2021 FIRST YEARS’ INFORMATION GUIDE
Faculty of Engineering and the Built Environment
I, _____________________________

as a first year student will uphold the following institutional values:

Social Accountability
- Accept responsibility for my choices
- Actively attend every class
- Follow all TUT rules
- Use all the resources the University has to offer
- Communicate with my lecturers so that I succeed

Duty of Care
- Always uphold and protect the image of TUT
- Strive for my personal best
- Have a positive attitude
- Reach out to fellow students in need

Greening the Environment
- Respect people and my environment

Non-discrimination
- Treat others the way I would like to be treated

[Signatures]

President
General of the TUT Institutional
Student Representative Council

Student

Date
MESSAGE from the EMC

A very warm and special welcome to the new first years, who are now part of the TUT family where your lecturers are your parental guides and fellow students your big brothers and sisters. This year, 2021, is the start of the next chapter in your lives, and it will no doubt be an exciting one. We encourage you to make the most of all the University has to offer.

We also want to congratulate you. By joining TUT, you have done more than just enrolling at one of South Africa’s largest higher education institutions; you have become part of an institution that attaches a lot of importance to academic excellence and service to society, a university that prides itself on its successes, including alumni successes, research outputs and community engagements.

In line with the University’s motto that we empower people, TUT takes pride in all activities that result in us producing graduates who are knowledgeable intellectuals as well as skilled professionals who can contribute to the economic and social development of our nation. And therefore my promise to you is that TUT will provide you with opportunities to increase your skills and knowledge in order to contribute to your overall development to become skilled professionals.

This is a new and unknown world to you therefore my advice to you is not to be afraid of failure and not to be disheartened by set-backs. We often gain more wisdom from our failures than from our successes. Always aim to move your goal posts outside your comfort zone. Do not be content with the mediocre and don’t settle for second best. Ask as many questions as possible to ensure you truly get to understand your subjects.

We urge you all to cherish this opportunity to be a university student. Enjoy the freedom that comes with it, but also exercise self-discipline so that you will be able to use this freedom in a responsible manner. Please take full advantage of the various support units that TUT has put in place to assist you in your social and academic journey.

The time has come for you to embrace a wider, richer, more diverse and multicultural view. Regardless of where you come from, you all share a common destiny of a successful future and career on completion of your studies. Embrace differences and be open to them, stay true to what is right and challenge yourself to become empowered, well-educated and responsible citizens of our country.

Lastly, we wish you every success, a healthy body and spirit, and a very happy and fruitful university life.

Prof Lourens R van Staden
Vice-Chancellor and Principal
Dr Grace Kanakana-Katumba
Executive Dean
Building 3-620
Pretoria Campus

Contact person:
Ms Z Sibiya, tel: 012 382-5120

Prof Caroline Khoathane
Assistant Dean
Teaching and Learning
Building 3-621
Pretoria Campus

Contact person
Ms Z Sibiya, tel: 012 382-5120

Prof Josiah Munda
Assistant Dean
Postgraduate Studies, Research and Innovation
Building 6-275
Pretoria Campus

Dr SJ Jacobs
Assistant Dean
Industry Liaison, Special Projects and WIL
Building 6-366
Pretoria Campus

Contact person
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Head of Department
Department of Architecture and Industrial Design
Building 11-Ground floor
Pretoria Campus

Contact person
Ms L Labuschagne, tel: 012 382-5252
Mr Nazeem Ansary
Head of Department
Department of Building Sciences
Building 3-405
Pretoria Campus

Contact persons
Ms M Sebothoma, tel: 012 382-5242
Ms L Mare, tel: 012 382-5242

Dr Mxolisi Shongwe
Head of Department
Department of Chemical, Metallurgical and Materials Engineering
Building 3-712
Pretoria Campus

Contact person
Ms R Ngaka, tel: 012 382-4757/5039

Prof Jacques Snyman
Head of Department
Department of Civil Engineering
Building 3-512
Pretoria Campus

Contact person
Ms D Ngoma, tel: 012 382-5212

Prof Thomas Olwal
Head of Department
Department of Electrical Engineering
Building 6-256
Pretoria Campus

Contact person
Ms O Mahlo, tel: 012 382-5159/5737
Dr Bolanle Abe
Academic Manager
Department of Electrical Engineering
Building 14-G18
eMalahleni Campus

Contact person
Ms M van Niekerk, tel: 013 653-3130

Mr Kovilen Reddy
Head of Department
Department of Geomatics
Building 3-416
Pretoria Campus

Contact person
Ms A Viljoen, tel: 012 382-5211

Mr Gift Nenzhelele
Head of Department
Department of Industrial Engineering
Building 2-337

Contact person
Ms TBT Khumalo: tel: 012 382-2843

Dr Lodewyk Beneke
Department of Mechanical and Mechatronics Engineering
Head of Department
Building 3-303
Pretoria Campus

Contact persons
Ms N Ratlhogo, tel: 012 382-5874
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>DESCRIPTION/NOTES</th>
<th>CONTACT DETAIL</th>
<th>VENUE</th>
</tr>
</thead>
</table>
| Administration   | • Registrations 12 April - 14 May 2021  
• Online registrations: Bld 6-114B or alternatively register with your cellular phone  
• Late registrations 17-21 May with penalty fee of R370 (manual and online)  
• Cancellations or change of subjects: See Student diary page 11 and chapter 2 for final closing dates  
• Exemptions Collect forms at academic department. Form must be signed by the head of department. Submit forms at Bld 21  
• Academic reports  
• Progress reports                                                                 | Alida van der Walt 012 382-4188  
René Coetzee 012 382-4257                                                                 | Bld 21  
Counter 19-20  
Academic Department  
Student services  
Academic Department  
Student services  
Student services |
| Fees (Class fees only) | Please note:  
All payments must be done at Bld 21, counters 36–38. Only debit and credit cards are accepted, no cash allowed.  
BANKING DETAILS:  
TUT, ABSA, 04053142603  
5% Discount for full payments before final date. Complete claim forms at Bld 21 counter 39  

012 382-5504/1                                                                 | Bld 21  
Counter 36–38  
(Payments only)  
Counter 39  
(Invoices and queries) |
| Fees (Meals) | Non hostel students are allowed to use the meals facilities.                                                                                           |                                                                            |                           |
| Examination Results | • Examination Results/predicates  
• Queries                                                                                     | www.tut.ac.za examination information 083 123 2777  
Ina Burger 012 382-5704                                                                          | Bld 21  
Counter 7  
Bld 21 |
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>DESCRIPTION/NOTES</th>
<th>CONTACT DETAIL</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation, Residence Life &amp; Catering</td>
<td></td>
<td>012 382-5511/4 <a href="mailto:resadminp@tut.ac.za">resadminp@tut.ac.za</a></td>
<td>Bld 44</td>
</tr>
<tr>
<td>Bookstores</td>
<td>• Van Schaiks</td>
<td>012 327-1945</td>
<td>Total Garage in Pta West</td>
</tr>
<tr>
<td>Bus Services</td>
<td>• Between Pretoria and Arcadia Campuses Students can buy tickets on campus • Between all Hostels and Pretoria Campus</td>
<td>012 382-4263</td>
<td>Bld 1</td>
</tr>
<tr>
<td>ERC Centre</td>
<td>Use of computers</td>
<td></td>
<td>Bld 2 Bld 6 Bld 20 Bld 30 Bld 44 Bld 13</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>• Bursaries and scholarships • Loans</td>
<td>012 382-4465</td>
<td>Bld 53</td>
</tr>
<tr>
<td>Health &amp; Wellness</td>
<td>• Informal Health Education • Primary Health Care (clinics) • Reproductive Health Care • Personal Counseling • Voluntary Counseling &amp; Testing • HIV &amp; AIDS support programmes • Peer Educators Programme</td>
<td>012 382-5237/5830</td>
<td>Bld 4-G60</td>
</tr>
<tr>
<td>International Office</td>
<td></td>
<td>012 382-4922/4414</td>
<td>Bld 4-236</td>
</tr>
<tr>
<td>Internet Café</td>
<td></td>
<td></td>
<td>Bld 6</td>
</tr>
<tr>
<td>Library</td>
<td>Faculty Librarian: Ms Mashilo Multimedia: Ms N Krause</td>
<td>012 382-5371 012 382-4601</td>
<td>Bld 20 2nd Floor</td>
</tr>
</tbody>
</table>
## OTHER CONTACT DETAILS

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>DESCRIPTION/NOTES</th>
<th>CONTACT DETAIL</th>
<th>VENUE</th>
</tr>
</thead>
</table>
| Student Cards                     | • Students to proceed to Bld 4-G64 after registration process  
  • To replace a student card: Pay fee at Bld 21 Counter 36–38. After payment proceed to Bld 4-G64 to collect student card                                                                                                   |                | Bld 4-G64              |
| Sport and recreation              |                                                                                                                                                                                                                  | 012 382-5392   | Bld 51-122             |
| Student Development Services      | • Career Counseling  
  • Disability Services  
  • Reading Skills Development  
  • Social Support  
  • Student employment                                                                                                                                                                                                  | 012 382-5071/5408/5010/5076 | Bld 6-361          |
|                                  | Arcadia Campus  
  Mr S Potgieter                                                                                                                                                                                                      | 012 382-5072   | Arcadia Campus Bld 1   |
|                                   | 012 382-4246/5272  
  012 382-5074/5941                                                                                                                                                                                                     |                |                       |
| Student Life and Governance       | • Student activities  
  • Student Representative Council (SRC)                                                                                                                                                                             | 012 382-5406   | Bld 4-G24              |
| Student Parking                   | • Student Diaries Chapter 20  
  • Register vehicles at Bld 4–G62  
  Campus Protection Services                                                                                                                                                                                             |                | Bld 4 Campus Control  |
| TUT contact details               | • TUT web page:  
  • General TUT information:  
  • Application form:  
  • Admission Enquiries  
  • Register vehicles                                                                                                                                                                                                     | www.tut.ac.za  | Bld 4-G62              |
|                                  | 086 110 2421/012 382-5533/4  
  www.tut.ac.za  
  086 110 2421  
  Bld 4-G62                                                                                                                                                                                                                |                |                       |
### ABSA-STUDENT ACCOUNT

<table>
<thead>
<tr>
<th>Account Holder</th>
<th>Tshwane University of Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Type</td>
<td>Cheque</td>
</tr>
<tr>
<td>Bank</td>
<td>ABSA</td>
</tr>
<tr>
<td>Branch</td>
<td>Church Street West</td>
</tr>
<tr>
<td>Branch Code</td>
<td>32 32 45 / 632005 for ACB</td>
</tr>
<tr>
<td>Account No</td>
<td>405 314 2603 (Student Account)</td>
</tr>
<tr>
<td>Swift Address</td>
<td>ABSAZAJJCPT</td>
</tr>
<tr>
<td>Reference</td>
<td>Registered student number</td>
</tr>
</tbody>
</table>

### ABSA – MAIN ACCOUNT

<table>
<thead>
<tr>
<th>Account Holder</th>
<th>Tshwane University of Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Type</td>
<td>Cheque</td>
</tr>
<tr>
<td>Bank</td>
<td>ABSA</td>
</tr>
<tr>
<td>Branch</td>
<td>Church Street West</td>
</tr>
<tr>
<td>Branch Code</td>
<td>32 32 45 / 632005 for ACB</td>
</tr>
<tr>
<td>Account NO</td>
<td>004 000 0003 (Student Account)</td>
</tr>
<tr>
<td>Swift Address</td>
<td>ABSAZAJJCPT</td>
</tr>
<tr>
<td>Reference</td>
<td>Registered student number</td>
</tr>
</tbody>
</table>

### STANDARD BANK – STUDENT ACCOUNT

<table>
<thead>
<tr>
<th>Account Holder</th>
<th>Tshwane University of Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Type</td>
<td>Cheque</td>
</tr>
<tr>
<td>Bank</td>
<td>Standard Bank</td>
</tr>
<tr>
<td>Branch</td>
<td>West End</td>
</tr>
<tr>
<td>Branch Code</td>
<td>01 03 45</td>
</tr>
<tr>
<td>Account NO</td>
<td>011 414 154 (Student Account)</td>
</tr>
<tr>
<td></td>
<td>011 418 893 (Meal Account)</td>
</tr>
<tr>
<td>Swift Address</td>
<td>ABSAZAJJCPT</td>
</tr>
<tr>
<td>Reference</td>
<td>Registered student number</td>
</tr>
</tbody>
</table>
Student Governance in the Faculty for you!

What is the SFC?
This council consists of class and departmental representatives, academic societies, the chairperson and the secretary. We promote academic initiatives and advocate student equality. The SFC is about making the faculty a leading faculty at the cutting edge of technology.

Contact us
012 382 5658 | Building 13-240

Lesedi Mokokwe
SFC Chairperson
MokokweLP@tut.ac.za

Sinegugu Mcunu
SFC Secretary
McunuSSL@tut.ac.za

Thulani Ntuli
SFC Deputy Secretary
NtuliT@tut.ac.za
NOT SURE WHAT’S HAPPENING WITHIN THE FACULTY?

Want to know more about:

✅ Bursaries and job opportunities

✅ P1 and P2 opportunities

✅ Interesting industry facts

✅ TUT, faculty and departmental information

✅ Timetable changes

✅ Events and news about the faculty

Then go like, follow and view our Facebook page, Twitter and website.
EXCLUSIONS

More information can be found on page 4 of the Students’ Rules and Regulations prospectus.

It is the policy of the Tshwane University of Technology (TUT) to identify and monitor the progress of students who do not comply with the minimum progress requirements for a specific qualification. Students who do not meet such requirements may be placed on probation with conditions or excluded from further studies in that programme, department or faculty in accordance with the guidelines described in this policy.

“Academic Exclusion” at TUT means readmission refusal from a specific qualification, department or faculty for a set period of time due to the student’s failure to comply with the minimum progress requirements as describe in this policy.

The exclusion may be in the form of:

a) Exclusion from a specific academic qualification, in which case the student may be eligible for admission in another academic qualification within the same department, faculty or in another faculty at TUT and need to meet the minimum admission requirement. Such admission to take into account the student enrolment plan of that faculty / department as approved by DHET.

b) Exclusion from the faculty in which case the student may be eligible to be admitted in another academic qualification in another faculty at TUT. Such candidates may be referred to Student Development and Support (SDS) directorate for career counselling and will need to meet the admission requirement for the alternative academic qualification selected.

• A student who achieves 50% or more of the maximum number of credits required after each year of study may proceed uninterrupted. The maximum number of credits for each year of study is specified in the faculty parts of the prospectuses.

• A student who achieves more than 30% (this percentage will gradually increase after the second year – see tables 1 - 4) but less than 50% of the maximum number of credits (as listed in the faculty Prospectus) for the specified period of study will be placed on academic probation. Students on probation are informed by the academic department in writing and are referred to Student Development and Support for counselling and/or academic interventions. The Department may further set compulsory conditions for the student to continue with his or her academic qualification. It is highly recommended that faculties monitor the process, specifically for first-year students, after one (1) semester and introduce academic interventions where feasible to avoid probation or even exclusion.

• A student who has been previously placed on academic probation and achieves less than 30% (this percentage will gradually increase after the second year – see tables 1 - 4) of the maximum credits for the specific period is excluded from further study, but may appeal based on evidence of extenuating circumstances and proof of completed academic interventions recommended during the probation period if applicable.

• A student who has failed the same subject during two (2) different study periods, will be placed on probation. Failing that same subject(s) on a third attempt, will result in exclusion with the right to appeal.

• A student who has previously been placed on probation, but will not be able to complete the remainder of the course in the maximum allowable time, even if taking a maximum load, will be excluded. The student may appeal based on evidence of extenuating circumstances and proof of completed academic interventions recommended during the probation period.
Tables 1 below indicate the credits associated with pass, probation and exclusion.

* Key to calculations:

Credits as a percentage is calculated as a % of the maximum number of credits that could be achieved after the corresponding number of years of study.

For example, the minimum credits to avoid probation for a Report 151 programme after three (3) years of study will be 50% of 3 multiplied by 1,00 (Max per year) = 1,50.

For a Higher Education Qualification Sub-Framework (HEQSF) programme the credits will be 50% of 3 multiplied by 120 (max per year) = 180.

**TABLE 1: Credit weight requirements for a one (1) year qualification**

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>NO EXCLUSION</th>
<th>PROBATION</th>
<th>EXCLUSION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum credits as %</td>
<td>Action</td>
<td>Credits as %</td>
</tr>
<tr>
<td>1</td>
<td>50% or more</td>
<td>Not excluded No intervention</td>
<td>30% - 49,9%</td>
</tr>
<tr>
<td>2</td>
<td>100% of required credits for the relevant qualification or excluded</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To be considered for funding in any academic year the applicant must ensure to follow due processes and comply with the terms and conditions stipulated and applicable to each funding category. Failing to do so will result in the application not being considered. As a general rule no late or incomplete applications will be accepted.

Please consult the Financial Aid website at www.tut.ac.za/Students/financial for updated and relevant information with regards to funding opportunities and application requirements.

AVAILABLE FUNDING

External funding
This funding refers to bursaries that are allocated to students from sources outside of the University. These include undergraduate and postgraduate bursaries from public, private, corporate/industry, government, parastatals and international sources. Please consult our website for more information on possible funding opportunities.

Internal university funding
Internal awards are allocated to any bona fide student from first time entering students to postgraduate students who enrol at the University. It is the University’s intention to attract and retain quality students by rewarding excellent academic and non-academic performance. It also serves the purpose of general support to students on merit as outlined by the specific policy that governs the funding category. For further detail on the application and allocation criteria of these bursaries please refer to the financial aid website mentioned above.

National Student Financial Aid Scheme (NSFAS)
The National Student Financial Aid Scheme (NSFAS) provides financial aid opportunities from various sources to academically deserving and financially needy students who wish to study at tertiary education institutions. The following provides general information on NSFAS. However, please consult the NSFAS website at www.nsfas.org.za, as well as the University website for more information.

• Applications must be made directly to NSFAS, preferably online. Please use the above website to apply and for general information with regards to this process.
• Please note the following closing dates which is applicable currently.
(Consult www.nsfas.org.za for future updates in this regard.

CLOSING DATES FOR APPLICATIONS

<table>
<thead>
<tr>
<th>Category</th>
<th>Opening</th>
<th>Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 12 and past matriculates</td>
<td>1 August</td>
<td>30 November</td>
</tr>
<tr>
<td>Students who were not previously funded</td>
<td>1 September</td>
<td>30 November</td>
</tr>
</tbody>
</table>

Who should apply?
• All new applicants (matriculants) or students who passed Grade 12 in previous years, but never registered at any university.
• Students who have never received NSFAS funding.
• All students funded from the 2016 academic year onwards must register on the NSFAS website to verify their details.
• Continued funding will depend on the student's annual academic performance.
• Additional assistance can be provided to current and prospective students who would like to apply online, but do not have access. Please contact your local Financial Aid Office for more information (see contact details below).

• Any student who needs assistance with their application are requested to ensure they bring all the necessary documents to apply (consult the NSFAS website for a checklist of these documents).

• Access to any of the University campuses will only be granted on presentation of proof that you applied for admission at TUT.

• Parents or guardians that accompany prospective students will also be required to present a valid ID to gain access.

• All applicants must have a cell phone at hand in order to receive the “one-time pin (OTM)”. This will be needed to complete the application process.

• For more information please contact your local Financial Aid Office or NSFAS directly at 0860 067 327 or visit www.nsfas.org.za.

• As from 2016 the University will not make any funding decision as this will be done by NSFAS.

Final confirmation of the outcome of applications will be provided by the University based on this decision by NSFAS. It is therefore imperative that applicants follow the application processes and provide the required documentation before the closing dates.

Contact details
Pretoria Campus
Tel: 012 382 4465
Email: finaidpta@tut.ac.za

Registered students can log an online query for Financial Aid related enquiries at the link below:

https://k2app.tut.ac.za/Runtime/Runtime/Form/frmHomePage/
Here are a few library hacks and tricks that will help you to become a successful information user:

**Challenge your own thinking**

Many people think of a library as a place full of old books. In reality your local campus library is more like a gateway or portal that gives you access to a world of quality information, most of which is available at the touch of a button. To enter this exciting virtual world, simply use the following address: http://lib.tut.ac.za.

**Time-out in tranquillity**

Your local campus library is a perfect place of tranquillity to focus on your studies and assignments or just to enjoy a moment of complete relaxation. Grab a novel - forget about the challenges of campus life while you recharge your energy levels.

**Complete the tutorial**

You can boost your progress towards academic success by attending library orientation that is offered to all first year students.

The orientation will help you to:
- Become comfortable with your local campus library who is your new best friend.
- Turn into an independent explorer of information.
- Save time and energy when navigating your way through a maze of information.
- Obtain special abilities to operate in a complicated information environment.

**Learn the library lingo**

You will come across new and unfamiliar words and terminologies when using your local campus library or accessing electronic content via the LIS Homepage. The most common words and terminologies are explained here:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ask-a-Librarian</strong></td>
<td>A Web based service that allows you to communicate with an Information Librarian through e-mail or chat instead of approaching an Information Librarian in person.</td>
</tr>
<tr>
<td><strong>Check out</strong></td>
<td>To borrow library materials for a specific period of time. The borrowing period varies according to your level of study and type of item borrowed.</td>
</tr>
<tr>
<td><strong>Circulation desk</strong></td>
<td>The service counter in the library where you can check out, return, or renew library materials, generally located near the main entrance of the library.</td>
</tr>
<tr>
<td><strong>Discovery Service</strong></td>
<td>A powerful Web based service that allows you to search TUT’s entire collection of library resources simultaneously using a single search box. You can access and use this service from the library’s Homepage, which is: <a href="http://lib.tut.ac.za">http://lib.tut.ac.za</a>.</td>
</tr>
</tbody>
</table>
Hold

A service of the library’s Circulation desk which allows you to place a “hold” on a book. When the book is returned you will be the next person who can borrow it.

Information Librarian

A qualified information specialist that will help you find information on a topic when you get stuck.

Information literacy

A set of skills that enable you to find, evaluate and use information effectively.

OPAC

An acronym for the “Online Public Access Catalogue”. It is an electronic database indexed by keyword, author, title, and subject that is used to determine whether a particular campus library owns a specific item (such as a book or periodical) and to find out where it is located.

Open collection

A collection of books that you may borrow for 14 days; generally located on the main shelves of a campus library.

Renew

To extend the loan period of an item you have borrowed provided that another user has not requested the same item; generally 2 renewals are permitted.

Shelf number

The combination of numbers and letters (such as 658.4 MAN) used to label each library item and give it a specific “address” on a library shelf. Items are arranged on the shelves by their shelf numbers.

Do the Q&A

These questions and answers provide you with the basic information about the library which is important for your advancement as a first year student.

<table>
<thead>
<tr>
<th>Where is my campus library located?</th>
<th>See the campus map on page 6 of this booklet.</th>
</tr>
</thead>
<tbody>
<tr>
<td>When is my campus library open?</td>
<td>The Library operates 24/7, this includes Public holidays/TUT holidays. Students can use the library as a study space after 22:00 during the week and after 17:00 on Saturdays, not for other services. Sundays the Library will open for study purpose only. The operating hours of all campus libraries are exactly the same: Mon - Thu 08:00-22:00 Fri 08:00-16:00 Sat 09:00-17:00 Sun Closed During the recess we are open: Mon - Fri 08:00-16:00 We are closed on public and TUT holidays.</td>
</tr>
<tr>
<td><strong>What do I need to access my campus library?</strong></td>
<td>You need a valid student card.</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td><strong>Am I allowed to use any of the campus libraries?</strong></td>
<td>Yes, you can use any of the campus libraries. You can also approach your local campus library that will assist you in getting hold of a book that is kept in another campus library.</td>
</tr>
<tr>
<td><strong>How many books can I borrow?</strong></td>
<td>As a First year student you can borrow 4 books for 14 days.</td>
</tr>
</tbody>
</table>
| **Can I renew my books by phone?** | Yes, simply contact the relevant campus library:  
The Arts    012 382-6149  
Emalahleni  013 653-3171  
Ga-Rankuwa  012 382-0744/0674  
Mbombela   013 745-3566  
Polokwane  015 287-0724  
Pretoria    012 382-5803/4  
Science (Arcadia) 012 382-6121  
Soshanguve North 012 382-9354  
Soshanguve South 012 382-9047 |
| **What happens if I keep books beyond the due date?** | You will pay a fine that is levied per day per item. You will also receive overdue reminders by e-mail. If you still do not return the books you will be liable for the replacement charges. |
| **What happens if I do not pay the fines and charges?** | Your examination results will be withheld. |
| **Where can I go to search for information and/or type an assignment?** | Each campus has an Electronic Resource Centre (ERC) and/or I-Centre. See the campus map(s) at the end of the booklet for the exact location of the I-Centre(s). |
| **How do I access electronic information resources?** | You can access electronic information resources by using the following address: http://lib.tut.ac.za. |
| **How do I go about making photocopies?** | Each campus library has a basic photocopying facility. You can also make photocopies in ERCs and I-Centres. You must adhere to copyright laws at all times when making photocopies. |
| **I've tried to find information myself, but I did not get the information I need. What can I do?** | Visit the Information Librarian that is responsible for your Department or use the “Ask-a-Librarian” service. http://lib.tut.ac.za. |
| **I need more information skills to survive my 1st year. What can I do?** | Each campus library offers an Information Literacy Training programme that will teach you the skills to locate, evaluate and use information effectively. |
### Student Development and Support (SDS)

**Personal Counselling**

Do you need to talk about something that’s bothering you?

**English**

Would you like to improve on your English?

---

**Career Counselling**

Do you need help with making a career choice?

**Reading**

Would you like to read faster and with better comprehension?

---

**Study Counselling**

Have you failed a test or need assistance on how to study?

**Student Mentors**

Let’s hook you up with an academic student mentor to assist you with a subject!

---

**Students with Disability**

Have you registered with the Disability Unit?

---

*“Counselling has helped me to get everything into perspective and to live in the moment which has made me so much happier.”*

---

### Locations and Contact Information

<table>
<thead>
<tr>
<th>Unit</th>
<th>Address</th>
<th>Telephone Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Unit</td>
<td>Building 12-G04 Tel: 012 382 6062</td>
<td>Building 1-G08 E Tel: 012 382 6432</td>
</tr>
<tr>
<td>Arcadia Unit</td>
<td>Building 5-215 Tel: 012 382 9662</td>
<td>Building 14-G01 Tel: 012 382 9863</td>
</tr>
<tr>
<td>Soshanguve South Unit</td>
<td>Building 6-329 Tel: 012 382 5716</td>
<td>Building 6-352 Tel: 012 382 4394</td>
</tr>
<tr>
<td>Soshanguve North Unit</td>
<td>Building 6-315 Tel: 012 382 5573</td>
<td>Building 7-G78 Tel: 013 653 3109</td>
</tr>
<tr>
<td>Garankuwa Unit</td>
<td>Building 7-G78 Tel: 013 653 3109</td>
<td>Office 7 Tel: 013 745 3570</td>
</tr>
<tr>
<td>Polokwane Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>eMalahleni Unit</td>
<td></td>
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<tr>
<td>Nelspruit Unit</td>
<td></td>
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</tr>
<tr>
<td>Pretoria Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Support, Career/Pers. Counselling and Life Skills</td>
<td>Building 6-361/6-352 Tel: 012 382 5010/012 382 4826</td>
<td></td>
</tr>
<tr>
<td>Academic skills (Mentorship, writing and study skills)</td>
<td>Building 6-329 Tel: 012 382 5273/012 382 5716</td>
<td></td>
</tr>
<tr>
<td>Assessment Centre</td>
<td>Building 6-352 Tel: 012 382 4394</td>
<td>Building 5-705 Tel: 012 382 4260</td>
</tr>
</tbody>
</table>

**Contact Information**

- **sds@tut.ac.za**
- **SDS@TUT**
- **Student Development and Support**
- **student_development_n_support**
SAED
Student Affairs and Extracurricular Development

Accommodation, Residence Life and Catering

We offer accommodation to students at affordable rates. Each residence provides basic facilities, but certain specialised facilities are unique to specific residences. In each residence students will be welcomed and assisted to adapt to the residence and campus environment.

Tel: 012 382 5514
E-mail: readmring@tut.ac.za

Extracurricular Development

This is a vibrant unit that makes a substantial contribution to the enhancement of the students’ university experience, contributing to the holistic development and enrichment of campus life. This Directorate provides you with the opportunity to express your talents by joining a wide range of interactive and cultural societies. These societies are diverse and include performing arts, dancing, music, drama and choir, Mr and Miss TUT Pageant Annual talent festivals, Gospel Weeks/concerts and religious outreach sessions.

Tel: +27 12 382 5103
Email: ChokweRM@tut.ac.za

Health and Wellness

The Directorate of Health and Wellness provides comprehensive and confidential health and wellness services that promote health, prevent ill-health, and maintain and restore the mental and physical well-being of TUT students. The directorate strives to promote health and wellbeing among students.

Tel: +27 12 382 6611/6613
Email: Heatho@tut.ac.za

Sport & Recreation

TUT Sport contributes in building a strong TUT brand and the University’s sportswomen and women, including coaches and administrators, annually represent the country at national and international competitions.

- Codes
- Golf
- Rugby
- Table Tennis
- Karate
- Netball
- Football

Tel: +27 12 382 5392
Email: MurrayH@tut.ac.za

Student Governance and Leadership Development

Programmes
- Student Governance – Student Representative Council, Student Faculty Council & Political Structures
- Strategic Planning Workshops
- Roundtable Sessions
- SRC Elections
- TUT Journal Newsletter
- Community Outreach Projects
- Educational Excursions
- Induction Sessions

Tshwane University of Technology
We empower people
TUT4Life - PASSWORD

Tut4Life Password complexity requirements

Password must meet complexity requirements

**Description**
This security setting determines whether passwords must meet complexity requirements. Complexity requirements are enforced when passwords are changed or created.

If this policy is enabled, passwords must meet the following minimum requirements when they are changed or created:

1. **Password must contain characters from four of the following categories:**
   - Uppercase characters (A through Z)
   - Lowercase characters (a through z)
   - Base 10 digits (0 through 9)
   - Special Characters: `!@#$%^&*_-+=`|(){}[]:;"'<>,.?/

2. **Password must contain at least 8 characters and a maximum of 16**

3. **Your student number may not appear in your password**

4. **Password may not consist of 4 consecutive characters**
   (eg aaaa, 1111, ****)

5. **Password must not contain the user’s account name**
   (full names and/or surname)
How to register for your free TUT4life e-mail account?
Your TUT4life e-mail address will be the only electronic channel lecturers, deans and administrators will use to communicate with you (deadlines, assignments, time tables, exclusions etc.)

Steps to follow...
Please note that all TUT students are automatically registered and therefore do not have to go and activate their accounts.

Go to internet explorer and type: https://tut4life.tut.ac.za/

Activate my email
1. Click on “Reset My Password”
2. Enter your student number in the “Student Number” field
3. Enter your ID/Passport Number. Click on “Submit”.
4. Now change your password to your own password. Please note that you have to follow all the “Password Rules” listed on the screen!
5. Confirm your new password.

Access my email
Go to internet explorer and type: https://tut4life.tut.ac.za/
Click on “Access my Email”
• An Office 365 screen will appear - login with the following
  - User name: Student HYPERLINK “mailto:number@tut4life.ac.za” number@tut4life.ac.za
  - Password: TUT4Life password
• This will take you to your Brand New TUT4life 10GB Mailbox
You have registered and adhered to the password complexity requirements, however you cannot access your e-mail?

- **RESET** your password
- You can still not access your e-mail?
- You have most probably entered the incorrect password more than 3 times! Your e-mail account is locked!

**Contact details for any inquiries:**
Email: tut4life@tut.ac.za/myTUTor@tut.ac.za
Tel: 012 382 4427
Building 9 Ground Floor (East Entrance)
EDUROAM HOTSPOTS AT TUT

<table>
<thead>
<tr>
<th>WIRELESS HOTSPOT AREA</th>
<th>GPS COORDINATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pretoria Campus</td>
<td>25°43'53.55&quot;S 28°09'40.38&quot;E</td>
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<tr>
<td>Building 2/6 Open Area</td>
<td>25°43'58.02&quot;S 28°9'50.29&quot;E</td>
</tr>
<tr>
<td>Building 2</td>
<td>25°43'57.72&quot;S 28°9'47.66&quot;E</td>
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<tr>
<td>Building 3 6th floor</td>
<td>25°43'55.84&quot;S 28°9'48.97&quot;E</td>
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<tr>
<td>Building 4</td>
<td>25°43'54.78&quot;S 28°9'46.08&quot;E</td>
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<tr>
<td>Building 5 North, Open Area</td>
<td>25°43'54.05&quot;S 28°9'51.81&quot;E</td>
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<tr>
<td>Building 6 Courtyard</td>
<td>25°43'57.97&quot;S 28°9'53.33&quot;E</td>
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<td>Building 9</td>
<td>25°43'59.39&quot;S 28°9'53.40&quot;E</td>
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<td>Building 11</td>
<td>25°44'1.38&quot;S 28°9'49.13&quot;E</td>
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<tr>
<td>Building 13</td>
<td>25°43'52.20&quot;S 28°9'49.90&quot;E</td>
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<tr>
<td>Building 20 Library, full coverage</td>
<td>25°43'52.78&quot;S 28°9'44.31&quot;E</td>
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<tr>
<td>Building 21 Floor 2, 3 &amp; 5</td>
<td>25°43'53.56&quot;S 28°9'36.82&quot;E</td>
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<tr>
<td>Building 21 Fountain</td>
<td>25°43'55.71&quot;S 28°9'42.56&quot;E</td>
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<tr>
<td>Building 30 Courtyard</td>
<td>25°43'55.10&quot;S 28°9'37.04&quot;E</td>
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<tr>
<td>Building 31 Open Area</td>
<td>25°43'56.72&quot;S 28°9'38.51&quot;E</td>
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<tr>
<td>Building 44 Cafeteria</td>
<td>25°43'54.52&quot;S 28°9'32.36&quot;E</td>
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<td>Arcadia Campus</td>
<td>25°44'41.83&quot;s 28°12'0.19&quot;e</td>
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<td>Building 1 Boardroom</td>
<td>25°44'43.72&quot;S 28°11'57.15&quot;E</td>
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<td>Building 2 Library</td>
<td>25°44'43.20&quot;S 28°11'58.22&quot;E</td>
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<tr>
<td>Building 4 Cafeteria</td>
<td>25°44'40.56&quot;S 28°11'57.17&quot;E</td>
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<td>Arts Campus</td>
<td>25°44'26.16&quot;s 28°11'45.99&quot;e</td>
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<tr>
<td>Building 5 Boardroom</td>
<td>25°44'25.16&quot;S 28°11'46.78&quot;E</td>
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<td>Building 7 Library</td>
<td>25°44'24.96&quot;S 28°11'49.63&quot;E</td>
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<td>Ga-rankuwa Campus</td>
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<td>Building 2 Library</td>
<td>25°36°56.47&quot;S 28°0'10.98&quot;E</td>
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<tr>
<td>Building 27 Cafeteria</td>
<td>25°36°56.58&quot;S 28°0'6.04&quot;E</td>
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<tr>
<td>Building 29</td>
<td>25°36°58.55&quot;S 28°0'8.67&quot;E</td>
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<tr>
<td>WIRELESS HOTSPOT AREA</td>
<td>GPS COORDINATES</td>
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<td>-----------------------------</td>
<td>--------------------------------------</td>
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<tr>
<td>Soshanguve North Campus</td>
<td>25°31’12.92”s 28°6’47.48”e</td>
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<tr>
<td>Building 17 Boardroom</td>
<td>25°31’11.49”S 28°6’53.71”E</td>
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<tr>
<td>Cafeteria 1</td>
<td>25°31’12.59”S 28°6’53.28”E</td>
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<td>Cafeteria 2</td>
<td>25°31’16.73”S 28°6’47.81”E</td>
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<tr>
<td>Soshanguve South Campus</td>
<td>25°32’37.57”s 28°5’47.16”E</td>
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<tr>
<td>Building 5 Council Chambers</td>
<td>25°32’26.25”S 28°5’45.95”E</td>
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<tr>
<td>Library</td>
<td>25°32’24.61”S 28°5’43.97”E</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>25°32’27.68”S 28°5’42.05”E</td>
</tr>
<tr>
<td>eMalahleni Campus</td>
<td>25°52’39.67”S 29°14’10.94”E</td>
</tr>
<tr>
<td>Building 07 Boardroom</td>
<td>25°52’41.74”S 29°14’7.69”E</td>
</tr>
<tr>
<td>Building 15 &amp; 16 Open Area</td>
<td>25°52’36.47”S 29°14’7.92”E</td>
</tr>
<tr>
<td>Building 18</td>
<td>25°52’36.51”S 29°14’4.56”E</td>
</tr>
<tr>
<td>Library</td>
<td>25°52’39.82”S 29°14’8.57”E</td>
</tr>
<tr>
<td>Polokwane Campus</td>
<td>23°53’59.87”S 29°26’55.84”E</td>
</tr>
<tr>
<td>Boardroom</td>
<td>23°53’59.87”S 29°26’55.84”E</td>
</tr>
<tr>
<td>Nelspruit Campus</td>
<td>25°29’59.33”S 30°57’17.90”E</td>
</tr>
<tr>
<td>Building 1</td>
<td>25°29’57.18”S 30°57’20.79”E</td>
</tr>
<tr>
<td>Building 4 Library</td>
<td>25°29’58.86”S 30°57’22.50”E</td>
</tr>
</tbody>
</table>
How to connect to Eduroam wireless network (Wi-Fi)

Guideline for Windows 7 and 8
Rev. 2.0
CoMplied by ICT Services

In Windows 7 and Windows 8, if there is a Wi-Fi hotspot, a Wi-Fi icon should also appear in the system tray on the bottom right-hand corner of the screen.

1. To access the wireless network, click the Wi-Fi icon. You should now see a list of available networks.
2. Click on ‘Eduroam’. Make sure you uncheck the “Connect automatically” option and click Connect button.

Windows 7

Windows 8
As it is a secure network, you’ll need to provide your username and password. On Windows 8, uncheck “Use my windows user account”. Enter your credentials as follows:

Username: studentnumber@tut4life.ac.za
Password: TUT4life password

Windows 7

Windows 8

Contact details for any inquiries:
Email: tut4life@tut.ac.za/myTUTor@tut.ac.za
Tel: 012 382 4427
Building 9 Ground Floor (East Entrance)
Changing and managing staff and student passwords are now possible via the TUT Password Manager APP. This can be downloaded from PlayStore (Android users) or AppStore (iOS users). Follow the prompts and install the App to reset your password.

As a registered student and staff member you will be able to access a Resource Module (staff) and Orientation Module (students) when logging in on myTUTor. Admission to this module is free and will give you access to resources in the D2L BrightSpace community on how to use the LMS to obtain the best results.

Work through the module and enjoy the journey!

ENQUIRIES AND TECHNICAL SUPPORT
myTUTor Service Desk
Tel: (012) 382-4427 (Office hours: 08:00 - 16:00)
eMail: myTUTor@tut.ac.za
33.1.7 "TUT" means the Tshwane University of Technology, as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.

33.2 RULES

33.2.1 International students shall be admitted to study at TUT in terms of the rules and regulations approved by the Council, in consultation with the Senate. For all statutory admission requirements, refer to Chapter 1.

33.2.2 No international student shall be allowed to register for a qualification at TUT unless he or she meets the minimum admission requirements, as approved by the Council.

33.2.3 International students must contact the South African Qualifications Authority (SAQA) beforehand to have their qualifications evaluated.

33.2.4 If an international applicant who had previously registered as a student at a tertiary institution outside the Republic of South Africa, discontinued his or her studies at that institution before obtaining the diploma or degree he or she had registered for, he or she must, before registering at TUT, submit an original academic record of such studies, a certificate of conduct issued by the Registrar of that institution, and a certificate of evaluation from SAQA.

33.2.5 International students must obtain an application form for admission to study at TUT from the Registrar’s Office.

33.2.6 All applications received from prospective international students shall be submitted to an Admissions Office of TUT at one of the various learning sites, for consideration. Only applications accompanied by a certificate of evaluation from SAQA shall be considered.

33.2.7 The Admissions Offices of TUT at the various learning sites shall, in consultation with the academic departments, inform an international student who has applied to study at TUT whether or not his or her application has been approved. No other office shall be allowed to communicate such information.

33.2.8 No international student shall be allowed to study at TUT unless he or she is in possession of a study permit issued by the Department of Home Affairs. If a student has been admitted to TUT, it does not imply that he or she will automatically receive a study permit, and it is therefore imperative that a prospective international student await the outcome of his or her application for a study permit before he or she approaches TUT to register formally.

33.2.9 Only after an international student has complied with all the requirements of the Government for entering South Africa and has been issued with the necessary authorisation (study permit), may he or she formally register at TUT.

33.2.10 An international student must ensure that his or her study permit is renewed annually. In the case of a student failing to submit a copy of such a renewal, his or her registration for the academic term concerned will be summarily cancelled, and any fees he or she has paid will be forfeited.