fee installment due prior to registration
- submitted the required documentation to the Department of Student Admissions
- received notification of a firm offer from Department of Student Admissions based on their final results
- complied with the relevant sections hereunder which will allow them to register.

In order to register online, Returning Students will need to have:

- settled any arrears fees
- paid the minimum fee installment due at registration
- fulfilled the requirements for promotion to the next level of study in the relevant programme
- submitted all outstanding documentation
- complied with the relevant sections hereunder which will allow them to register.

YOU WILL NEED, PRIOR TO REGISTRATION, TO ENSURE THAT YOU HAVE PAID THE MINIMUM DEPOSIT (AT LEAST FIVE WORKING DAYS) AND YOUR FEES ARE UP TO DATE IN ORDER TO REGISTER ONLINE.

If you do not do this your registration will automatically be blocked. Please see the Registration Timetable which is available on the DUT website for the exact date and time for your Programme (You may also register on the web from home via the DUT website and the iEnabler link.) If you do not register at the specified date and time, you will register during the late registration period and will be charged the late registration fee.

Outstanding Documentation Affecting Registration

If you are a returning student you need to submit the following documentation to register:

- Any outstanding original documents (e.g. Senior Certificate not Statement of Results, Identity Document, Study Permit, etc.) must be submitted to the Faculty Office well in advance prior to your registration date. Your Statement of Results is temporary, so, if you previously submitted your Statement of Results to us you will now need to collect your Senior Certificate from school and submit it in order to register.
- No student will be re-registered at registration, without the Indemnity and Surety forms being returned, completely filled out and all the necessary documentation attached. Please ensure that the form is signed and stamped by a Commissioner of Oaths as you will need this form to register.





2024 Minimum First Installment on Registration

Non-Residence Students: Annual: R4 826-00 Semester: R2 963-00

Residence Students: Annual: R10 142-00 Semester: R6 222-00 (includes tuition and residence) In the event of the fees costing less than the first installment requested by the University, the lesser amount will be payable on registration.

NSFAS Students are required to pay their family contribution, if any, on registration as their first installment. If the family contribution exceeds the abovementioned amounts, the difference must be paid according to the DUT's fee installment plan. The installment plan is specified in the Fee Booklet which will be available on the DUT Website. In the event of the fees costing less than the first installment requested by the University, the lesser amount will be payable on registration.

Payment of Fees: To avoid the complications, payment must be made at least five working days before registration through the bank using the M65 Deposit Slip (available on the DUT Website) and using your student number as reference. Failure to ensure that all relevant payments have been made will result in your registration being blocked. Proof of payment must be brought to Web Registration. Should you pay your fees in full you are eligible for a 5% discount.

ONLINE REGISTRATION GUIDE



As a DUT student you can do all sorts of things online, like register, check your exam results and see your exam timetable. Registering online is easy – you can access the self-service registration system, called the Student iEnabler, at DUT or from your computer at home or work. It's simple:

- Enter the student portal link: https://dutstudent.dut.ac.za
- Enter your username (your student number preceded by DUT) as follows: DUT\studentnumber
- Enter your password (The format for student iEnabler pin is 9mmdd) as follows:
 - 9 is a constant
 - MM is the month of birth
 - DD is the day of birth

Please note login and passwords are case sensitive.

To access iEnabler from the student portal from the right-hand menu, go to "STUDENT SELF SERVICE (Web Reg, Results, Academic Record, Statements)" and click on "Off Campus Access" OR "On-Campus Access".

To see whether you are able to register online, follow these steps:

- Click on "STUDENT ENQUIRY"
- Click on "REGISTRATION RESTRICTIONS". Your iEnabler status must read "ALLOW WEB REGISTRATION"
- You must not have any other "STOP REGISTRATION" statuses
- Click on "ACADEMIC ADMISSION STATUS"
- Your admission status must read "ADMITTED FOR WEB REGISTRATION".

You can also register online on your home or office computer by accessing www.dut.ac.za, then selecting "STUDENTS", then "STUDENT SELF SERVICE". Should you experience any difficulties, you will need to register on campus. You can only register online if do not have academic or financial exclusions. If you have academic exclusions or blocks, please contact your Faculty Officer. If you have financial blocks or outstanding fees, please contact the Finance Department.

If you can't register online, you will still be able to register the traditional way. The online web registration will be the preferred method of registration for ALL faculties within ALL campuses. When you arrive at campus, please look out for signs indicating the venue.

STEP BY STEP GUIDELINES FOR ONLINE REGISTRATION

Web Registration Guide

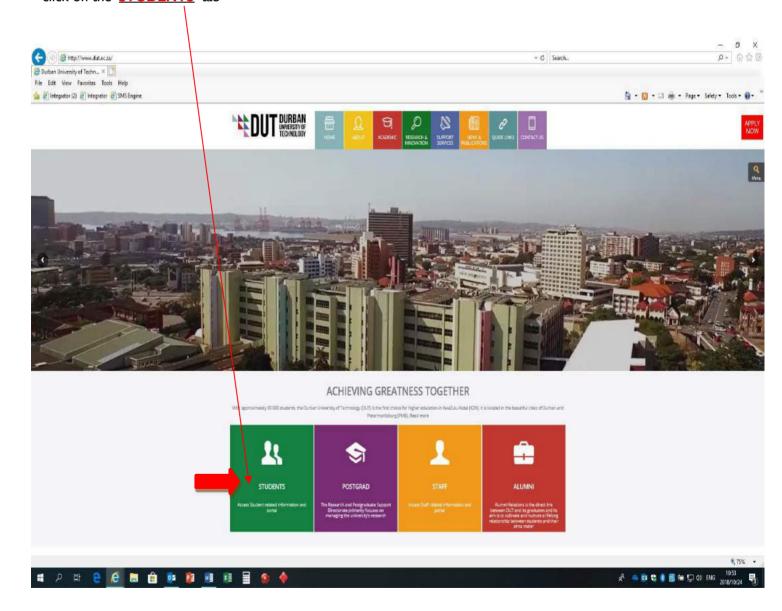
Easy online registration!

As a DUT student, you can do all sorts of things online, like register, check your exam results and see your exam timetable. You can also make payments if you have a credit card. You can access the self-service Student iEnabler system on campus or your computer at home.

It's simple:

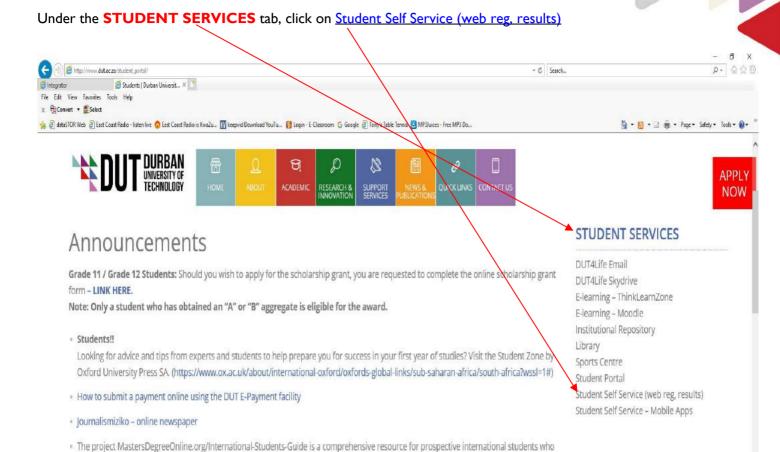
STEP I - Accessing the iEnabler System

To access iEnabler from the DUT website, open the following link in your browser: http://www.dut.ac.za/ and click on the 'STUDENTS' tab



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STEP 2 - Accessing the Student Self Service System



are looking to study in the US. Visit our site for all the information you need https://www.degreeconsultantonline.com/intl/masters/

Useful Links

Helping a Person with an Addiction

- http://wedorecover.com/addiction/understanding-addiction.html

- http://wedorecover.com/addiction/help-addiction.html

Understanding Addiction

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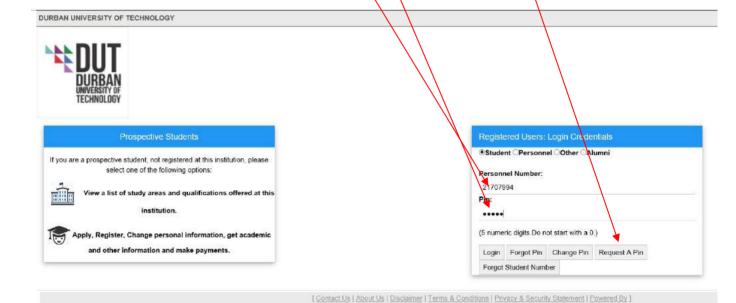
STEP 3 - Login Screen

In this screen, enter your student number and pin to login

If you do not have a PIN, enter your student number then click on "Request a PIN". A pin will be emailed to your dut4life email address.

First time students please note that your pin will be pre-set to the first 5 digits of your ID number/DOB in the format YYMMD for returning students, use your normal pin or click on 'Forgot Pin'. Your pin will be sent to your Dut4life email account.

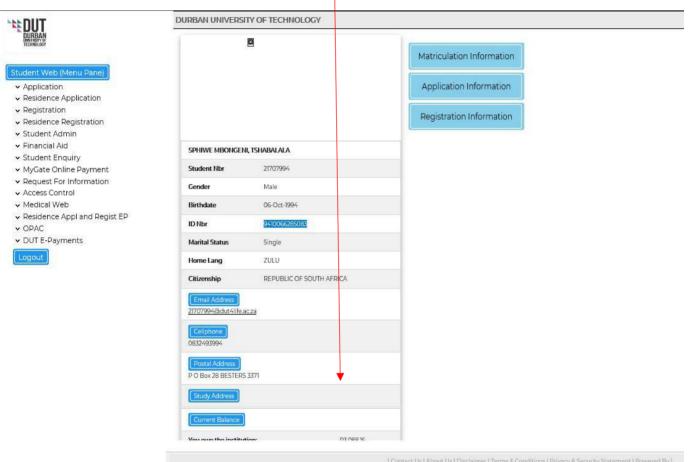
Alternately, contact your faculty office for assistance.



STEP 4 - Registration

Student Biographical Details

Please verify the information below to ensure that your biographical details are correct.



7

ENSURE THAT YOUR MINIMUM REGISTRATION FEE IS PAID PRIOR TO PROGRESSING WITH THE ON LINE REGISTRATION PROCESS.

HOW TO SUBMIT A PAYMENT ONLINE USING THE DUT E-PAYMENT FACILITY

- · Access the DUT Website and click on the Student Self Service (web reg. results) link found under Student Services
- · Enter the URL below into the Address Bar of your browser and Log on to the Student iEnabler System using your Student Number and Pin https://mars.dut.ac.za/pls/prodi02/w99pkg.mi login

STUDENT	S SERVICES
DUT4L	fe Email
DUT4L	fe Skydrive
E-leam	ing - Blackboard
E-learn	ing - Moodle
Library	
Studen	Portal
Studen	Self Service (web reg. results)

Panistr	ered Users		
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Navigate and click on "DUT E-Payments" on the left hand pane.





For any enquiries please contact the Finance Department.

Read and Accept the Online Payment Information by clicking on the "I ACCEPT" button.



STEP 4

Please enter your relevant Credit Card Information and click "PAY NOW" to submit your transaction. All fields indicated with an * must be completed.

Card Type: AMERIC	W EXPRESS •			
Card Number:	1			
Expiry Date: 01	1012 *			
ard Holder Name:				
CVV Number:	Last 3 digits of numb American Express	ter printed on 4 additional	the back of card numbers on the f	For tighter security! front, right.
Amount:	* (In RS	A RANDS)		
Budget Period: 00 •				

NB: Only American Express, Diners Clubcard, Matercard and Visa credit cards are accepted. YOU HAVE SUCCESSFULLY SUBMITTED AN ONLINE PAYMEN

System will display a Receipt for successful/unsuccessful transaction.

Receipt	
DURBAN UNIV OF TECHNOLOG P O Box 1334	GY [PROD INT2]
Durban 4000	
Date/Time	22-OCT-2012 11:15:30
Internal Payment Reference	71
External Payment Reference	685343
Payment Reference 2	Not Available
Payment Reference 3	Not Available
Authorization Code	152580-52631
Purchase Amount (SAR)	1000.00
Result	ACCEPTED

NB: Please print and keep as proof.

STEP 6

You can view your "PAYMENT HISTORY".

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71		20003000	h-Piopes / Transcist Faled	
71	6630	2003300	Socceptal Payment	- 4

NB: This lists only your online payment history.

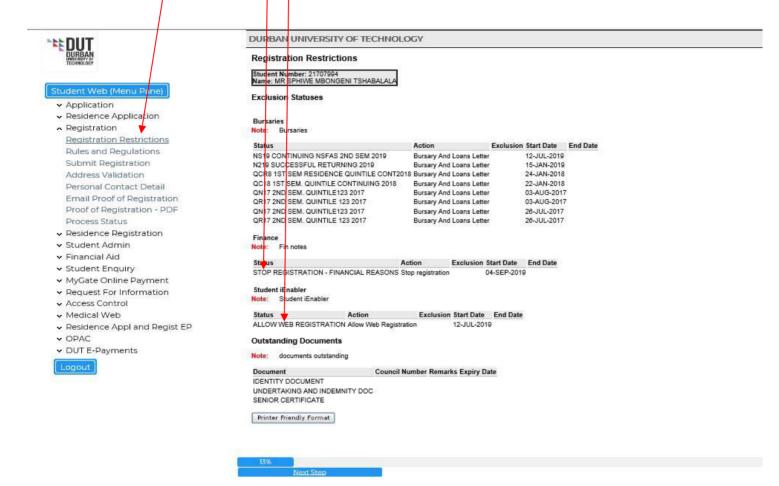
CONGRATULATIONS

STEP 5 - Registration Restrictions

The 'Registration Restrictions' tab will show you your different statuses at DUT.

A student must not have any 'STOP REGISTRATION' statuses to be able to register. For financial status issues, contact the finance department. For other statuses, contact your faculty office

A student must have an 'ALLOW WEB REGISTRATION' status to be able to register on the web.



STEP 6 - Rules and Regulations

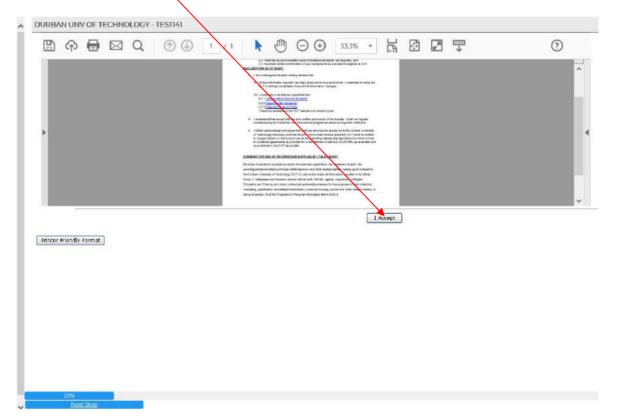
Click on "Rules and Regulations". You have to read and accept the institutional rules by clicking on the button before proceeding to the next step. Click on? for Help.

Click on "I ACCEPT" to continue with the Online Registration. Please read the rules before accepting them. The comprehensive rulebooks are available on the DUT website or contact the relevant faculty office for electronic copies.

Please take note the acceptance to the Rules and regulations is mandatory and serves as your electronic signature. This indicator is stored on your Student File and can be used as Legal Agreement in a dispute/disciplinary matter.

If you don't agree, please request assistance from the Office of the University Registrar.



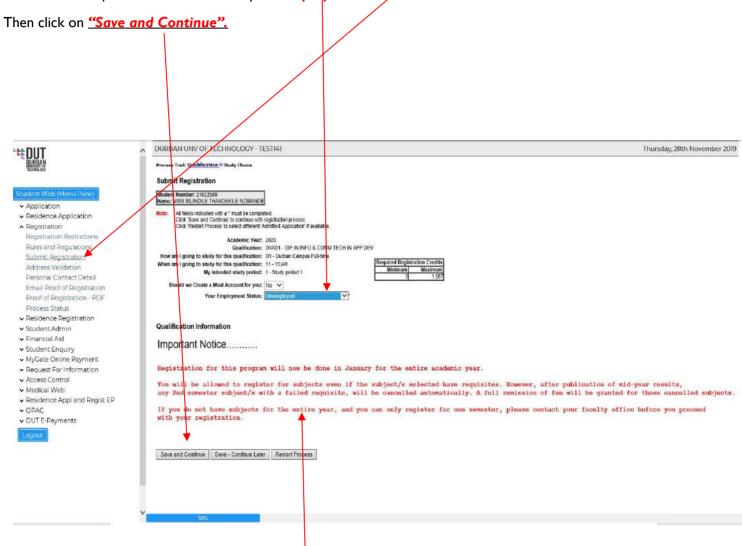


STEP 7 - Submit Registration

Once you have accepted the Rules and Regulations and you have been admitted for Online Registration the following screen will open automatically. You need to click on the next section, "Submit Registration".

Check that you are registering for the correct qualification, offering type (Full Time, Part-Time), Block Code (11 for Annual, 21 for First Semester and 22 for Second Semester) & Study Period (1,2,3 etc)

Click on the drop down menu and enter your **Employment Status**



Please refer to the important NOTICE ABOVE!

STEP 8 - Subject Selection

You are now required to select all the subjects that you qualify for in accordance with the rules of the relevant qualification.

All compulsory modules are pre-selected for you. You cannot un-tick these modules or change these modules.

If you have electives to choose from, please read the group rules and select the number of subjects required in that group.

<u>Click on the checkbox</u> next to the subject to select that particular subject if it is an elective or available for registration.

Click on "save and continue" button if you are sure that have selected the right subjects and offering types and periods of study.

DURBAN UNIV OF TECHNOLOGY - TESTI41 DUT Thursday, 28th November 2019 Process Trail: Qualification >> Study Choice >> Subject Choice Possible Subject Selection Student Number: 21022599 Name: MISS SILINDILE THANDEKILE NZIMANDE ▼ Application v Residence Application AcademicYear 2020

Qualification DIIAD1 - DIP IN INFO & COMM TECH IN AF Registration Credits for This Academic Year ▲ Registration Mode of Study D1 - Durban Campus Full-time Existing Registration Restrictions Academic Period 11 - YEAR Period of Study 11 - Study period 1 Required Registration Credits 0.9 Current Maximu Rules and Regulations Total 0.9 Submit Registration Note: Please select the subjects or modules you plan to register for by clicking on the check box alongside the subject detail. When all of your selections have been mad click the 'Save and Continue' button to proceed with the registration proce Address Validation Dersonal Contact Detail Compulsory Subject Email Proof of Registration ■ APDP101 - APPLICATIONS DEVELOPMENT PROJECT I Yes .100 Proof of Registration - PDF Yes 099 ✓ BFND101 - B JSINESS FUNDAMENTALS I Process Status ☑ CNTW101 - COMMUNICATION NETWORKS: Yes 133 v Residence Registration CSTN101 - CORNERSTONE 101 Yes 100 Yes .067 ▼ FCSC101 - FUNDAMENTALS OF COMPUTER SECURITY ■ Student Admin ☑ ICTL101 - INFORMATION & COMM TECH LITERACY AND SKILLS .067 ▼ Financial Aid Yes ▼ INSS101 - INFORMATION SYSTEMS I → Student Enquiry .067 Yes MWMU101 - ME, MY WORLD, MY UNIVERSE ■ MvGate Online Payment Yes .100 OSYS101 - OPERATING SYSTEMS ▼ Request For Information Group : APP DEVELOPMENT GROUP (You must choose a minimum of 1 and a maximum of 1 subjects from this group) ✓ Access Control APDA101 - APPLICATIONS DEVELOPMENT IA Medical Web APDB101 - APPLICATIONS DEVELOPMENT IB → Residence Appl and Regist EP Save and Continue Save - Continue Later Restart Process **▼** DUT E-Payments

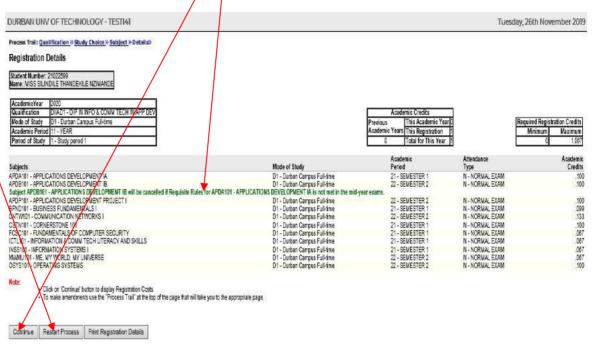
STEP 9 - Subject Verification

This screen shows you the selected subjects, mode of study, academic period, credits, and attendance type Note that you may not register for subjects where the pre-requisites have not been met.

You are now required to verify the subjects you have selected. If you are not happy with the selection, click on "Restart Process'

If you are happy with the selection of subjects, click on "Continue".





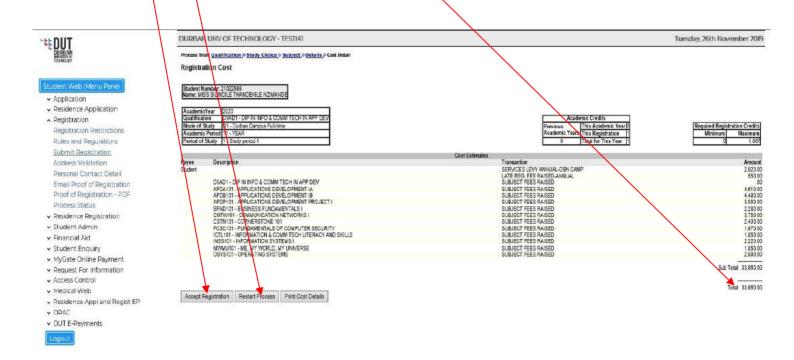


STEP 10 - Accepting the Registration with Costs

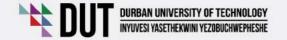
This screen shows you the <u>total costs</u> incurred for the registration. The system will now provide you with the fee details for the subjects that you have selected.

Click on "Accept Registration" to accept the registration and the costs incurred for this registration.

If you click on "Restart process", note that you are not registered.







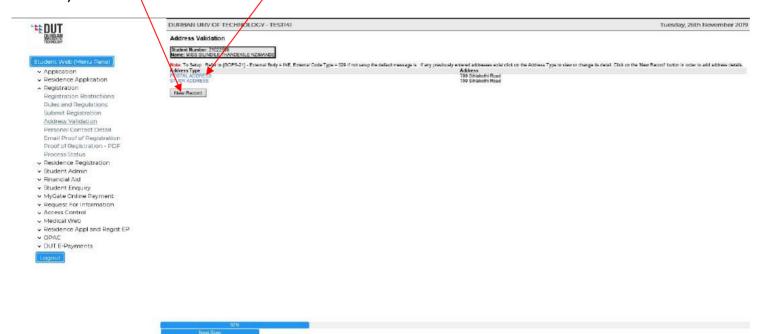
STEP II - Address Validation

This screen allows you to view, edit and verify your address details, as well as enter new address details.

To view your address, click on the blue address type eg <u>Postal Address.</u> You may also change and update your address details here.

Click on 'New Record" if you want to add a new address.

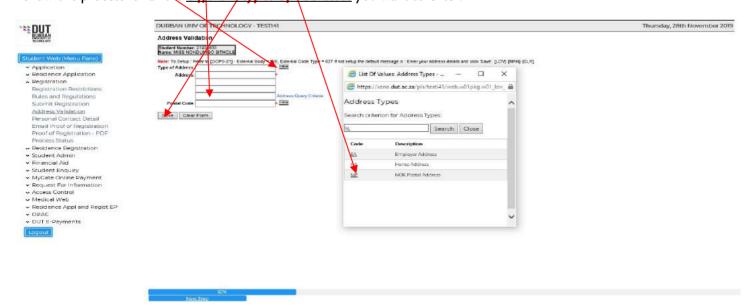
Please ensure that you are update your address details accurately and timeously as the University would use these details to correspond with you. If you address details are incorrect, you may be missing out on important information that the University has sent to you.



Click on to view the different address type.

Select a type and enter the details and save

Follow this process for all the different/types of addresses you want to enter.



STEP 12 - Other Important Contact Information

This screen allows you to view, edit and verify other important contact information such as cellphone numbers, medical emergency cellphone number, home telephone number, next of kin contact numbers etc.

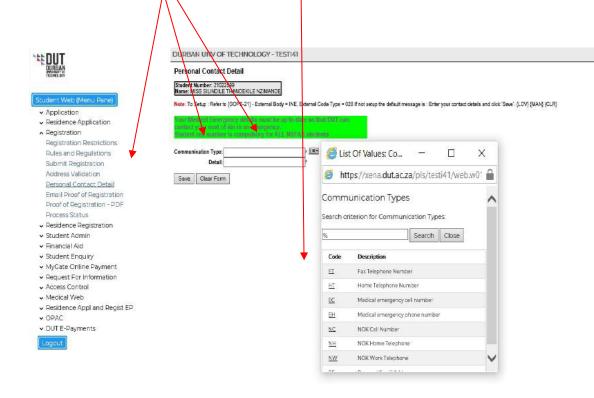
to view the different communication types.

Select a type and enter the details and save.

Follow this process for all the different types of communication you want to enter.

Please ensure that you are update your contact details accurately and timeously as the University would use these details to contact you or your next of kin as well send SMSs to your cellphone for important and urgent messages. If you contact details are incorrect, you may be missing out on important information that the University has sent to you.

Note: It is vital that you provide the university with a MEDICAL EMERGENCY CELL NUMBER AND OR A PHONE NUMBER, so that we can contact someone in case of an emergency.





STEP 13 - Proof of Registration

To email proof of registration

Click on "Email Proof of Registration" to email a proof of your registration details. Enter your email address.

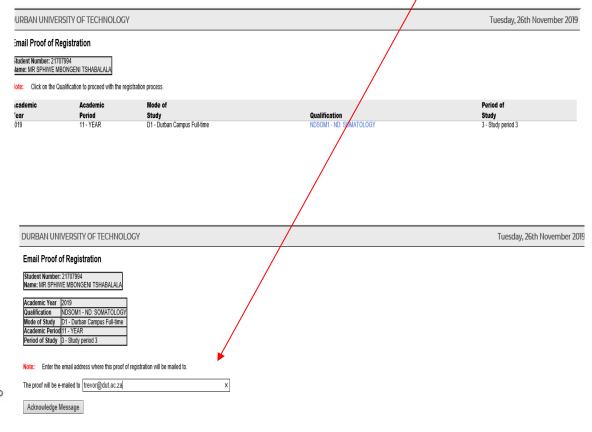
You will require this document and your ID document to get your student card from Campus Protection Services.



Student Web (Menu Pane)

- → Application
- Residence Application
- Registration Registration Restrictions Rules and Regulations Submit Registration Address Validation Personal Contact Detail Email Proof of Registration Proof of Registration - PDF Process Status
- → Residence Registration
- ✓ Student Admin
- Financial Aid
- ✓ Student Enquiry
- → MyGate Online Payment
- ▼ Request For Information
- ▼ Access Control
- ✓ Medical Web
- ▼ Residence Appl and Regist EP
- ◆ OPAC
- DUT E-Payments

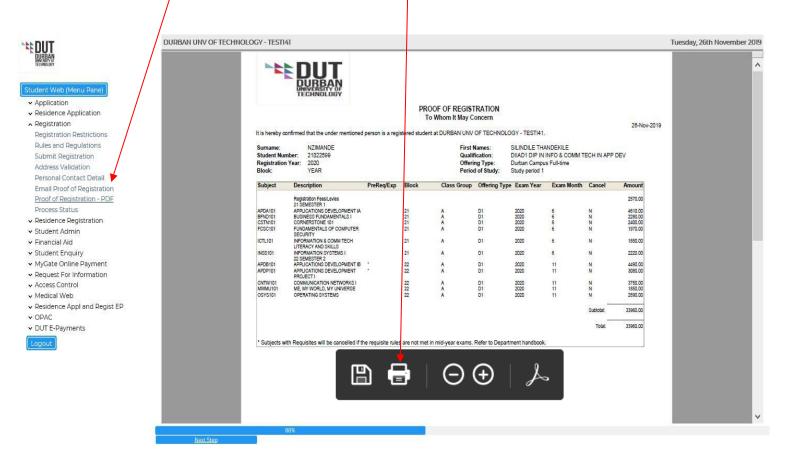




To print proof of registration

Click on "Proof of Registration - PDF". Click on this icon to print.

You will require this document and your ID document to get your student card from Campus Protection Services

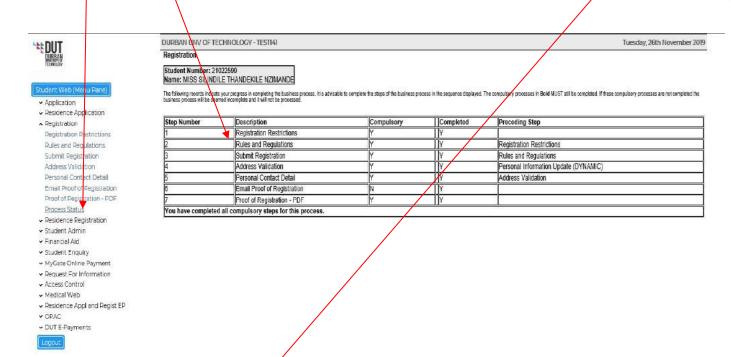


Please note you are responsible for your registration and need to ensure that you are registered for the correct modules by checking your proof of registration against your specific programme as contained in the Departmental Handbook which is available on the DUT website or by CLICKING HERE.

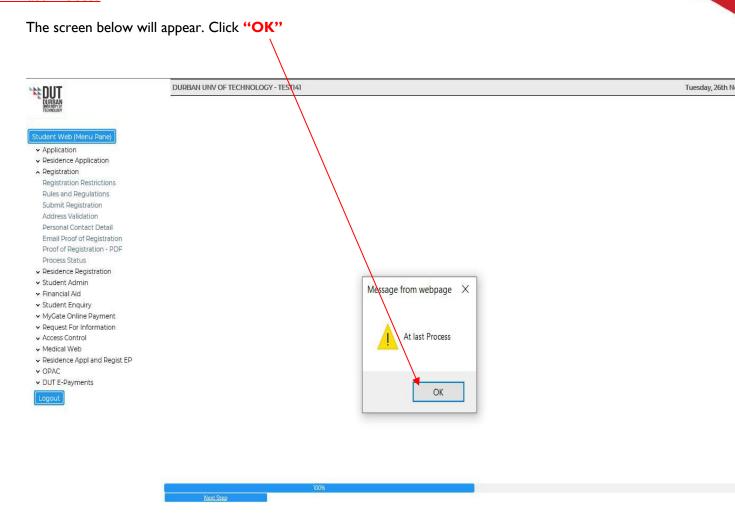
STEP 14 - To View Process Status

Click on "Process Status"

Ensure that you have completed all compulsory steps in this process. Once completed, click "Next Step"



STEP 16 – Last Process



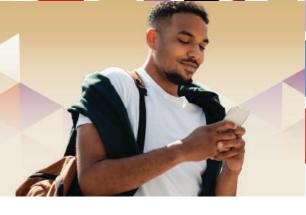
Congratulations! You have now successfully completed all the steps in the Online Registration process.

Make sure your **LOGOUT** of your session.

Remember to proceed to Protection Services with your printed Proof of Registration and your ID document to collect your Student Card.

Remember that you can access the iEnabler system at any time. The system is designed to empower you as a student and provide you with access to useful information.





APPLICATION PROCESS

The Central Applications Office (CAO) - www.cao.ac.za - processes applications for first time admission to universities in KwaZulu-Natal, including DUT. You may apply to several institutions at the same time via the CAO.

Applications for Masters and Doctoral studies do not go through the CAO, but are made directly to the relevant department.

All International undergraduate and postgraduate applicants should apply as early as possible. You will need a letter of acceptance from Student Admissions/the chosen department, as well as a Letter of Undertaking from the International Office before you can apply for your Study Permit.

Entrance Requirements for International Undergraduate Applicants Equivalent

International Qualifications

Diploma Programmes

The Institution recognises for Higher Certificate and Diploma admission purposes:

- any General Certificate of Education (GCE), or General Certificate of Secondary Education (GCSE) that is quality assured by Cambridge International Examinations (CIE); provided that the holder of such a Certificate has, at one or more examination sitting/s, passed a minimum of five approved Ordinary (O) Level subjects, of which:
- at least four must be at symbols A, B, or C; (i)
- no more than one may be a symbol D; and (ii)
- at least one must be English Language or English Literature;

And

certain other international qualifications would need to provide a South African Qualifications Authority (SAQA) evaluation.

Contact details for SAQA

Address: Postnet Suite 248, Private Bag X06, Waterkloof, 0145

1 +27 12 431 5070 or 0860 103 188

Website: www.saqa.org.za Email: dfqeas@saqa.org.za

Bachelor Programmes (Matriculation Board Evaluation is compulsory for all Bachelor

programmes) Contact details for the Matriculation Board

Address: 1267 Pretorius Street, Hatfield, Pretoria, 0001

a +27 | 10 59 | 440 | /2



Website: http://mb.usaf.ac.za Email: applications@usaf.ac.za

In addition, a prospective student must meet departmental entry requirements as advised on the institution's career leaflet or handbook.

REGISTRATION REQUIREMENTS FOR INTERNATIONAL STUDENTS

Registration is processed online.

STEP ONE: INTERNATIONAL CLEARANCE

The first step of the registration process is the submission of documents that are required by all international students. A student number and pin code are required in order to proceed. Please contact your Faculty Office for assistance to obtain a student number if you do not have one.

The documents need to be uploaded on the I-Enabler system by clicking on the link: 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:

Medical Aid
 (Upload your medical aid certificate in this

Certificate section)

If the uploaded documents are satisfactory you will be cleared you so that you can proceed with online registration.

STEP TWO: ONLINE REGISTRATION GO TO:

APPLICATION

- Personal Contact Information (Please update this information)
- Address Validation (Please update this information)



REGISTRATION

Rules and Regulations

- Read rules and select "I accept" and the click Submit
- o Select "unemployed" and then click Save and Continue







This will take you to the Possible Subject Selection Page

- Select subjects and then Save and Continue
- Save and Continue again
- Click on Accept Registration



Select the Email Proof of Registration or Proof of Registration - PDF.

<u>URGENT!</u> Please ensure that you have paid the necessary registration fees or you may not be able to proceed with the process. Contact <u>DebtorsDbn@dut.ac.za</u> for assistance with fee clearance.

FEE INFORMATION FOR INTERNATIONAL STUDENTS

- Fees in respect of international students (undergraduate level) who are from the SADC countries, (Botswana, Angola, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Swaziland, Zambia, Tanzania, Zimbabwe, Democratic Republic of Congo, Seychelles, Madagascar and Rwanda) would be required to pay local fees and a **foreign levy as determined annually by DUT**.
- ➤ Other international students (undergraduate level) will be required to pay twice the fees including all subject levies, transport levies, Admin levies, Residence and other fees requested by the Department concerned. Short course registrations and all non-certificated courses are required to pay normal fees only.
- All postgraduate international students will be required to pay normal/local fees and the student admin services levy. The foreign levy is exempted for these students.
- > Refugee students sponsored by the United Nations do no pay the SADC levy. Those who are not sponsored pay their own fees like any local student. Legal proof of refugee status for the valid time period must be produced.
- > Non-SADC African students and Non-African international students pay fees as per the structure below:-
- SADC Students pay Local Fees and a SADC Levy
- Non SADC students pay Local Fees and a levy of 25% of Local Fees (125% Local Fees)
- Non-African students pay local fees and a levy of 100% (status quo remains)

STUDY VISAS

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 at 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 of South Africa A South African Identity Document or 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 have 11 centres in the Republic of South Africa, and the Durban Centre for KZN is within walking distance of Durban University of Technology:

Visa Facilitation Services Global Suite 3 – Ground Floor, 36 Silverton Road, Musgrave Durban, KwaZulu- Natal. 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 a **South African medical aid**, which must be paid for upfront on an annual basis for the duration of your 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 cover directly to the medical aid company, separate to that of 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

Email: Nikita.Balram@momentum.co.za

Compcare (The Network Option) http://www.studentplan.co.za Email:

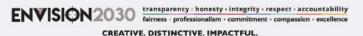
Phumza.Mtsutsa@universal.co.za

Checklist for International Students

The checklist below is designed to help you be prepared for your stay, and take some of the stress out of studying in a different country.

- ➤ Do I have South African currency?
- > Do I have the money to pay my tuition fees? Do I have sufficient money to tide me over for the first few days?
- ➤ Have I packed my study materials?
- ➤ Have I obtained the necessary visa?
- ➤ Is my visa valid?
- ➤ Have I organised accommodation for my stay in Durban?
- ➤ Have I paid the accommodation deposit (if applicable)?
- > Do I have medical insurance? N.B. This has to be taken with a South African medical aid society.
- ➤ Have I taken travel insurance? This is voluntary. Have I complied with all the requirements as conveyed to me by DUT?
- > Have I arranged for transport from the airport to my accommodation in Durban?
- ➤ Have I remembered the charger for my laptop?
- ➤ Have I checked that my electronic appliances will work on 220V electricity?







FINANCE MATTERS

2024 First Instalment (non-residence students)

The following first instalment is compulsory on the day of registration:

- > Annual students (Tuition only): R4826. 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 <u>www.dut.ac.za</u>)
- > 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 & deposit slip via the DUT website www.dut.ac.za)

2024 First Instalment (residence students)

The following first instalment is compulsory on the day of registration:

- > 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)
- > 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)
- NB: Single registration students will be charged the annual Ist instalment (ie. Those students who are registering for both Ist and 2nd semester at the beginning of the year.

Please note:

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

I. PAYMENT PROCEDURES

I.I 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.



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 Universities 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.

- I. The bank will refuse deposits in the above account if invalid student numbers are supplied.
- 2. CHEQUES are no longer a medium of payment at our University
- 3. Students to please note that a two working day period after the date of deposit is required, before Student account is automatically credited.

Payment for subject additions

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

2. MINIMUM FINANCIAL COMMITMENTS ON REGISTRATION

- No student will be registered on presentation of anything other than 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.
- 2.2 Any fee defaulter from previous years wishing to re-register must comply with the following conditions in order to register: -
- 2.2.1 All arrears must be paid in full, in cash, through EFT/Internet banking (subject to clearance into DUT bank account), using DUT online credit card facility.

Please note that students, who have been handed over, have to settle their fees with the Debt Collectors.

2.2.2 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.



2.2.3 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.

3. METHODS OF PAYMENT

3.1 Cash

This method of payment will be accepted at any official University's cashier's office.

3.2 Credit Cards/Debit Cards

Credit (Master Card / VISA) and Debit cards will be accepted. This facility is available throughout the year at the official cashiers' offices on the Durban and Midlands campus respectively.

3.3 Letters of Authority

Letters of authority and bursaries will be accepted only from pre-approved companies. These letters may be e-mailed to sponsorsdbn@dut.ac.za. A letter of authority applies only where fees are paid by a student's employer. Similar letters must be produced in the case of bursaries or loans. A detailed verification of the sponsor/employer, as well as confirmation of the student's sponsorship will be conducted before approving the letter of authority. In the event of an employer or bursar not paying, the student will be held liable for fees and penalties as the official contract (registration form) is between Durban University of Technology and the student. Employers should supply each student with a separate letter of authority. The University does not involve itself in disputes between the employer and the employee. Accounts are sent to both students and employer/donors. Payments by employers/donors should include detail list of the distribution of the total payment.

3.4 Direct Deposit/Payments

Any student with an official University student number can make a deposit at the bank mentioned in I.I using the prescribed 'M65' deposit slip which is available from the Finance Department or on the University website. The 'M65' deposit slip will also accompany all accounts posted and students are to ensure a copy is faxed/emailed to:

M. L. Sultan, City & Brickfield Campus Students 031 - 373 5440 or debtorsdbn@dut.ac.za Steve Biko, Ritson & Mansfield Campus Students - 031 - 373 2653

Midlands and Indumiso Campus Students 033 845 8823/031 373 6055 or debtorspmb@dut.ac.za Debtors Email Address debtorspmb@dut.ac.za / debtorsdbn@dut.ac.za

NB: The bank will refuse deposits if an invalid student number is supplied.



3.5 ABSA Online Payments

Absa account holders can create DUT as a beneficiary in their Absa account. Payments can then be made directly into the University's Bank account with Student Number as reference. Monies paid through this method requires 2 working days before reflecting on the account.

3.6 Online E-Payment facility via Credit Card

The University has implemented an Electronic Payment system whereby students are now able to pay via credit card to settle their fees. To access this option, Students should log on to the student portal (http://www.dut.ac.za/student portal), thereafter click on the Student Self Service – (Reg. and Results) tab where they would be prompted to enter their student number and pin. Upon log- in the student will be prompted by Online Guides when clicking on the DUT E-Payments System to make payments.

3.7 Debit Orders

The debit order form and Mandate form can be completed and submitted to the Finance (Student Fees office) at Durban and Midlands Campus. The following documentation is required to complete a Debit Order: -

- Certified Copy of Identity Document of individual responsible for payment of fees
- ☐ Three (3) Months Bank Statement of individual responsible for payment of fees
- □ Proof of Employment of individual responsible for payment of fees

N.B.: DEBIT ORDER payment system students will have their interest reversed if They do not default on payment dates.

4. FEES

- 4.1 The student undertakes to make payment of all fees on or before the final instalment date, failing which he / she may be subject to: -
- 1. Not being permitted to sit for any summative tests, examinations or not receiving official exam results.
- 2. Not be allowed to receive his/her qualification.
- 3. Not be allowed to graduate.
- 4. Interest will be charged on all overdue instalment amounts at 2% per month in accordance with the National Credit Act.
- 5. Be handed over to the Universities Debt Collectors and still be liable for the full fees payable which includes Debt Collectors charges.
- 4.2 If the student is in receipt of 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: -

- 1. Not being permitted to sit for any summative tests, examinations or not receiving his/her official exam results.
- 2. Not be allowed to receive his/her qualification.
- 3. Not be allowed to graduate.
- 4. Interest will be charged on all overdue instalment amounts at 2% per month in accordance with the National Credit Act.
- 5. Be handed over to the Universities Debt Collectors and still be liable for the full fees payable which includes Debt Collectors charges.
- 4.3 The onus rests on the students to ensure that payments from sponsors are received timeously.
- 4.4Any bursaries awarded and received by the University shall first be applied to any monies outstanding for the full academic year prior to any refund being considered.
- 4.5 The onus rests on the students to ensure fees are settled timeously and is not reliant on the university sending statements. If students have not received statements two weeks prior to the due dates, they may obtain their latest fee statements via: The Student Portal, DUT4life email address, Campus kiosk machines and the Finance Department.
- 4.6 The University reserves the right to adjust fees during the academic year.
- 4.7The onus rests on the student to ensure that he has been correctly registered for the academic year
- 4.8 The University reserves the right to withhold the certificate until after the graduation ceremony if fees are still outstanding.
- 4.9 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.

4.10 OBTAINING STUDENT FEE STATEMENT VIA

a) Student Portal

STEP I: Enter website www.dut.ac.za

STEP2: Click>Students

STEP 3: Click>**Student Self-Service** (Web Registration, Results)

STEP 4: Enter Login Details (i.e. Student Number, Pin)

STEP 5: Click>Student Enquiry





STEP 6: Click> Summarised Statement of Account

STEP 7: Click> Fee

STEP 8: To Print Click> **Printer Friendly Format**

b) Students DUT4life email address

Student statements will be periodically sent to DUT4life email addresses.

SURETY REQUIREMENT FOR PAYMENT OF FEES CATEGORY A: NEW STUDENTS

I. The "Deed of Suretyship" form must be completed and signed by the adult person who will be your Surety, that is, the person who will be responsible for the payment of all your fees and charges in the event that you do not or are unable to pay them. **Pensioners / unemployed persons will not be accepted to stand as Surety**. The completed form is to be submitted to the Finance Department together with the following documentation:

- □ Proof of employment (letter from Employer or recent pay-slip) or,
- ☐ If self-employed, latest 3 months' bank statements and proof of registration of business.
- 2. The Surety must sign the "Deed of Suretyship" before a Commissioner of Oaths who must verify the Surety's signature by signing and stamping the "Deed of Suretyship" where indicated at the end of the form.
- 3. A Surety may sign the "Deed of Suretyship" before one of the DUT's Commissioner of Oaths at the registration venue provided that the Surety produces the above-mentioned documentation to the Commissioner of Oaths at the time:
- 4. Please note that your registration with the DUT will not be completed/ finalised until the "Deed of Suretyship" has been completed, signed and submitted to the Finance Department. **Please note:** Surety forms may be submitted to suretyform@dut.ac.za or faxed to 0313735440
- 5. The following categories of students may be exempted from surety compliance:
- □ **Sponsored Students**: Students must produce their sponsor letter to Finance Admin Checking for approval / verification.
- □ **Permanently Employed Students**: Students must produce Proof of Employment, e.g., recent payslip, staff card, letter from Employer etc. to Finance Admin Checking for verification and possible approval.
- □ **Staff and/or Staff Dependants**: Staff/staff Dependants are to produce the complete and approved staff remission form to Finance Admin Checking.
- □ MASTER & DOCTORATE Students (full time only) these students receive full remission of fees as per the DUT Postgraduate Award Structure and must produce a memo for the Post Grad Office to Finance Admin Checking, for clearance.



Masters and Doctorate students will only receive a remission if they complete within the allotted time, fees will be rolled over each year until they complete within the allotted time and then only the remission of fees will be passed on their tuition account. If they do not complete within the allotted time then they are liable for their fees. Faculties will be required to assist to advise Finance if students completed in the allotted time so the remission can be processed. A memo from the Post Grad Office to Finance Admin Checking, for clearance.

Please note: The above categories may submit their documents via e-mail to sponsorsdbn@dut.ac.za

NSFAS/Bursary Students: New NSFAS students must produce the relevant letter from Financial Aid to Finance Admin checking for clearance.

□ **Edu-loan**: Students who qualify for Edu-loan are to produce their Edu-loan approved slips to Finance Admin Checking.

CATEGORY B: RETURNING STUDENTS

- 1. Returning students, who are no longer sponsored, must submit a Deed of Suretyship.
- 2. Successful returning students who qualify for 100% NSFAS loans/bursaries need not submit a Deed of Suretyship and will be unblocked automatically before registration.

CATEGORY C: CHANGE OF SURETYSHIP DETAILS

I. The onus rests on the student to ensure that a new "Deed of Suretyship" form is completed in the event of any change to the Surety's details or Suretyship.

NB: Every student must make an effort to comply with the above in order to ensure that their registration at DUT is finalised and approved

DUT BANKING DETAILS

BANK: STANDARD BANK

A/C NO: 050505416 BRANCH CODE: 040126

BRANCH NAME: ABC DURBAN SWIFT CODE: SBZAZAJJ

CUSTOMER ID: 026Z

REFERENCE: PLEASE INSERT STUDENT NUMBER AS REFERENCE

A copy of the deposit slip / eft / internet advice can be faxed to the Finance Department on 031 - 3735440 or 031 - 3732653

Should you be making a bulk deposit (for more than one student) please send the payment breakdown in order to allocate to the respective students.



Student Web (Menu Pane) • Application • Residence Application • Registration Restrictions Rules and Regulations

Address Validation Personal Contact Detail

Submit Registration

Email Proof of Registration Proof of Registration - PDF Process Status

▼ Residence Registration

▼ Student Admin

▼ Financial Aid

◆ Student Enquiry

MyGate Online Payment
 Request For Information

▼ Access Control

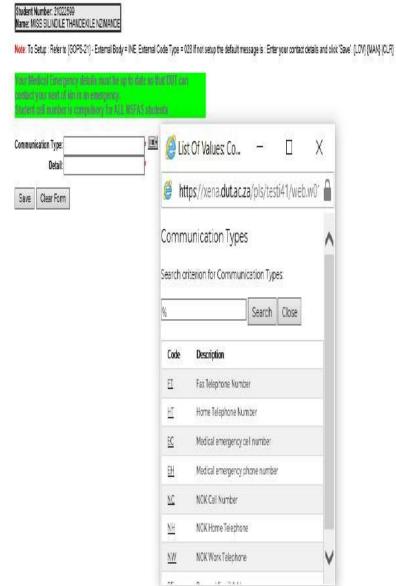
✓ Medical Web

▼ Residence Appl and Regist EP

▼ OPAC

▼ DUT E-Payments

Logout



	620
	62%
	_
Next State	

Tuesday, 26th Novem

CONTACT DETAILS FOR THE DEPARTMENT OF FINANCE: DEBTORS (STUDENT FEES):

DURBAN - CAMPUS

Durban University of Technology 41-43 ML Sultan Road, Durban, 4001 P O Box 1334 Durban, 4000 South Africa

ML Sultan Campus Tel: (031) 373 5164

Fax: (031) 373 5440

Steve Biko Campus Tel: (031) 373 2379

Fax: (031) 373 2653

E-mail: debtorsdbn@dut.ac.za

MIDLANDS - CAMPUS

Durban University of Technology 19 Aberfeldy Road Scottsville Pietermaritzburg Riverside Campus Tel: (033) 845 8823/ 031 3736055

Fax: (033) 845 8869

E-mail: debtorspmb@dut.ac.za







Location

Durban Campus – Lower Library Complex, Steve Biko Campus Pietermaritzburg – Room H110, Riverside Campus Communication

Financial Aid Services	(Durban Campus) Finaiddbn@dut.ac.za	031 373 2553 (Durban)
	(Midlands Campus) Finaidpmb@dut.ac.za	031 373 6057(Midlands)

I. Core business

The core business of the Department of Financial Aid is to oversee the administration of bursaries that are pledged by NSFAS and other Donors to financially needy and academically deserving students

In line with the Student Services Strategic Focus area of Building a Learning Organization our unit strives to review and improve service deliveries and business processes with regard to NSFAS funding and the awarding of other Bursaries in general.

As Student Services Strategic Focus area of Building Sustainable Communities of Living and Learning, we strive to achieve greater efficiency by using modern or updated technologies in all spheres of communications and networking operations.

2. NSFAS Criteria for funded students

- Recipients of the DHET Bursary scheme must be South African citizens
- Recipients must have applied for, and been admitted into, a public higher education institution to be eligible for funding
- Recipients must meet a NSFAS criteria for funding i.e. a combined gross income of up to R350 000 per annum (DHET-General Bursary) and R600 000 per annum (DHET- Disability) as assessed and verified by NSFAS.
- Students living with disabilities must apply to NSFAS for funding and indicate accordingly. NSFAS will request the relevant Annexures to be completed by the student.
- Students must be full-time registered to study for an approved funded programme at a public university and meet the financial qualification criteria before a bursary award will be confirmed.



- Students can only be funded for one qualification at one institution.
- The financial need of the student will be assessed at the point of first application, however, students with a gap year or have completed Higher certificate and wish to further their studies e.g Diploma or Bachelors degree are required to re-apply for NSFAS funding
- Students will only receive funding once NSFAS has assessed their application and have met all the criteria in terms of funding eligibility.
- Bursaries and scholarships are granted on merit. They are not automatically renewed each year.
- Students who have other sponsors are required to opt for one funder. The relevant information must be submitted to Financial Aid office.
- NSFAS Funded students are required to contact Financial Aid office to finalise the process of their academic de-registration

Disbursements of NSFAS Funds

- Funds disbursed by the university Finance Department into the student's bank accounts for living allowance/ books/ travel allowances.
- The allowances are in terms of the NSFAS standardised amounts.

Application Process for NSFAS Bursary

- All NSFAS application are online through their website www.nsfas.org.za.
- Once you submit your NSFAS application you will automatically receive an SMS of your application reference number to confirm that you have successfully applied for NSFAS.
- NSFAS call centre on **0800 067 327** should be contacted for further information.

3. Bursary/Donors/Sponsors

☐ Donors/Sponsors are entitled to a full and detailed account of the administration of their
monies/pledges. Donors request submission of academic progress & awards made to
students for every academic year.
\square A grant allocated to a financially needy student who does not have NSFAS funding. Such
students are advised to email an affidavit & copy of ID, detailing their need for financial
assistance to the Unit
\square when applicable bursaries arise, these students are considered. The bursary prioritises
tuition, however it may cover accommodation, meals, and other allowances, depending on
the funder.
☐ Categories of Bursaries include Seta funding, Pre-funders, Firm to Pay & 3 rd Stream
Income.
☐ Sponsors in the 3 rd Stream category pledge funds at various intervals in the academic
year, they forward a request to Financial Aid office at DUT, with their laid down criteria,
processes & deadlines, students are then selected accordingly.

4. Advertising of Bursaries

When donors pledge funds to DUT, such funds will be advertised on the following Notice Boards:

| Financial Aid Newsletter (shared on official DUT email address)
| Financial Aid Unit notice board
| Targeted Academic Departments
| Faculty Offices
| Department of Finance
| Alumni
| Co-operative Affairs

5. DUT Scholarship policy (Administered by the Department of Finance)

5.1 Undergraduate Scholarship: For New Students (First Academic Period)

This award is made to first year full-time South African students who have obtained excellent results in the National Senior Certificate in the preceding year which takes the form of a tuition fee remission as follows:

- 5.1.1 A New student who has obtained a National Senior Certificate with an aggregate of 80% or higher shall qualify for a 100% remission of tuition fees for the first year/semester of registration.
- 5.1.2 A New student who has obtained a National Senior Certificate with an aggregate of between 70% 79% shall qualify for a 50% remission of tuition fees for the first year/semester of registration
- 5.2 Undergraduate scholarship award scheme for returning students (after year 1/semester 1) This award is given to full-time, second and later year/semester South African students who obtain excellent results in the various levels of undergraduate study, and takes the form of a tuition fee remission as follows:
 - 5.2.1 A returning student who achieved distinctions as final results for all subjects for the previous year/level of study on the first attempt, and provided that the full curriculum was taken and passed, shall qualify for a full remission of tuition fees for the subsequent higher level of study.

5.2.2 A returning student who has achieved an overall pass with distinction (average of 75% and above, incl. rounding off) for the previous year/level of study on the first attempt and provided that the full curriculum was taken and passed, shall qualify for a 50% remission of tuition fees for the subsequent higher levels of study.

NB: Performance in the Experiential Training Component is not considered in the above cases.

Explanatory Notes

5.2.3 The term 'subsequent level of study' as used in this policy, shall mean: The subsequent year of study if the student is pursuing an annual programme of study.

The first semester following the final examination in which the student obtained the qualifying distinctions/overall pass with distinction for all the subjects if the student is pursuing a semesterised course of study. (Distinctions/overall pass with distinction for all the subjects in the first semester).

The semester following the co-operative education or experiential training component, in the event that a student is placed in industry for this purpose at the beginning of the year/semester following the final examination in which the student obtained the qualifying distinctions/ overall pass with distinction for all institutional offerings.

Should a student achieve the qualifying distinctions/overall pass for the third year or final semester of the undergraduate qualification, such a student is entitled to a remission of fees for the programme for that Year/semester provided the student registers for the full curriculum of the programme on a full time and part-time basis.

PLEASE NOTE: A student who registers for part of the programme i.e. part- time over two years is only entitled to the remission of the part-time tuition fees for the first year/semester of study if he/she qualified for the award in his/her third year/semester.

For students who receive qualifying distinctions/overall pass with distinction for all subjects in the registered programme, the student is advised to contact the Research Department to enquire about further incentives for the Master's programme.

- 5.2.4 Should the student register for a combination of semester and annual subjects in the subsequent level of study, the remission shall apply to the annual subjects and to the first semester of the subsequent level of study only.
 - (To qualify for the remission of fees for the second semester, the student must achieve the qualifying distinctions/overall pass with distinction for all the subjects in the first semester.)
- 5.2.5 The onus is on the student to establish whether he/she qualifies for a remission of fees at the time of student registration.
- 5.2.6 'Exemption' subjects do not qualify for the purposes of determining whether a full curriculum is taken, and whether such exemptions are granted from the DUT or any other institution.
- 5.2.7 Should a recipient of the scholarship withdraw from studies in the year/semester for which the scholarship is granted, the full scholarship becomes payable to the Institution.

Important Notes (New and Returning Students)

- 5.2.8 The calculation of the aggregate percentage is made by the DUT and is based on the sum total of the percentages achieved for individual subjects (excluding Life Orientation) divided by the total number of subjects taken. Where a student has taken more than seven subjects, the aggregate percentage of the six highest subjects (excluding Life Orientation) is calculated.
- 5.2.9 Only students who have obtained the National Senior Certificate in one sitting qualify for this award. Subjects for whom 'exemptions' are granted towards the National Senior Certificate will not be eligible for this award.

Matriculants who took a gap year/s after their final school year will not be considered for this award.

5.2.10 Should a recipient of the scholarship withdraw from studies in the year for



which the scholarship is granted, the full scholarship becomes payable to the Institution.

- 5.2.11 Students who require and obtain exemption/s for admission to a DUT programme will not be eligible for this award.
- 5.2.12 The award is made for the first and only undergraduate study (e.g. one diploma only) (excluding higher certificates)

5.3 Dean's Merit Award

The Executive Dean will issue a Merit Certificate per qualification on condition that the incumbent has received the qualification with *Cum Laude* and the incumbent is the best performing student in that qualification. There will not be any money award.

5.4 Vice-Chancellor's Award

This scholarship is awarded at the discretion of the Vice-Chancellor, not necessarily to top academic achievers, but to new students who have obtained good passes in the NSC examination, despite personal circumstance. This scholarship will be limited each year and shall usually take the form of a remission of tuition fees for the first year of study only, except that in deserving cases, this may be reviewed.

5.5 Dux Award

This scholarship is awarded to the recipient of the Dux/Top Matriculant at each school. The applicant has to satisfy the entry requirements for the programme applied for:

- This award takes the form of a remission of tuition fees for the first academic period of study only.
- Further remissions will be subject to the criteria identified for second and later year students (see 2 above)
- Written proof on a school letterhead, of being a Dux recipient, bearing the signature of the school principal and the official stamp of the school must accompany all applications.
 NB: The remission of fees for each of the awards detailed above excludes any additional costs e.g.: breakages, experiential training etc.



5.6 Merit Award for Students Who Receive Other Bursaries or Scholarships

- 5.6.1 The onus is on the student to declare the receipt of any outside bursaries/loans when applying for a DUT scholarship in the first instance. Failure to do this could result in any future scholarship awards payable to the student being forfeited.
- 5.6.2 The remission of fees as described in the above awards does not apply to students who are in receipt of any scholarship (NRF) or bursary, which covers the full amount that the student qualifies for in terms of this policy and which is earmarked for the payment of tuition fees. A merit award is made, however, to such students who otherwise meet the criteria for a DUT scholarship award, and this shall take the form of:
- 5.6.3 voucher for the sum of R500 for the purchase of academic textbooks, for: Second and later year/semester students who achieve an overall pass with distinction (average of 75% and above);

First year/semester students who obtain a matriculation endorsement with an aggregate of 70% - 79% in the NSC examination.

5.6.4 A voucher for the sum of R800 for the purchase of academic textbooks for Second and later year/semester students who achieve a distinction (75% and above) for each of the subjects for the year of study;

First year/semester students who obtain a matriculation endorsement with an aggregate of 80% or higher in the NSC examination.

- 5.6.5 If the student qualifies for a 100% remission of tuition fees and receives another bursary or scholarship that is less than the amount the student would have qualified for in terms of the student incentive scheme, the DUT shall grant a remission of fees for the difference. If the difference is less than the book voucher, the student will qualify for the book voucher of R800.
- 5.6.6 If the student qualifies for less than 100% remission of tuition fees, viz 50% and receives another partial bursary, DUT shall grant a remission that is not more than the amount the student would have qualified for. This shall also be limited to the difference between the full tuition fee payable and the bursary received by the student (Top up).







IMPORTANT CONTACT DETAILS

DURBAN CAMPUSES

Name of Faculty	ACCOUNTING AND INFORMATICS
Contact Numbers	031 373 5670
	031 373 5826
Email Address	SimlindeleC@dut.ac.za
	lwandilec@dut.ac.za
	LettaM@dut.ac.za
Location	Block D3 Old Hotel School Courtyard Building Room
	DD3025
Campus	Ritson Campus

Name of Faculty	APPLIED SCIENCES
Contact Numbers	031 373 3036 Spha Masuku
	(Clothing and Textile Studies, Food and Nutrition,
	Horticulture, Maritime Studies, Sport Studies)
	031 373 2717 Nons Ngwazi
	(Biotechnology, Food Science, Chemistry, Mathematics, Physics)
	031 373 2506 Postgraduate Enquiries
Email Address	fas@dut.ac.za Insert your Student Number and Qualification Name in the subject line to ensure your email is directed to the correct person.
Location	S Block 4, Level 3
Campus	Steve Biko Campus

Name of Faculty	ARTS AND DESIGN
Contact Numbers	Zodidi Ndayi - 031 3736521
	Rajes Pillay - 031 3736519

Email Address	zodidin@dut.ac.za rajesp@dut.ac.za	
Location	Faculty of Arts & Design office	
Campus	City Campus	
Name of Faculty	ENGINEERING & THE BUILT ENVIRONMENT	
Contact Numbers	031 3732165 / 6855 / 2718 / 2716 / 2186 / 3040 / 3041/ 2165	
Email Address	denishag@dut.ac.za	
	singhn@dut.ac.za	
	fathimaa l@dut.ac.za	
	sazisom@dut.ac.za	
	mazibukv@dut.ac.za	
	thandekaz@dut.ac.za	
	RoshniB@dut.ac.za	
Location	Faculty Office, S Block, Level 2, S4	
Campus	Steve Biko Campus	

Name of Faculty	HEALTH SCIENCES	
Contact Numbers	031 373 2702 / 2446 / 2566/ 2701	
Email Address	lindaa@dut.ac.za benedictal@dut.ac.za nokuthulas I @dut.ac.za thembim@dut.ac.za	
Location	Faculty of Health Sciences: Faculty Office, Block G2, Mansfield School	
Campus	Ritson	

Name of Faculty / Department	MANAGEMENT SCIENCES
Contact Numbers	031 373 5410 - Simeon Reddy
	031 373 5625 - Celiwe Ngcobo
	031 373 5156 - Lindiwe Zwane
	031 373 5157 - Pregashnie Naidoo
	031 373 5403 - Thobane Madlala
	031 373 6339 - Devagi Chandrapragasen
	031 373 5623 – Thando Ngcobo
	031 373 5441 – Faculty Office
	031 373 2265 – Sikelelwa Ndlanzi
Email Address	simeonr@dut.ac.za
	celiwen@dut.ac.za
	Lindiwez I @dut.ac.za
	pregashn@dut.ac.za
	thobanem@dut.ac.za
	devagic@dut.ac.za
	thandon@dut.ac.za
	sikelelwam@dut.ac.za
Location	41/43 ML Sultan Road
	Durban
	4000
	(1 ST Floor, A Block, ML Sultan Campus)
Campus	ML Sultan Campus

MIDLANDS CAMPUSES: INDUMISO CAMPUS

Name of Faculty / Department	STUDENT ADMINISTRATION
Contact Numbers	033 845 8951 <u>& 031 373 6053 \ 6054</u>
Email Address	RadeshM@dut.ac.za
	lindit@dut.ac.za
	ZaneleN5@dut.ac.za
Departments	Civil Engineering - 033 845 9000 & 031 373 3141
	School of Education - 033 845 8927 & 031 373 6049 Adult Education 031 373 6045
	Nursing - 033 845 9002 & 031 373 6041 \6042 \6043
Location	FJ Sithole Road, Imbali
Campus	Indumiso Campus

RIVERSIDE CAMPUS

Name of Faculty / Department	STUDENT ADMINISTRATION	
Contact Numbers	033 845 8813\ 15\ 20 & 031 3736030 \ 6040	
Email Address	zamandosic@dut.ac.za	
	manjub@dut.ac.za	
	AmandaM6@dut.ac.za	
Departments	Accounting and Info - 033 845 8862 & 031 373 3139	
	Applied Management - 033 845 8851 & 031 373 3140	
	Ecotourism Mngt – 033 845 8844 & 031 373 3138	
	Public Mngt: Law & Economics – 033 845 8878 & 031 373 3137	
	Exams - 033 845 8813 & 031 373 6040	
Location	Block D 19 Aberfeldy Road, Scottsville, Pietermaritzburg	
Campus	Riverside Campus	

Name of Department	STUDENT ADMISSIONS - Undergraduate First Time Students ONLY	
Contact Number	031 373 5005	
Email Address	Faculty Health of Health Sciences – <u>Istyrhealthreg@dut.ac.za</u>	
	Faculty of Applied Sciences — <u>Istyrappliedreg@dut.ac.za</u>	
	Faculty of Accounting and Informatics – <u>Istyraccountingreg@dut.ac.za</u>	
	Faculty of Engineering & the Built Environment — lstyrengineeringreg@dut.ac.za	
	Faculty of Management Sciences — <u>Istyrmanagementreg@dut.ac.za</u>	
	Faculty of Arts & Design - <u>Istyrartsreg@dut.ac.za</u>	
Location	Gate 3/4, Lansdell Building, Ground Floor, Room: BD3001	
Campus	Steve Biko Campus	

Name of Department	STUDENT SERVICES	
	Student Counselling and Health	
Contact Numbers	031 373 2266 – Student Counselling Steve Biko Campus	
	031 373 2266 – Student Counselling City Campus	
	031 373 2571 – Career Resource Centre	
	031 373 2223 – Isolempilo Health Clinic: Steve Biko	
	031 373 6010 – Ritson Health Clinic	
	031 3736002 - City Campus Clinic	
	031 373 3750- Brickfield	
	031 373 2679 – M L Sultan Clinic	
	031 373 2260 - HIV/Aids Centre	
	031 373 2950 – HIV/AIDS Centre	
	031 373 2287 – HIV/AIDS Centre.	
	HIV/AIDS Centre Cellphone/WhatsApp	
	Number: 076 741 4455	
Email Address	otrinahn@dut.ac.za (Student Counselling)	
	PhumzileM3@dut.ac.za (Career Resource Centre)	
	leratom I@dut.ac.za (Student Health Clinic)	
	<u>leratom I@dut.ac.za</u> (Isolempilo Health Clinic)	
	siphesihlen I@dut.ac.za (HIV/Aids Centre	
	thobilez@dut.ac.za (HIV/AIDS Centre)	
	HivandAids@dut.ac.za (HIV/AIDS Centre)	
	disabilityruDBN@dut.ac.za -DRU DBN	
	disabilityruPMB@dut.ac.za -DRU Midlands	
Student Counselling: Steve Biko Campus		
Location	Steve Biko Road, Gate 3, Lower Library Complex	
	Student Counselling: City Campus	
	Anton Lembede Street, Greyville, Berea, 4023. Room 119 first floor	

Block C Student Counselling Office: ML Sultan 41-43 ML Sultan Road, Durban 4000 Career Resource Centre: Steve Biko Campus Steve Biko Road, Gate 3, Lower Library Complex solempilo Health Clinic: Steve Biko Campus Steve Biko Road, Gate 5, Opposite the Sport Centre Ritson Health Clinic Ritson Road Gate 3, next to Hotel School City Campus Clinic: Anton Lembede Street, Greyville, Berea, 4023 first floor, next to _ibrary **Brickfield Clinic** 96 Brickfield Road, Overport room GB 0302A, 2nd Floor M L Sultan Clinic 41-43 M L Sultan Road Ground floor - Main entrance. Next to Procurement HIV/Aids centre: Steve Biko Campus Steve Biko Road, 4th Floor, Maintenance Building Last Floor)/BC0003F, Room 17: Lower Library Complex. Riverside, Student Counselling and Development Office Indumiso, Next to Campus Health Clinic Disability Rights Unit DRU Steve Biko Library Complex, 1st floor Room 0229 Riverside Campus Block | Student Counselling – Steve Biko Campus Student Counselling - City Campus Campus Student Counselling – ML Campus Isolempilo Health Clinic – Steve Biko Campus City Campus Clinic Brickfield Campus Clinic Student Health Clinic- Ritson Campus HIV/Aids Centre - Steve Biko Campus Disability Rights Unit – Steve Biko Campus – DBN

Name of Department	SPORTS DEPARTMENT
Contact Numbers	Tel: 031 373 2167
Email Address	pamelam4@dut.ac.za
Location	Fred Crookes Sport Centre, Steve Biko Road, Gate 5
Campus	Steve Biko Campus

Disability Rights Unit – Riverside Campus - Midlands



Name of Department	FINANCIAL AID
Contact Numbers	031- 3732553
Financial Aid Reception - General Enquiries	031 - 3732758
Staff:	Email Address
Ms Zandile E Ngubelanga	Zandiled@dut.ac.za 031- 3732557
Ms Indira Govender	<u>Indira@dut.ac.za</u> 031 – 3732931
Ms Rangeni Moodley	<u>Sandy@dut.ac.za</u> 031 – 3732054
Ms Thobeka Nzuza	<u>Thobekan@dut.ac.za</u> 031 – 3732726
Mr Keshan Govender	<u>keshanG@dut.ac.za</u> 031 – 373 2388
Sihle Ngubane	sihlen@dut.ac.za 031- 373 2553
Campus	Steve Biko Campus
Location	Lower Library Building



Click the banner below to view or download registration timetables.





IMPORTANT DATES FOR 2024

JANUARY 2024

Monday	I	New Year's Day (Public Holiday)
Wednesday	3	UNIVERSITY RE-OPENS
•		Administrative staff and those academic staff required for registration preparations return, as
determined		by Heads of Departments
Monday	8	All other staff return
Wednesday	10	Final date for applications for scanning of the 2023 second semester main examination scripts
Thursday	11	Faculty Board EXCO approval of 2023 annual supplementary examination results
Friday	12	Publication of 2023 annual supplementary examination results
Monday	15	Commencement of registration for all students
•		Undergraduate: New and Returning Students
		 Postgraduate: Course Work Master's (New and Returning Students)
		 Postgraduate: Full Research Master's and Doctorates (New and Returning
		Students)
		Supplementary examinations commence for all 2023 second-semester subjects
		Final date for applications for re-mark of 2023 second main examination scripts
Monday	22	Supplementary examinations end for all 2023 second-semester subjects
Friday	26	Final date for submission of all outstanding 2023 second-semester supplementary examination scripts to the Examinations Audit Panel
Wednesday	31	Faculty Board EXCO approval of 2023 second semester supplementary examination results

FEBRUARY 2024

Thursday	1	Publication of 2023 second semester supplementary examination results
Tuesday	6	Final date for applications for scanning of 2023 annual and second semester supplementary
. 400-44/	•	examination scripts
		Final date for student applications for 2023 annual and second-semester special examinations
Friday	9	Registration Ends
,		Undergraduate: New and Returning Students
		Postgraduate: Course Work Master's (New and Returning Students)
		Postgraduate: Full Research Master's and Doctorates (Returning Students)
		Final date for applications for re-mark of 2023 annual and second-semester supplementary
		examination scripts
		Faculty Office to capture all 2023 annual and second-semester special examination
		applications
Monday	12	Beginning of the first term
		Commencement of lectures - annual and first semester students
		Commencement of late registration
		Undergraduate: New and Returning Students
		Postgraduate: Course Work Master's (New and Returning Students)
		Postgraduate: Full Research Master's and Doctorates (Returning Students)
Thursday	15	Typed and moderated examination question papers and marking memorandums for the 2023
i nai saay	.5	annual and second semester special examinations due at Examinations
Friday	16	09:00 Higher Degrees Committee Meeting
Friday	23	Late Registration Ends
,		Undergraduate: New and Returning Students
		Postgraduate: Course Work Master's (New and Returning Students)
		Postgraduate: Full Research Master's and Doctorates (Returning Students)
Thursday	29	Conducting of 2023 annual and second-semester special examinations
i iiui suaj	۷,	Conducting of 2020 annual and second-semester special examinations

MARCH 2024

Thursday	7	Final date for submission of all outstanding 2023 annual and second semester special examination scripts to the Examinations Audit Panel
Sunday	10	□ Isaiah Shembe Day
Monday	П	Final date for any changes to <u>first semester</u> modules/ programmes already registered for (except cancellations and de-registrations) The final date for academic departments to capture the approved examiner's and moderator's
		details for the First Semester and Annual subjects onto ITS
Tuesday	12	Faculty Board EXCO approval of 2023 annual and second-semester special examination results
Wednesday	13	Publication of 2023 annual and second-semester special examination results
Monday	18	Final date for applications for scanning of 2023 annual and second semester special examination scripts
Wednesday	20	Final date for applications for re-mark of the 2023 annual and second-semester special examination scripts
Thursday	21	Human Rights Day (Public Holiday)
Wednesday	27	09:00 Special Higher Degrees Committee Meeting to consider further Examiners Reports
Thursday	28	End of first term
Friday	29	Good Friday (Public Holiday)
Saturday	30	Holy Saturday (Public Holiday)
Sunday	31	Easter Sunday (Public Holiday)

■ The University respects the religious belief of all staff and students. As a result tests and examinations will not be scheduled on these days, however the University will remain open and operational.

APRIL 2024

Manday		Family day (Public Holiday)
Monday	ı ı	
Monday	8	Beginning of the second term
		Last day to cancel <u>first semester</u> 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>prior</u> to or <u>as at</u> this date will be recorded as having withdrawn and no result will be published.
		Last Day for submission of thesis/dissertation (for examination) to the Faculty Office / Faculty Research Office for possible Spring Graduation. Anyone submitting after this date will be considered for graduation in the next academic year's Autumn Graduation Ceremony.
Tuesday	9	HEMIS Census Dates for Semester I Registrations
Thursday	İl	p Eid-ul-Fitr
Friday	12	10:00 Bid Adjudication Committee Meeting
Triday	12	Final Day for capturing all graduation decisions onto the ITS system for the Autumn graduation (inclusive of undergraduates, postgraduates, students who had outstanding requirements such as applications for exemptions, transfers, completion of all WIL requirements and Special Exams-Last subject outstanding).
Tuesday	16	Final date for any changes to <u>annual</u> modules/ programmes already registered for (except cancellations and de-registrations)
Friday	26	Typed and moderated examination question papers and marking memorandums for the first semester and supplementary examinations due at Examinations
Saturday	27	Freedom Day (Public Holiday)
		1 (

The University respects the religious belief of all staff and students. As a result tests and examinations will not be scheduled on these days, however the University will remain open and operational.

MAY 2024

Wednesday	ı	Worker's Day (Public Holiday)
Thursday	2	□ Isaiah Shembe Day
Thursday	9	09:00 Higher Degrees Committee Meeting
·		□ Ascension Day
Monday	13	Autumn Graduation Ceremony (Midlands)
Tuesday	14	Autumn Graduation Ceremony (Midlands)
Wednesday	15	Autumn Graduation Ceremony (Midlands)
Monday	20	Autumn Graduation Ceremony (Durban)
Tuesday	21	Autumn Graduation Ceremony (Durban)
Wednesday	22	Autumn Graduation Ceremony (Durban)
Thursday	23	Autumn Graduation Ceremony (Durban)
Friday	24	Autumn Graduation Ceremony (Durban)
		Final date for capturing of semester marks for the first semester subjects
Saturday	25	Autumn Graduation Ceremony (Durban)
Sunday	26	
Monday	27	Autumn Graduation Ceremony (Durban)
Tuesday	28	Lectures end for all first-semester students
		Autumn Graduation Ceremony (Durban)
Wednesday	29	Autumn Graduation Ceremony (Durban)
		Examination study period commences for all first-semester students
Thursday	30	Autumn Graduation Ceremony (Durban)
		Last day to cancel annual modules or to de-register for annual programmes. A
		student
		cancelling or de-registering after 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>prior</u> to or <u>as</u>
		at this date will be recorded as having withdrawn and no result will be published
		HEMIS Census Dates for Annual Registrations
Friday	31	Autumn Graduation Ceremony (Durban)

The University respects the religious belief of all staff and students. As a result tests and examinations will not be scheduled on these days, however the University will remain open and operational

JUNE 2024

C d	2	Franciscotica struktura visak analefan all Gust samastan struktura
Sunday	2	Examination study period ends for all first semester students
Monday	3	First semester main examinations commence for all faculties
Tuesday	4	10:00 Bid Adjudication Committee Meeting
Sunday	16	Youth Day (Public Holiday)
Monday	17	Youth Day Observed (Public Holiday)
		□ Eid-ul-Adha
Wednesday	19	First semester main examinations end for all faculties
Monday	24	Final date for capturing of marks for first semester subjects assessed by the continuous assessment method
Thursday	27	Final date for submission of signed mark sheet for first semester subjects assessed by continuous assessment method to Examinations
Friday	28	Last day for students to produce their original Senior Certificate / National
Senior Certificate		(NSC) to the Faculty Office
		End of second term

■ The University respects the religious belief of all staff and students. As a result tests and examinations will not be scheduled on these days, however the University will remain open and operational.

JULY 2024

Wednesday	3	Final date for submission of all outstanding examination scripts for first semester main examinations to the Examinations Audit Panel
Tuesday	9	Faculty Board EXCO approval of first semester main examination results
Wednesday	10	Publication of first-semester main examination results
Thursday	П	First Semester supplementary examinations commence
Monday [*]	15	Final date for applications for scanning of the first semester main examination scripts
Thursday	18	First Semester supplementary examinations end
·		Final date for applications for re-mark of the first-semester main examination scripts
Monday	22	Beginning of the third term
•		Commencement of lectures: second-semester students
Thursday	25	Final date for submission of all outstanding examination scripts for first-semester
·		supplementary examinations to the Examinations Audit Panel
Tuesday	30	Faculty Board EXCO approval of first semester supplementary examination results
Wednesday	31	10:00 Bid Adjudication Committee Meeting
·		Registration Ends for New Postgraduate Students (Full Research Master's and Doctorates)
		Publication of first semester supplementary examination results

AUGUST 2024

Monday scripts	5	Final date for applications for scanning of the first semester supplementary examination
·		Final date for student applications for first semester special examinations
Thursday	8	09:00 Higher Degrees Committee Meeting
		Final date for applications for re-mark of the first-semester supplementary examination
scripts		
		Faculty Office to capture all first-semester special examination applications
Friday	9	National Women's Day (Public Holiday)
Thursday	15	Typed and moderated examination question papers and marking memorandums for the first semester special examinations due at Examinations
Monday	19	Final date for any changes to <u>second semester</u> modules/ programmes already registered for (except cancellations and de-registrations)
Wednesday	21	Final day for capturing all graduation decisions onto the ITS system for the Spring graduation (inclusive of undergraduates, postgraduates, and students who had outstanding requirements such as applications for exemptions, transfers, completion of all WIL requirements and Special Exams-Last subject outstanding).
Monday	26	Final date for academic departments to capture the approved examiner's and moderator's details for the second semester subjects onto ITS
Thursday	29	Conducting of the first semester special examinations
Friday	30	
Saturday	31	
•		

SEPTEMBER 2024

Thursday	5	Final date for submission of all outstanding examination scripts for first semester special examinations to the Examinations Audit Panel
Friday	6	Typed and moderated examination question papers and marking memorandums for the annual main and supplementary examinations due at Examinations
Monday	9	Last day to cancel <u>second semester</u> 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 modules/ programme <u>prior</u> to or <u>as at</u> this date will be
		recorded as having withdrawn and no result will be published
Tuesday	10	Faculty Board EXCO approval of first-semester special examination results
•		HEMIS Census Dates for Semester 2 Registrations
Wednesday	18	Spring Graduation
Thursday	19	Spring Graduation
•		Final date for applications for re-mark of first-semester special examination scripts
Friday	20	End of third Term
Tuesday	24	Heritage Day (Public Holiday)
Monday	30	Beginning of the fourth term

OCTOBER 2024

Wednesday	2	□ Rosh Hashanah
Thursday	3	□ Rosh Hashanah
Friday	4	■ Rosh Hashanah
		Final date for capturing of year marks for annual subjects
		Typed and moderated examination question papers and marking memorandums for the
		second semester main and supplementary examinations due at Examinations
Tuesday	8	Lectures end for all annual students
Wednesday	9	Examination study period commences for all annual students
Friday	Ш	□ Yom Kippur
Saturday	12	■ Yom Kippur
Sunday	13	Examination study period ends for all annual students
Monday	14	Annual main examination commences for all faculties
Thursday	31	□ Deepavali/Diwali

■ The University respects the religious belief of all staff and students. As a result tests and examinations will not be scheduled on these days, however the University will remain open and operational.

NOVEMBER 2024

Friday I		Last Day for submission of thesis/dissertation (for examination) to the Faculty Office / Faculty Research Office for possible Autumn Graduation. Anyone submitting after this date will be considered for graduation in the Spring Graduation Ceremony. Final date for capturing of semester marks for the second semester subjects
Monday	4	Annual main examinations end for all faculties
Tuesday	5	Lectures end for all second semester students
Wednesday	6	Examination study period commences for all second semester students
Thursday	7	Final date for capturing of marks for annual subjects assessed by continuous assessment method
Sunday	10	Examination study period ends for all second semester students
Monday	11	Second semester main examinations commence for all faculties
Tuesday	12	Final date for submission of signed mark sheet for annual subjects assessed by continuous assessment method to Examinations
Monday	18	Final date for the submission of all outstanding annual main examination scripts to the Examination Audit Panel
Friday	22	Faculty Board EXCO approval of annual main examination results
Monday	25	Publication of annual main examination results
Tuesday	26	Second semester main examinations end for all faculties
Thursday	28	Final date for applications for scanning of annual main examination scripts
Friday	29	Final date for capturing of marks for second semester subjects assessed by continuous
assessment metl	hod	

DECEMBER 2024

Monday	2	Supplementary examinations commence for all annual subjects
Tuesday	3	Final date for applications for re-mark of annual main examination scripts
Wednesday	4	Final date for submission of signed mark sheet for second semester subjects assessed by continuous assessment method to Examinations
Monday	9	Supplementary examinations end for all annual subjects
Tuesday	10	Final date for the submission of all outstanding second semester main examination scripts to the Examination Audit Panel
Friday	13	End of fourth Term / University Closes
Monday	16	Day of Reconciliation (Public Holiday)
Wednesday	25	Christmas Day (Public Holiday)
Thursday	26	Day of Goodwill (Public Holiday)
Tuesday	31	New Year's Eve (Public Holiday)





I. Student IT Services

If you have registered as a student at DUT, an email account would have automatically been created for you upon enrolment and payment of fees.

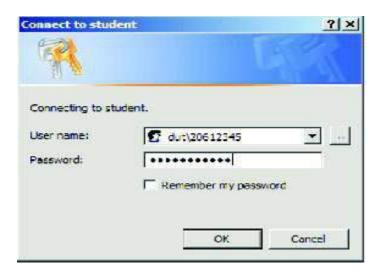
To gain access to your account on the e-mail system, you will need to know your DUT student number which is printed out on your identification card below the bar code.

You can access your DUT mailbox either on campus or from home by typing the following URL into your web browser:

Internal access is: http://student

External access is: https://student.dut.ac.za

When accessing the Student Portal you will be prompted for a user login and password as shown below:



First Time Entering Students

Dut (password for the first time is the first 6 digits of your id number). An example of this is: Username: DUT\20612345

Password: Dut760504

Returning Students

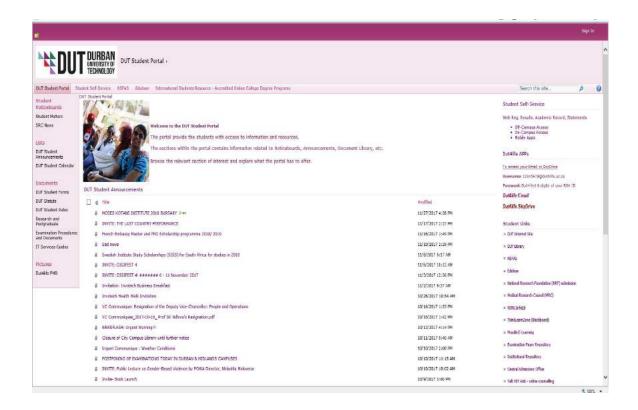
You must use the password that you have been using to access your email and or student portal Note that this password is case sensitive.

International Students

You will need to enquire at the faculty Office.

2. **Student Portal**

As a DUT student, you have access to the Student Portal which will consist of student related information and links to other systems.



When the browser opens you will see the Student Portal which looks similar

The Student Links on the Student Portal circled in the diagram above are for the following applications:

- ITS (Student Information)
- **DUT4LIFE**
- **DUT Internet Site** П
- Library
- Blackboard
- Detail User Guide (OWA)



3. DUT4life - E-mail for life

DUT4life is a branded collaboration suite, which is part of Microsoft's Live Services. The suite consists of e-mail, instant messaging, Sky- drive (on-line storage) and on-line office applications (Word, Excel, PowerPoint & OneNote). To access the suite, select the DUT4life link on the student portal. You will be directed to a DUT4life landing page. Select Access E-mail. You will be presented with the Windows Live Login screen:



Your Windows Live ID will be your <u>studentnumber@dut4life.ac.za</u> and the password is Dut123456 where I23456 is the first6 digits of your SA ID.eg. Windows Live ID - Password - DUT700229 where the SA ID Number is 7002291234090.

*Foreign students need to contact the faculty office, lab technicians or the library staff.

NOTE: ALL OFFICIAL DUT COMMUNICATION WILL BE SENT TO YOUR DUT4LIFE ACCOUNT.

Upon successful logon, if prompted, enter the time zone or search for Pretoria/Harare. Thereafter your mailbox will open.

- □ Send an e-mail, select New, and enter the recipient in the To: field, type in the subject, the body of the e-mail and select Send.
- □ Change the default password, Select Options, Select See all Options and Select Change your Password from the list of shortcuts.

For more details go to www.outlook.com/dutlife.ac.za



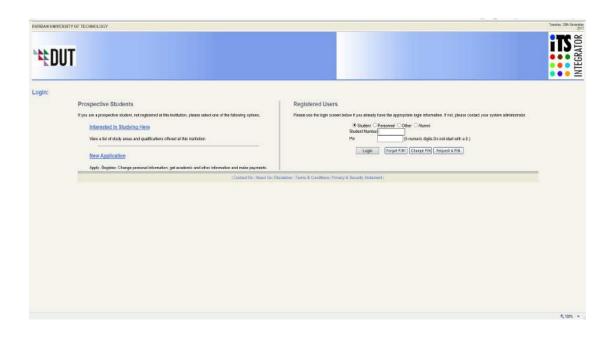
4. Access to your Student Information

From the student portal click on 'Internal access to ITS student information system...' If you do not have a pin, first REQUEST A PIN by entering your student number and clicking on the [Request A Pin] tab in the screen that appears below.

A PIN will be emailed to your dut4life email account. Access your email from the student portal to retrieve your pin. Use your student number and the PIN provided to access the ITS system.

The ITS iEnabler system allows you access to the following:

- □ Residence Applications
- □ Registration
- □ Student Inquiry
- □ Summarised Statement of Account
- □ Progress report
- Examination time table
- Examination Results
- □ Academic Admission Status
- □ Proof of Registration etc



5. Student Kiosk

Some campuses have student kiosks that can also be used to access student information.

Requirements to use Kiosk

Students must have a PIN which is obtainable as mentioned previously in this document (see number 4 on the previous section regarding Request a Pin) or contact your faculty office or open access labs for assistance.

Steps to use Kiosk after obtaining pin code

Click on Student using the mouse or the touch screen
Swipe your student card, mag-strip facing you and swipe from left to right or
Type in your student number manually
Click on pin using the mouse and enter your pin code
If pin code does not work, click on help to obtain assistance
Click on login or touch on login button with your finger
You can now use the mouse to touch screen to explore using the student enquiry option
Do not forget to logout.

NB: If the Kiosk is not working please report it to the nearest Faculty Office or Open Access Lab

6. Student SMS Services

Do you want your Financial Balance OR Examination Results SMS the following to 34763

For Financial balance:

DUT space STUDENT NUMBER space B

For Exam results:

DUT space STUDENT NUMBER space R

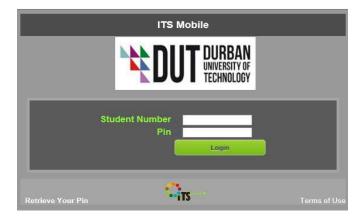


7. ITS Mobi App

Did you know?

You can get use the ITS Mobi App to obtain your financial balance and examination results and much more?

Link is available on the Student Portal and DUT Website. Use your iEnabler Student Number & Pin to log on.



8. Student MySite

What is a MySite?

Student My Site is a personal site that gives you a central location to manage and store your documents, content, links, and contacts. My Site serves as a point of contact for other users in your organization to find information about you and your skills and interests.

How to Create your MySite

As a DUT student, you have access to the Student Portal. When you login to the student portal, you see a link to MySite on the top right hand corner. When you click on it for the first time it will request you for a user id and password. Once you entered a valid user id and password, the system will create a Mysite for you. Or if you already created your Mysite you would be able to login to your Mysite.

See below for sample of a Student Mysite

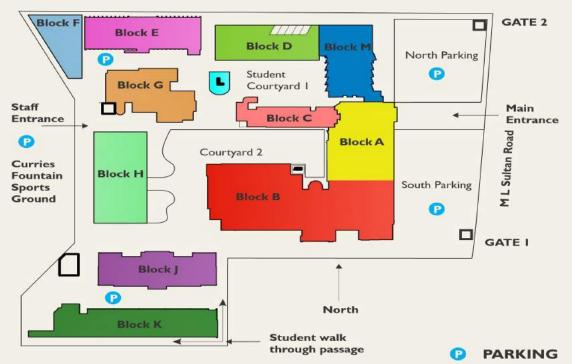


If you have further enquiries about IT Services, please ask the LAB Technicians in your faculty.

DUT CAMPUS MAPS



ml sultan campus



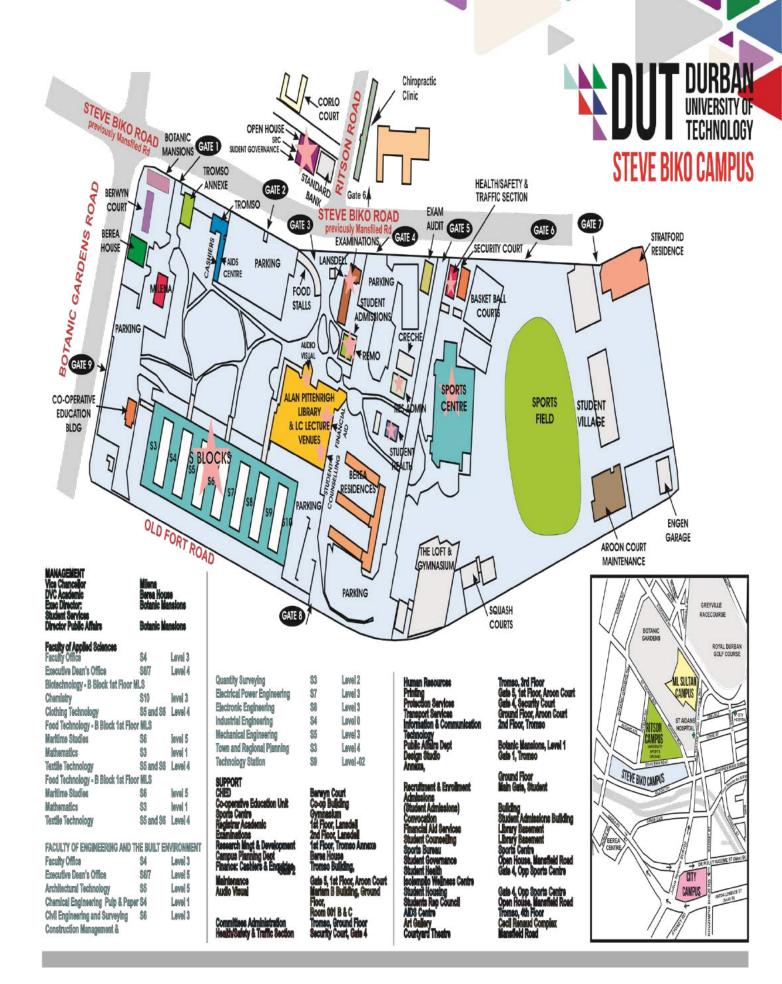
- A: Student Information Centre G floor Procurement G floor
 - Faculty of Management Sciences
 - Executive Dean's Office: 1st floor
 - Faculty Office 1st floor

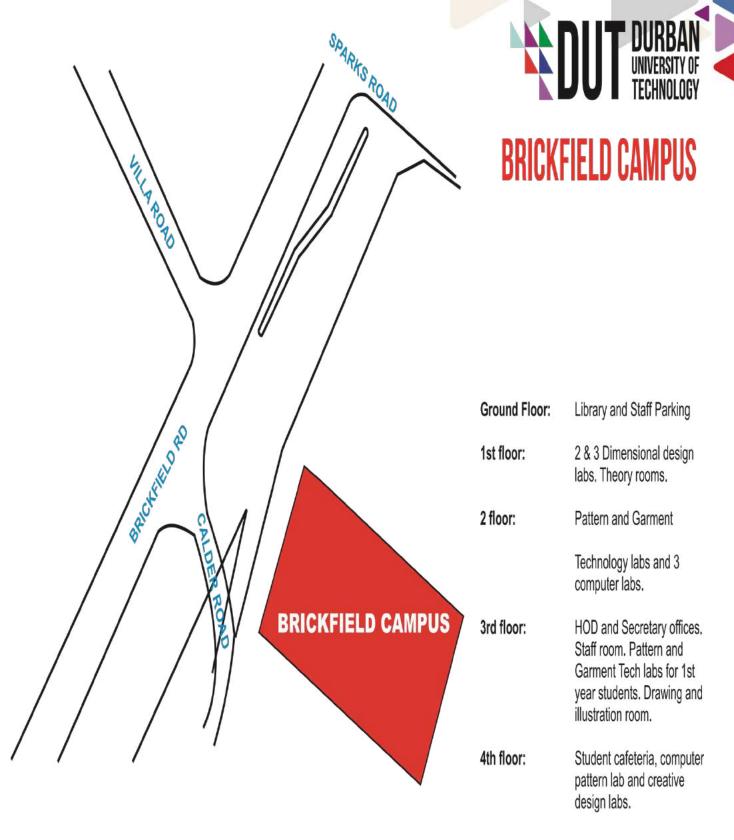
ICT 2nd floor

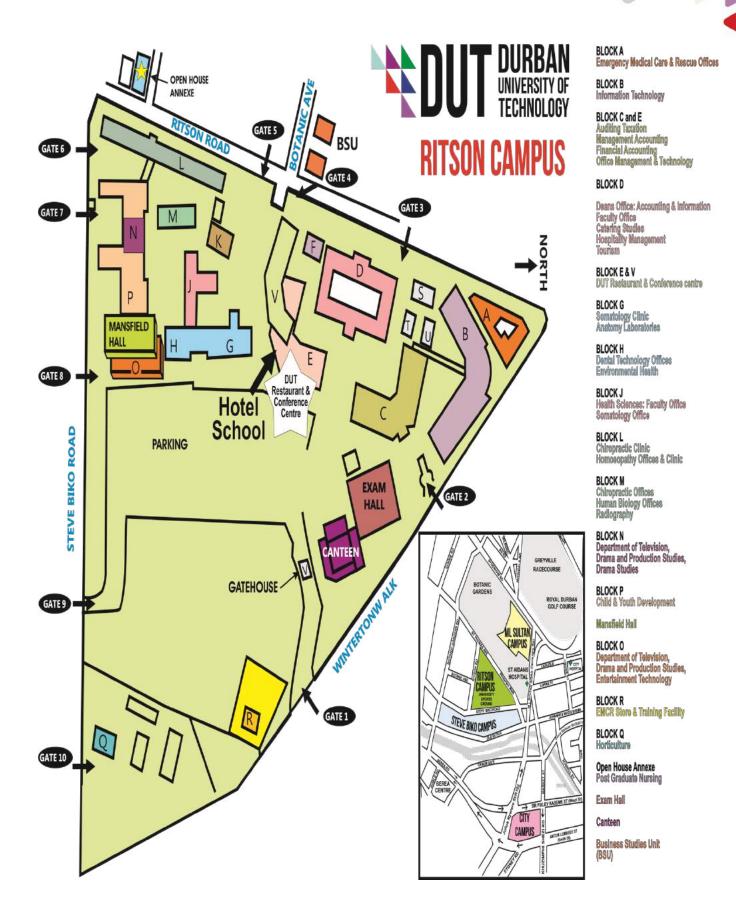
Finance: Student Fees/Cashiers- 1st floor

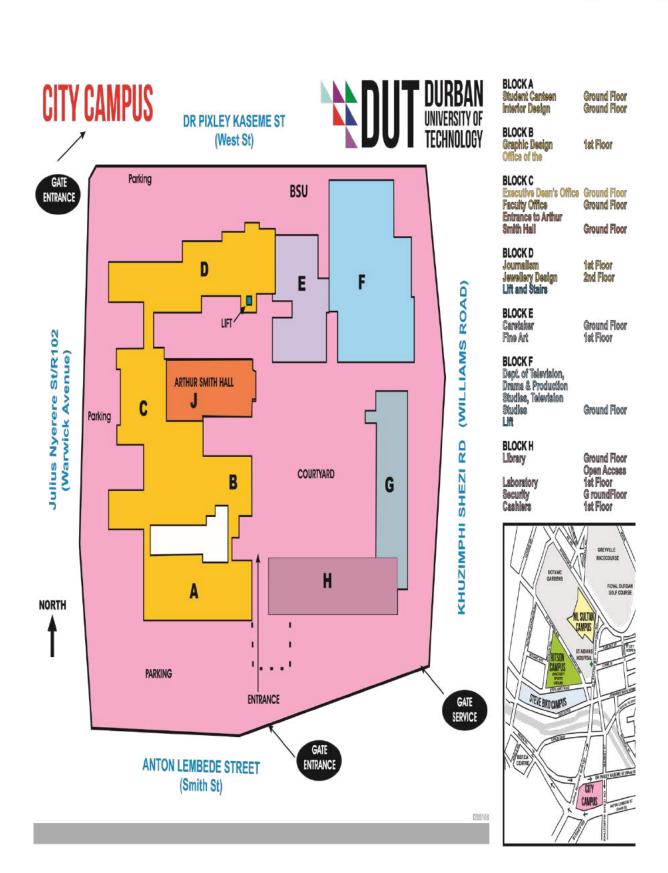
- B: Institute of Waste Water Technology 1st floor
 Language & Communication 1st floor
 Entrepreneurial Studies Management 3rd floor
 Marketing Retail & Retail Management 7th floor
 Operation & Quality Management 1st floor
 Public Relations 4th floor
 Applied Law 4th floor
 Biomedical and Clinical Technology 2nd floor
- C: International Centre of Nonviolence (ICON) G floor Peacebuilding Programme G floor Centre for Social Entrepreneurship (CSE) G floor Risk Office G floor Finance: Creditors 1st floor
- D: (IEP) International Education & Partnerships 8th floor
 Centre for Quality Promotion & Assurance 8th floor
 Finance: Budgets, Salaries, Assets 6th ffloor
 Management Information 6th floor
 Finance: CFO's Office & Financial
 Operations Directorate (Contracts &
 Long Service Awards) 7th Floor

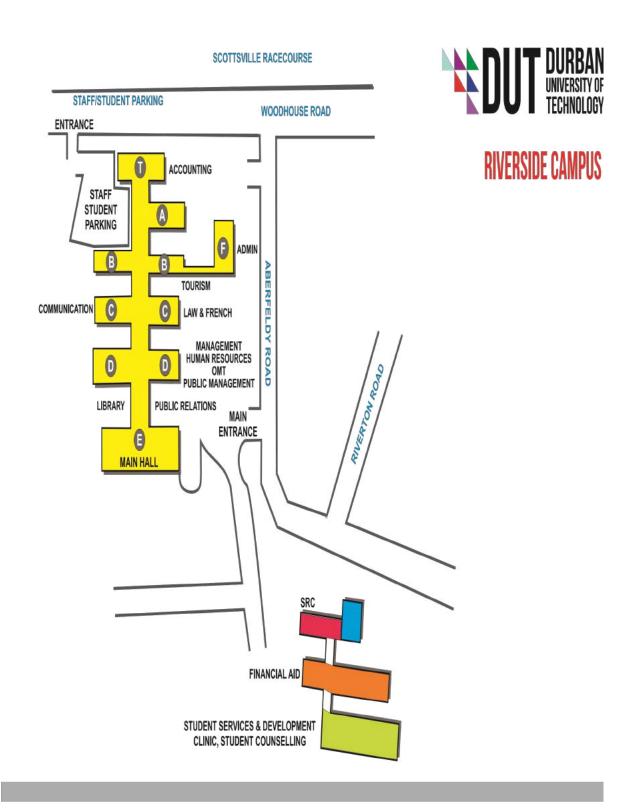
- E: Statistics G floor
 Human Resources Management: G floor
 Centre for Excellence in Learning & Teaching
 (CELT) 1st floor
 Library and Information Studies (LIS) 2nd floor
 Public Management & Economics 3rd floor
 Confucius Institute 3rd floor
 Language & Translation 3rd floor
- F: Photography G floor
- G: B M Patel Library
- H: Stores
 Library Directorate G floor
 Gym A & B Test Venues 1st floor & 2nd floor
- J: Chemistry G floor & 1st floor
- K: Sculpture and Ceramics G floor Emergency Medical Care & Rescue 1st floor
- L: Student Bag Store
- M: Cane Growers Hall

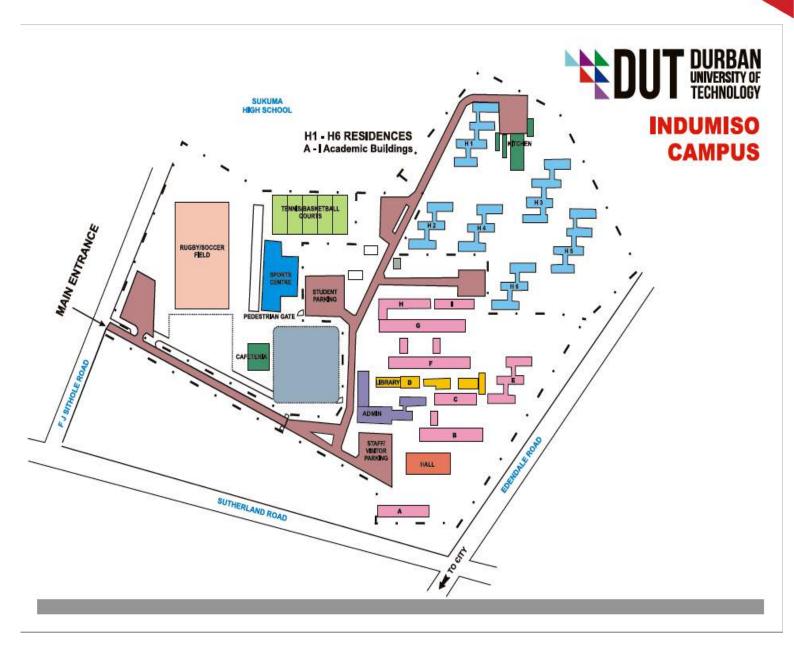
















DUT EMERGENCY NUMBERS

DUT Security Control

Steve Biko Campus: **+27 31 373 2181/2**

ML Sultan Campus: +27 31 373 5177/9

City Campus: +27 31 373 6657

Ritson Campus: +27 31 373 5664

Brickfield Campus: +27 31 373 3740

Ambulance +27 82 911

City Med (DUT campus emergencies): +27 80 000 0024

City Hospital

(Private hospital -

DUT contracted)

+27 31 204 1300

GENERAL

Police (Flying Squad): 10111 Ambulance: 10177

Durban Fire Department: +27 31 361 0000

Pietermaritzburg Fire Department: +27 33 845 5900

If you have difficulties with any of these numbers, dial 112 from a cellphone, or 1022 from a landline. Berea Police Station (closest police +27 31 201 7327 station to DUT main Durban campuses) eThekwini Metro Police +27 31 300 3230

(Municipality police)

HOSPITALS CLOSE TO DUT'S DURBAN MAIN CAMPUSES WITH EMERGENCY WARDS:

Addington (State hospital) +27 31 309 4646/ +27 31 309 6065

Entabeni (Private hospital) +27 31 360 3111

King Edward (State hospital) +27 31 314 2200

St. Augustine (Private hospital) +27 31 268 5000



LIST OF REFERENCES

Department of Finance. (2022). DUT Fees and Finance Rules

2022 Booklet. International Education and Partnerships. DUT

International Student Guide 2022/23

Online Registration Guide (online). Available http://www.dut.ac.za/student_portal/student_registration/ (Accessed 13 December 2022)

Registry. 2022 General Handbook for Students