

CHAPTER 3

REGISTRATION OF STUDENTS

Please note:

Students who have not yet submitted a certified copy of their National Senior Certificate (Grade 12) or equivalent qualification, or a certified copy of the symbols they obtained for either qualification, should do so prior to registration or on registration.

DEFINITIONS

In this chapter, unless otherwise indicated –

- (a) A **“full-time student”** is a student whose main activity during the day is the full-time attendance of classes according to a formal class attendance timetable. Work-Integrated Learning (WIL) may form part of the programme requirements.
- (b) A **“part-time student”** is a student whose main daily activity is not the full-time attendance of classes, but who attends classes in the evenings according to an alternative class timetable. The duration of the curriculum could extend past the minimum duration prescribed for a full-time student. WIL may form part of the programme requirements.
- (c) A **“block-mode student”** refers to a student who attends classes as one of a designated group of students for a continuous period of one to eight weeks according to an alternative class timetable. Classes may also be offered on Saturdays, and block programmes can be offered on campus or at an approved off-campus site. WIL may form part of the programme requirements.

3.1 FORMAL INSTRUCTION

- 3.1.1 Students must register for each academic term (annually, in the case of year programmes, and each semester, in the case of semester programmes) in the set registration periods, and they must pay the required initial fees. Students will not be permitted to register after the final date of registration. After the closing date for registration, disciplinary steps will be taken against students who attend classes before they have been officially registered, and they will be subject to a fine.
- 3.1.2 If, on registration, a student is unable to submit certified copies of the documentary proof that all the admission requirements have been met, he or she may register conditionally: provided that, if TUT does not receive the documents concerned before 30 April (in the case of first-semester and year students) or before 31 August (in the case of second-semester students), the student's registration for the academic term concerned be cancelled immediately and any fees paid be forfeited.
- 3.1.3 In cases where TUT receives the above documents before 30 April or 31 August, but after the student has registered, and it is subsequently found that the student was not entitled to register for the programme concerned, his or her registration for the academic term concerned shall be cancelled immediately and any fees paid shall be forfeited.
- 3.1.4 Registration as a student is valid for one (1) academic year only in the case of year programmes and for one (1) semester only in the case of semester programmes. This also applies to WIL.
- 3.1.5 On his or her signing of the registration form or acceptance of the electronic declaration in respect of an academic term, a student declares himself or herself fully conversant with the rules of TUT, and he or she undertakes to observe, strictly, all the rules of TUT. If he or she is a minor but is not being assisted by a parent or guardian, it is accepted by implication that he or she has been authorised to sign the registration form. Fees are not refundable in cases of expulsion or suspension or if a student no longer attends lectures.
- 3.1.6 Particulars regarding dates of registration and other relevant information are posted/mailed to newcomer students and are also obtainable from Academic Administration.



3.1.7 The registration of students of the various academic departments takes place on different dates and campuses, and students must attend lectures on the dates determined by the heads of their respective academic departments, irrespective of whether or not their registration has been formally concluded. Official registration takes place at Academic Administration or at the official registration points. Enrolment at any academic department, the payment of class fees or the making of arrangements for the payment of class fees does not exempt a student from official registration.

The registration form contains all the subjects for which a student may register for the period concerned, and no one will be admitted to register for a subject or subjects unless the Head of the Department concerned, or his or her delegate approves the student's choice of subjects.

Please note that after the closing date for registration, no student will be allowed to attend classes if he or she is not formally registered and cannot produce proof of registration.

3.1.8 No student will be permitted to register at TUT for more than one (1) certificate, diploma or degree programme, simultaneously, in any given academic year or semester, without the permission of the Registrar, and no student may register at more than one (1) institution for tertiary education, simultaneously, without the permission of the Registrar. Such permission may be withdrawn by the Registrar on recommendation of the Head of the Department concerned, should the academic performance of the student not be satisfactory. A student who has obtained permission must familiarise himself or herself with all the relevant examination dates before registering at another tertiary education institution. Should the simultaneous registration result in the coinciding of examination dates, the student shall not be permitted to register for the subject(s) concerned at the other institution. TUT shall neither consider nor accommodate any other examination date(s) for such subject(s) if examination dates should coincide as a result of simultaneous registration. Registration for two (2) programmes, without the written approval of the Registrar, does not imply consent, and such registration may be cancelled.

3.1.9 No student will be permitted to register for a subject without having passed the relevant subject in the preceding year or semester, and/or the prerequisite subject(s) for admission to that subject. Registration for a subject or subjects contrary to this rule does not imply that TUT condones such registration. Any inadmissible registration will be cancelled without prior notice, as soon as it is discovered. Should a subject credit be obtained by means of such inadmissible registration, the student concerned may lay no claim to such credit, and the Registrar has the right to cancel that credit. All class fees paid shall be forfeited in such a case.

3.1.10 When a student registers for a certificate, diploma or degree programme, it is subject to the rules in terms of which the curriculum concerned have been drawn up and approved by the Council on the recommendation of the Senate.

3.1.11 Should the rules in terms of which a curriculum has been drawn up be amended, students who commenced their studies under previous rules and who have not interrupted their studies, may, subject to the transitional provisions formulated or confirmed by the Council, complete their curriculum in terms of the former rules: provided that the TUT Council formulate transitional rules to enable such students to complete their studies within a reasonable period in terms of the former rules.

3.1.12 The TUT Council reserves the right to discontinue the offering of any approved programme at any time and to authorise the offering of any new, approved programme and any reviewed, approved programme, at any time.

3.1.13 A student must determine himself or herself whether the programme for which he or she has enrolled has been reviewed. If it has been reviewed, he or she should find out what the teach-out (phase-out) date is of the programme he or she is currently attending, and whether he or she would be able to meet all the requirements for graduation, in time – before the teach-out (phase-out) date.



- 3.1.14 A student who has registered for a certificate, diploma or degree programme and who fails to renew his or her registration for that programme in the following academic semester or year, or who fails a term of study, will be deemed to have interrupted his or her studies and will forfeit the right to complete his or her studies in terms of the former rules: provided that registration for work- integrated learning for the academic term following the term in question be regarded as a renewal of his or her registration: provided further that the TUT Council, in exceptional cases, should permit such a student to continue his or her studies in terms of such conditions as may be determined by the Council.
- 3.1.15 If a student is unable to comply with all the requirements before the teach-out (phase-out) date, he or she has to change over to the reviewed programme and has to apply to Academic Administration for exemption from the applicable subjects for which he or she has already obtained credit.
- 3.1.16 Subsequently, that student will have to meet the requirements he or she has not yet met in respect of the reviewed programme, in terms of the rules of the University.
- 3.1.17 If a student fails a subject and wishes to register for that subject again, he or she may do so only if the examination timetable can accommodate that combination of registered subjects within the set period of examination without any examination dates for those subjects coinciding.
- 3.1.18 TUT assumes no responsibility for any incorrect information in respect of any matter relating to registration supplied by anyone who has not been authorised to supply such information. All enquiries should be directed to Academic Administration.

3.2 LATE REGISTRATION

A student who does not register in the official period of registration will not be allowed to register in that particular semester or year.

Students who, for whatever reason, register after classes have commenced, may not lay claim to any concession regarding lectures, tests, etc. that took place before they registered.

3.3 PROOF OF REGISTRATION

It is the responsibility of each student to ensure that his or her registration has been carried out correctly and that he or she receives an official proof of registration.

All students are provided with proof of registration on conclusion of their registration.

Students must verify that the information given for proof of registration is correct before the end of registration period. All changes or corrections must be reported before the final, published registration date. Should a student fail to do so, cancellations and additions that follow after that date will not be considered.

3.4 INTERNATIONAL STUDENTS

International students may register at TUT if they are in possession of a valid study permit or a study visa. All other registration rules apply to all international students (see Chapter 17).

