

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, 2020, 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

MESSAGE from the Dean

A new beginning

The Faculty of Science has always taken pride on the quality of young people we are able to attract to study at the Tshwane University of Technology. Being selected to assist students to build on their dreams is a tremendous honour. Our students are carefully selected through a rigorous selection processes which ensures a high pass rate and successful and happy students.

Opportunities

The course material that students will be subjected to in the class room is designed to address the need of the community and the industry as every qualification's content is guided by an Advisory Committee consisting of leading industry professionals and presented by enthusiastic and competent staff. Faculty staff are aware of new legislation and developments in the educational and health system and implement the necessary changes in the method of teaching and curricula.

No courses will focus on unnecessary information and the final outcome of the process of education and training will render a professional sought after in the market place.

This ensures that the curriculum stays relevant to the field of study and that students are equipped with the necessary skills that not only will they add value to the system but that they will become sought after as a result of their integrated practical and theoretical education and training.

Closing

Although you might be one of more than 40 000 students enrolled at the Tshwane University of Technology, we trust you will always experience that you are being recognized in The Faculty of Science as an individual and that interest is shown in your specific academic qualification.

May your interaction and relationship with this Faculty, its staff and the Tshwane University of Technology as a whole be a satisfactory, exciting and valuable life experience.

Dr Ingrid Mokgobu
Executive Dean: Faculty of Science

Academic Departments

The Faculty of Science consists of 14 departments; seven of these are situated on the Arcadia campus and seven on the Pretoria West campus.

One of the 14 departments, Mathematics and Statistics, will continue to have staff on all the urban sites where they provide a valuable service to other faculties.

Adelaide Tambo School of Nursing Science Building 5 - PTA WEST					
		Building		Tele- phone	Fax
Head of Department	Yolanda Havenga (Dr)	5:314	Pretoria	382-4280	382-5033
Dept Administrator	Grace Lemeko	5:330	Pretoria	382-5197	382-5033
Dept Administrator	Alet du Toit	5:312	Pretoria	382-5274	382-5033
Department of Animal Sciences Building 5 - PTA WEST					
Head of Department	Khathu Nephawe (Prof)	5:613	Pretoria	382-5334	382-4224
Dept Administrator	Mpho Phuti	5:617	Pretoria	382-5332	382-4224
Department of Biomedical Sciences Building 3 - Arcadia					
Head of Department	Carin Boshoff (Dr)	3:201	Arcadia	382-6307	382-6262
Dept Administrator	Annelie Bronkhorst	3:201	Arcadia	382-6306	382-6262
Dept Administrator	Marinda v d Berg	3:201	Arcadia	382-6218	382-6262
Office Assistant	Martha Chauke	3:100	Arcadia	382-6265	382-6262
Department of Biotechnology and Food Technology Building 4 - Arcadia					
		Building		Tele- phone	Fax
Head of Department	Mathoto Thaoge (Dr)	4:104	Arcadia	382-6241	382-6256
Dept Administrator	Charmain Briel	4:104	Arcadia	382-6240	382-6256
Dept Administrator	Maria Visser	4:104	Arcadia	382-6366	382-6256

Academic Departments

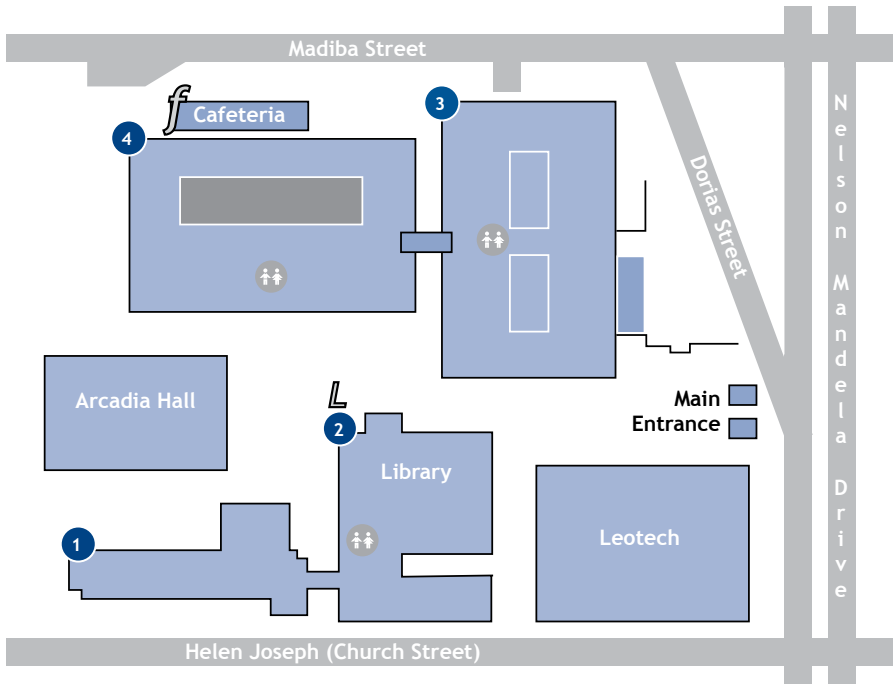
Department of Chemistry Building 3 - Arcadia					
Head of Department	Ntebogeng Mokgalaka (Prof)	3:501	Arcadia	382-6381	382-6284
Section Head	Nomfusi Mputumana	3:508	Arcadia	382-6328	382-6284
Dept Administrator	Sanette Boshoff	3:501	Arcadia	382-6317	382-6284
Dept Administrator	Sarona Leshaba	3:501	Arcadia	382-6284	382-6284
Department of Crop Sciences Building 5 - PTA WEST					
Head of Department	Puffy Soundy (Prof)	5:408A	Pretoria	382-5335	382-5869
Dept Administrator	Sonia Knott	5:425	Pretoria	382-5301	382-5869
Office Assistant	Nomsa Radebe	5:408	Pretoria	382-5342	382-5869
Department of Environmental Health Building 5 - PTA WEST					
Head of Department	Thabiso Morodi (Dr)	5:107	Pretoria	382-4399	382-5262
Dept Administrator	Petro van Rooyen	5:107	Pretoria	382-5281	382-5262
Office Assistant	Anne-Marie Brink	5:105	Pretoria	382-5768	382-5262
Department of Environmental, Water and Earth Sciences Building 4 - Arcadia					
		Building		Tele- phone	Fax
Head of Department	Lizzy Monyatsi (Dr)	4:504	Arcadia	382-6201	382-6354
Section Head	Lupi Lupankwa (Dr)	4:504	Arcadia	382-6213	384-6354
Dept Administrator	Retha Enslin	4:503	Arcadia	382-6232	382-6233
Dept Administrator	Sarah Galebies	4:504	Arcadia	382-6115	382-6354
Dept Administrator	Zicki Joubert	4:505	Arcadia	382-6315	382-6354

Academic Departments

Department of Horticulture Building 5 - PTA WEST					
Head of Department	Retha Slabbert (Prof)	5:G13	Pretoria	382-5302	382-4947
Dept Administrator	Betsie Dippenaar-Nel	5:G15	Pretoria	382-4606	382-4947
Office Assistant		5:G09	Pretoria	382-5316	382-4947
Department of Mathematics And Statistics Building 2 - Arcadia					
Head of Department	Seithuti Moshokoa (Prof)	30:341E	Pretoria	382-6129	382-4496
Section Head - Mathematics	Phumezili Kama (Dr)	2:117A	Arcadia	382-6358	382-6114
Section Head - Statistics	Tshaudi Motsima	30:341K	Pretoria	382-5555	382-4496
Dept Administrator	Pertunia Raphala	2:117	Arcadia	382-6358	382-6114
Dept Administrator (Part-time appointment)	Sinnah Mokhutso	2:117	Arcadia	382-6358	382-6114
Dept Administrator	Perpetua Lekalakala	30:341E	Pretoria	382-4645	382-4496
Department of Nature Conservation Building 5 - PTA WEST					
		Building		Tele- phone	Fax
Head of Department	Brian Reilly (Prof)	5:505	Pretoria	382-5215	382-5566
Dept Administrator	Henna Joubert	5:508	Pretoria	382-5306	382-5566
Office Assistant	Eva Mahlangu	5:507	Pretoria	382-5306	382-5566
Department of Pharmaceutical Sciences Building 4 - Arcadia					
Head of Department	Baatile Komane (Dr)	4:210	Arcadia	382-6230	382-6243
Dept Administrator	Theresia Mathai	4:210	Arcadia	382-6303	382-6243
Dept Administrator	Lucas Shai	4:210	Arcadia	382-6348	382-6243
Dept Administrator (Somatology)	Elna Prinsloo	4:309	Arcadia	382-6113	382-6372

Academic Departments

Department of Physics Building 3 - Arcadia					
Head of Department	Joseph Asanté (Prof)	3:423H	Arcadia	382-6280	382-6411
Dept Administrator	Faith Roberts	3:423A	Arcadia	382-6357	382-6411
Department of Sport, Rehabilitation and Dental Sciences Building 6 - Arcadia					
Head of Department	Yvonne Paul (Prof)	3:103	Pretoria	382-5807	382-5801
Dept Administrator (Dental Sciences)	Henriëtte Theron	6:220	Pretoria	382-5008	382-5099
Office Assistant	Sinnah Mokhutso	3:103	Pretoria	382-5806	382-5801
Office Assistant	Thandi Poe	2:430	Pretoria	382-4794	382-4792



BUILDING 1

- Administration
- Office of the Executive Dean

BUILDING 2

- Library & Information Services
- Department of Mathematics & Statistics

BUILDING 3

- Department of Biomedical Sciences
- Department of Pharmaceutical Sciences
- Department of Physics
- Department of Chemistry


BUILDING 4

- Radiography
- Department of Biotechnology & Food Technology
- Department of Pharmaceutical Sciences
- Somatology
- Department of Environmental, Water and Earth Science

BUILDING 5


- Arcadia Hall

 Information

 Food outlet

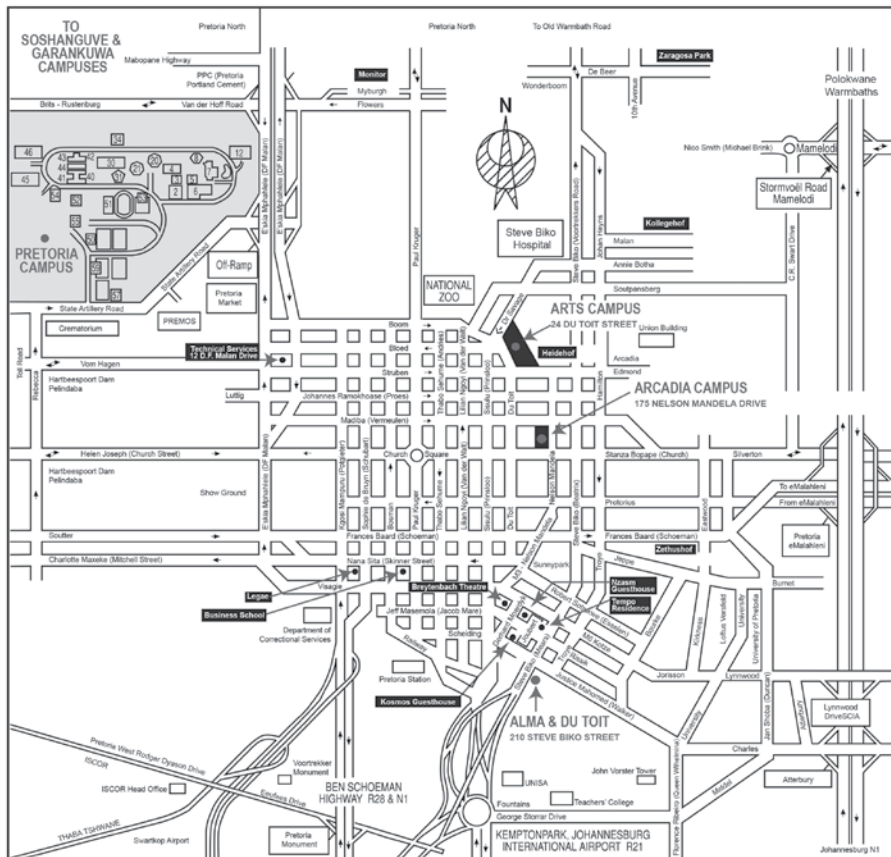
 Library

 Toilets

 Buildings

 Roads

Pretoria City Map



Map not according to scale

GPS COORDINATES TO CAMPUSES

Arts Campus:

25°44'26.16"S 28°11'45.99"E

GaRankuwa Campus:

25°37'05.92"S 28°00'08.31"E

Pretoria West Campus:

25°43'53.55"S 28°09'40.38"E

Soshanguve South Campus:

25°32'26.88"S 28°05'46.16"E

Soshanguve North Campus:

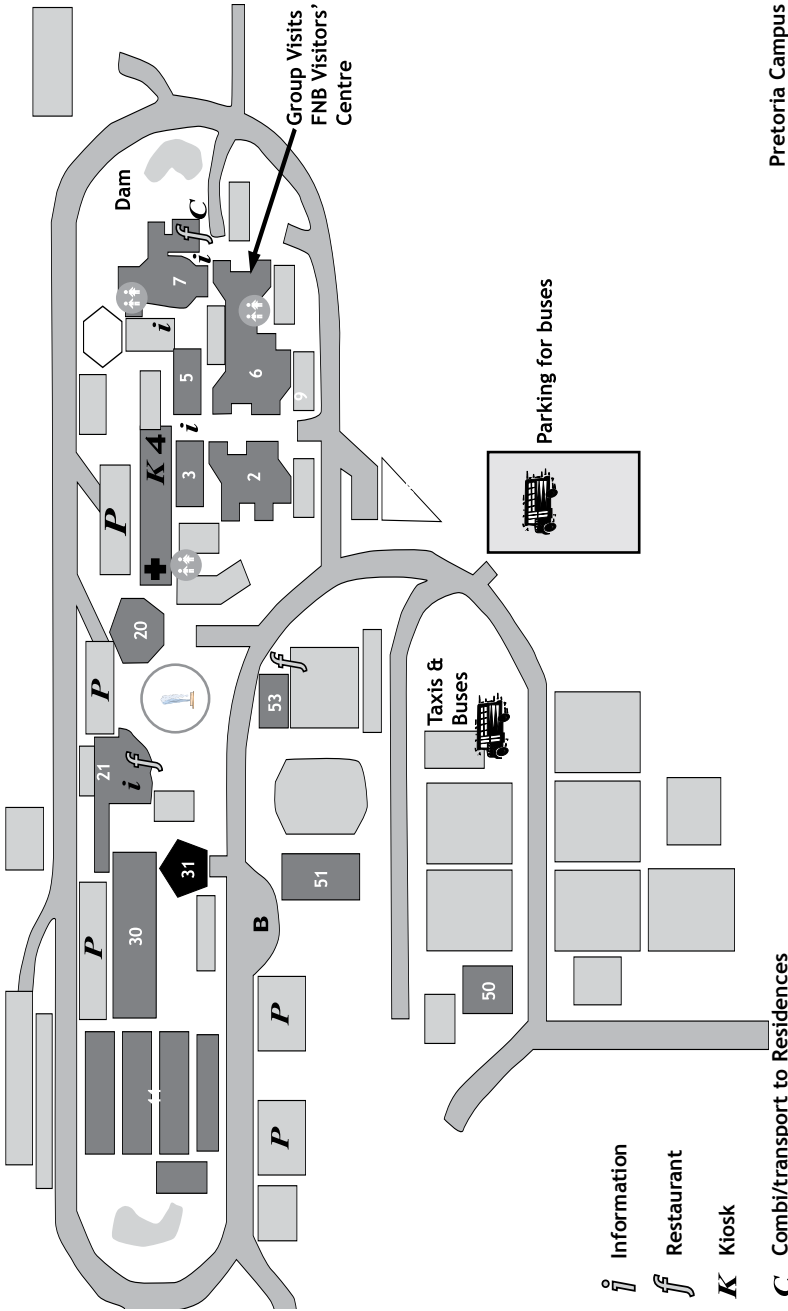
25°31'13.08"S 28°06'46.44"E







DISTANCES TO CAMPUSES

Pretoria West Campus to Soshanguve South Campus: 36km

Pretoria West Campus to GaRankuwa Campus: 34km

Pretoria West Campus to Arcadia Campus: 6km



-  Information
-  Restaurant
-  Kiosk
-  Combi/transport to Residences
-  Toilets
-  Emergency/Campus Clinic

Pretoria Campus
 Staatsartillerie Road
 Pretoria West
 General Information: 0861 110 2424

Changes to Higher Education Qualifications in South Africa

Government has introduced a single unified national qualification framework for education in South Africa that applies to all higher education institutions and improves the ability of students to move easily and more effectively from one qualification to the next, as well as between institutions.

What are the changes?

- New qualification types
- New names for qualifications
- New minimum admission requirements
- Expanded National Qualification Framework (NQF Levels and new progression pathways)



Students in the different qualifications streams (vocational, professional and general/academic streams) will follow different pathways in the higher education qualifications sub-framework

Progression of Qualifications

Below is an example of the new Vocational progression pathway from a Diploma up to the Doctoral level:



Below is an example of the General/Academic progression pathway from a Bachelor degree up to the Doctoral level:



Below is an example of new generic Professional pathway from a Professional Bachelor degree (NQF level 8) up to the Doctoral level:



Where to find more information?

The respective institutional faculty prospectuses and other marketing materials will provide detailed information with regards to curriculum changes and requirements for specific qualifications.

Cape Peninsula University of Technology: www.cput.ac.za | Central University of Technology: www.cut.ac.za
 Durban University of Technology: www.dut.ac.za | Mangosuthu University of Technology: www.mut.ac.za
 University of Mpumalanga: www.ump.ac.za | Tshwane University of Technology: www.tut.ac.za
 Vaal University of Technology: www.vut.ac.za

Entrepreneur's Credo

Being a graduate of the Tshwane University of Technology,
I believe that strength of character and the search for opportunities
are the products of initiative and innovation.

I will therefore always strive to be outstanding rather than mediocre.

I have learned to be resourceful and creative.

I will, with enthusiasm, grasp and use all the opportunities I encounter.

Being a true entrepreneur,

I will always consider the challenge to be greater than the risk.

My independence and my self-respect are my pride and my honour.

My knowledge is my strength and my skill is my security.

I will not bow before any man, nor flee from any risk.

My education and my abilities will enable me to stand proud and tall,
unafraid of the future and with the strength and independence

to think for myself and to act on my own,

to enjoy the fruits of my initiative with pride,

to serve my country and to look the world straight in the eye and say:

“This I did with the help of my God”.

This is what it means to be an entrepreneur of the
Tshwane University of Technology.

STUDENT SERVICES

DEPARTMENT	DESCRIPTION/NOTES	CONTACT DETAIL	VENUE
Administration	<ul style="list-style-type: none"> • Registrations 9 January - 10 February • Online registrations: Bld 6-114B or alternatively register with your cellular phone • Late registrations 13 - 17 February 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 	<p>Alida van der Walt 012 382-4188 René Coetzee 012 382-4257</p> <p>Academic Department</p> <p>Student services</p> <p>Student services</p> <p>Academic Department</p>	<p>Bld 21 Counter 19-20</p> <p>Bld 21 Counter 19-20</p> <p>Bld 21 Counter 19-20</p>
Fees (Class fees only)	<p>Please note: <i>All payments must be done at Bld 21, counters 36-38. Only debit and credit cards are accepted, no cash allowed.</i></p> <p>BANKING DETAILS: TUT, ABSA, 04053142603 5% Discount for full payments before final date. Complete claim forms at Bld 21 counter 39</p>	012 382-5504/1	<p>Bld 21 Counter 36-38 (Payments only)</p> <p>Counter 39 (Invoices and queries)</p>
Fees (Meals)	Non hostel students are allowed to use the meals facilities.		
Examination Results	<ul style="list-style-type: none"> • Examination Results/ predicates • Queries 	<p>www.tut.ac.za examination information 083 123 2777</p> <p>Ina Burger 012 382-5704</p>	<p>Bld 21 Counter 7</p> <p>Bld 21</p>

OTHER CONTACT DETAILS

Accommodation, Residence Life & Catering		012 382-5511/4 resadminp@tut.ac.za	Bld 44
Bookstores	<ul style="list-style-type: none"> • Protea • Van Schaik's 	012 382-5918 012 327-1945	Bld 4 Ground floor Pretoria West Total Garage in Pta West
Bus Services	<ul style="list-style-type: none"> • Between Pretoria and Arcadia Campuses Students can buy tickets on campus • Between all Hostels and Pretoria Campus 	012 382-4263	Bld 1
ERC Centre	Use of computers		Bld 2 Bld 6 Bld 20 Bld 44 Bld 44 Bld13
Financial Aid	<ul style="list-style-type: none"> • Bursaries and scholarships • Loans • Student insurance 	012 382-4465	Bld 53
Health & Wellness	<ul style="list-style-type: none"> • Informal Health Education • Primary Health Care (clinics) • Reproductive Health Care • Personal Counseling • Voluntary Counseling & Testing • HIV & AIDS support programmes • Peer Educators Programme 	012 382-5237/5830	Bld 4-G60
International Office		012 382-4922/4414	Bld 4-236
Internet Café			Bld 6
Library	Ms Mashilo Faculty Librarian	012 382-5371	Bld 20 Ground floor
	Multimedia: Ms N Krause	012 382-4601	Bld 20 2 nd Floor

OTHER CONTACT DETAILS

DEPARTMENT	DESCRIPTION/NOTES	CONTACT DETAIL	VENUE
Student Cards	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Career Counseling Disability Services Reading Skills Development Social Support Student employment <p>Arcadia Campus Mr S Potgieter</p>	012 382-5071/5408/ 5010/5076 012 382-5072 012 382-4246/5272 012 382- 012 382-5074/5941 012 382-6117	Bld 6-361 Arcadia Campus Bld 1
Student Life and Governance	<ul style="list-style-type: none"> Student activities Student Representative Council (SRC) 	012 382-5406 masekelaj@tut.ac.za	Bld 4-G24
Student Parking	<ul style="list-style-type: none"> Student Diaries Chapter 20 Register vehicles at Bld 4-G62 Campus Protection Services 		Bld 4 Campus Control
TUT contact details	<ul style="list-style-type: none"> TUT web page: General TUT information: Application form: Admission Enquiries Register vehicles 	www.tut.ac.za 086 110 2421/ 012 382-5533/4 www.tut.ac.za Bld 4-G62	

BANK DETAILS OF TUT

1

ABSA-STUDENT ACCOUNT

Account Holder	Tshwane University of Technology
Account Type	Cheque
Bank	ABSA
Branch	Church Street West
Branch Code	32 32 45 / 632005 for ACB
Account No	405 314 2603 (Student Account)
Swift Address	ABSAZAJCPT
Reference	Registered student number

2

ABSA - MAIN ACCOUNT

Account Holder	Tshwane University of Technology
Account Type	Cheque
Bank	ABSA
Branch	Church Street West
Branch Code	32 32 45 / 632005 for ACB
Account NO	004 000 0003 (Student Account)
Swift Address	ABSAZAJCPT
Reference	Registered student number

3

STANDARD BANK - STUDENT ACCOUNT

Account Holder	Tshwane University of Technology
Account Type	Cheque
Bank	Standard Bank
Branch	West End
Branch Code	01 03 45
Account NO	011 414 154 (Student Account) 011 418 893 (Meal Account)
Swift Address	ABSAZAJCPT
Reference	Registered student number

FINANCIAL AID INFORMATION

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

Category	Opening	Closing
Grade 12 and past matriculates	1 August	30 November
Students who were not previously funded	1 September	30 November

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

LIBRARY INFORMATION

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:

Ask-a-Librarian	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.
Check out	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.
Circulation desk	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.
Discovery Service	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: http://lib.tut.ac.za .

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.

Where is my campus library located?	See the campus map on page 60f of this booklet.
When is my campus library open?	<p>The operating hours of all campus libraries are exactly the same:</p> <p>Mon - Thu 08:00-22:00 Fri 08:00-16:00 Sat 09:00-17:00 Sun Closed</p> <p>During the recess we are open: Mon - Fri 08:00-16:00</p> <p>We are closed on public and TUT holidays.</p>

What do I need to access my campus library?	You need a valid student card.
Am I allowed to use any of the campus libraries?	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.
How many books can I borrow?	As a First year student you can borrow 4 books for 14 days.
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 Affairs and Extracurricular Development

SAED strives to be an innovative contributor to a vibrant University community through the holistic development of students to enable students to succeed academically as socially responsible catalysts of social re-engineering

The following directorates make up SAED:

The Directorate of Health and Wellness

It is primarily responsible for your health care at all our campuses. Because you are a registered student at TUT, the Netcare 911(082 911) emergency medical services are also available to assist you at all times, on and off campus.

The Directorates of Accommodation, Residence Life and Catering

This directorate is responsible for the accommodation of our students. The capacity for the accommodation of our students at TUT is limited to a certain number but it is important to note that within the residences we have what we call organized student activities so there is vibrant student life within our residences. We are also mindful of the fact that we accommodate you in order to do well academically so we do have academic support services within our residences which are well structured.

The Directorate of Sport and Recreation

This directorate is responsible for all sporting activities at all our campuses, so we encourage you as first year students to participate in various sporting activities of your choice, it is always healthy to be active in sporting activities because you need to be healthy to do well academically .

The Directorate of Extracurricular Development

This directorate provides opportunities for TUT students to participate in various out of classroom activities which include: spiritual activities, arts and culture activities, drama, choir, poetry and dance. You are also invited and encouraged to participate in these activities.

The Directorate of Student Governance and Leadership Development

At all our campuses we have what we call local SRCs and we do have an institutional SRC which we call the Central Student Representative Council, these are your leaders so make use of them and visit their offices. Within faculties we have what we refer to as Faculty Student Councils and they are there to attend to student academic challenges because we wouldn't want you to sit back and be frustrated because of unresolved challenges within faculties so talk to your fellow student leaders who will facilitate resolution of problems that you are encountering.

The division has also launched a program called Assist a student, the program is aimed at assisting students who have no source of income and those who are proven to be financial needy. The program assists students based on the availability of funds.

We are here for you and we will respond to any queries that students and parents bring to our attention. We will support you if you have been affected, either directly or indirectly, by violence or assault, harassment of any kind, family crises, disability or issues relating to substance abuse.

Directorate of Student Governance and Leadership Development	Directorate of Health and Wellness	Sport and Recreation
<p>Director <i>Gugulethu Xaba</i> Tel: 012 382 5324 Email: XabaG@tut.ac.za</p> <p>Administrative Assistant: <i>Zanele Nyembe</i> Tel: 012 382 4284 Email: NyembeGZ@tut.ac.za</p> <p>Student Development Officers</p> <p><i>Lebogang Mogale</i> Tel: 012 382 6685 Email: MogaleL@tut.ac.za</p> <p><i>Tshepang Manyesa</i> Tel: 012 382 5798 Email: ManyesaT@tut.ac.za</p> <p><i>Buti Mnyakeni</i> Tel: 012 382 6673 Email: MnyakeniBS@tut.ac.za</p>	<p>Office of the Director Tel: 012 382 6611/6613 Email: Heaths@tut.ac.za</p> <p>eMalahleni Tel: 013 655 3222</p> <p>Garankuwa Tel: 012 382 0572</p> <p>Mbombela Tel: 013 745 3591</p> <p>Polokwane Tel: 015 287 0706</p> <p>Pretoria Tel: 012 382 6612</p> <p>Soshanguve Tel: 012 382 9184</p>	<p>Office of the Director Tel: 012 382 5392 Email: murrayh@tut.ac.za</p> <p>eMalahleni Tel: 013 655 3163</p> <p>Garankuwa Tel: 012 382 0572</p> <p>Mbombela Tel: 013 745 3571</p> <p>Polokwane Tel: 015 287 0778</p> <p>Pretoria Tel: 012 382 5397</p> <p>Soshanguve Tel: 012 382 9018</p>
Accommodation	Extracurricular Development	
<p>Pretoria Campus Tel: 012 382 5514 Email: resadminp@tut.ac.za</p>	<p>Office of the Director <i>Dr EM Sedibe</i> (Acting Director) Tel: 012 382 5103</p> <p><i>Mrs Faith Chokwe</i> (Secretary to the Director & Deputy Director) Tel: 012 382 5103 E-mail: ChokweBMF@tut.ac.za Building 4 Room G24</p> <p>Pretoria Campus <i>Mr Michael Lekoloane</i> (Senior Practitioner) Tel: 012 382 4950 E-mail: LekoloaneMK@tut.ac.za Building 4 Room G08</p>	

STUDENT DEVELOPMENT AND SUPPORT (SDS)

We dare to care


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


Personal Counselling 

 **English**

Would you like to improve on your English?


Do you need help with making a career choice?


Career Counselling 

 **Reading**


Would you like to read faster and with better comprehension?

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

Study Counselling 

 **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."

Arts Unit	Arcadia Unit	Soshanguve South Unit	Soshanguve North Unit
Building 12-G04 Tel: 012 382 6062	Building 1-G08 E Tel: 012 382 6432	Building 5-215 Tel: 012 382 9662	Building 14-G01 Tel: 012 382 9863
Garankuwa Unit	Polokwane Unit	eMalahleni Unit	Nelspruit Unit
Office G04 Tel: 012 382 0701	Building 1-G09 Tel: 015 287 0722	Building 7-G78 Tel: 013 653 3109	Office 7 Tel: 013 745 3570
Pretoria Unit			Office of the SDS Director (PTA)
Social Support, Career/Personal Counselling and Life Skills Building 6-361/6-352 Tel: 012 382 5010/ 012 382 4826	Academic skills (Mentorship, writing- and study skills) Building 6-329 Tel: 012 382 5273/ 012 382 5716	Assessment Centre Building 6-352 Tel: 012 382 4394	Building 5-705 Tel: 012 382 4260

 sds@tut.ac.za

 Student Development and Support

 SDS@TUT

 student_development_n_support

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.)



1

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/>

2

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.

3

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 Studentnumber@tut4life.ac.za and press Enter.
- At the next screen login with the following
 - User name: Student number@tut4life.ac.za
 - Password: TUT4Life password
- This will take you to your Brand New TUT4life 10GB Mail-box

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!

What should you do?

- Submit the following information to the administrator of the academic department:
- *Initials and surname, student number and identity number/passport number*
- The administrator will forward a list to the Deputy Director: Support Services and IT support, Mr Joel Mampa (MampaJN@tu.ac.za).

EDUROAM HOTSPOTS AT TUT

WIRELESS HOTSPOT AREA	GPS COORDINATES
Pretoria Campus	25°43'53.55"S 28°09'40.38"E
Building 2/6 Open Area	25°43'58.02"S 28°9'50.29"E
Building 2	25°43'57.72"S 28°9'47.66"E
Building 3 6 th floor	25°43'55.84"S 28°9'48.97"E
Building 4	25°43'54.78"S 28°9'46.08"E
Building 5 North, Open Area	25°43'54.05"S 28°9'51.81"E
Building 6 Courtyard	25°43'57.97"S 28°9'53.33"E
Building 9	25°43'59.39"S 28°9'53.40"E
Building 11	25°44'1.38"S 28°9'49.13"E
Building 13	25°43'52.20"S 28°9'49.90"E
Building 20 Library, full coverage	25°43'52.78"S 28°9'44.31"E
Building 21 Floor 2, 3 & 5	25°43'53.56"S 28°9'36.82"E
Building 21 Fountain	25°43'55.71"S 28°9'42.56"E
Building 30 Courtyard	25°43'55.10"S 28°9'37.04"E
Building 31 Open Area	25°43'56.72"S 28°9'38.51"E
Building 44 Cafeteria	25°43'54.52"S 28°9'32.36"E
Arcadia Campus	25°44'41.83"s 28°12'0.19"e
Building 1 Boardroom	25°44'43.72"S 28°11'57.15"E
Building 2 Library	25°44'43.20"S 28°11'58.22"E
Building 4 Cafeteria	25°44'40.56"S 28°11'57.17"E
Arts Campus	25°44'26.16"s 28°11'45.99"e
Building 5 Boardroom	25°44'25.16"S 28°11'46.78"E
Building 7 Library	25°44'24.96"S 28°11'49.63"E

Ga-rankuwa Campus	25°37'05.92"s 28°00'08.31"e
Building 2 Library	25°36'56.47"S 28°0'10.98"E
Building 27 Cafeteria	25°36'56.58"S 28°0'6.04"E
Building 29	25°36'58.55"S 28°0'8.67"E
Soshanguve North Campus	25°31'12.92"s 28°6'47.48"e
Building 17 Boardroom	25°31'11.49"S 28°6'53.71"E
Cafeteria 1	25°31'12.59"S 28°6'53.28"E
Cafeteria 2	25°31'16.73"S 28°6'47.81"E
Soshanguve South Campus	25°32'37.57"s 28°5'47.16"e
Building 5 Council Chambers	25°32'26.25"S 28°5'45.95"E
Library	25°32'24.61"S 28°5'43.97"E
Cafeteria	25°32'27.68"S 28°5'42.05"E
eMalahleni Campus	25°52'39.67"S 29°14'10.94"E
Building 07 Boardroom	25°52'41.74"S 29°14'7.69"E
Building 15 & 16 Open Area	25°52'36.47"S 29°14'7.92"E
Building 18	25°52'36.51"S 29°14'4.56"E
Library	25°52'39.82"S 29°14'8.57"E
Polokwane Campus	23°53'59.87"S 29°26'55.84"E
Boardroom	23°53'59.87"S 29°26'55.84"E
Nelspruit Campus	25°29'59.33"S 30°57'17.90"E
Building 1	25°29'57.18"S 30°57'20.79"E
Building 4 Library	25°29'58.86"S 30°57'22.50"E

myTUTOR is the platform that the University uses to communicate and share information with the students.

You will have:

- Access to documents 24/7
- Assistance in Learning
- Prompt feedback
- Access to marks
- Collaboration
- Online assignment, tests and assistance



How to log on

- Type <http://mytutor.tut.ac.za> into URL
- Username: Student no
- Password: Student no

How to change your password

Once you have been logged in successfully you will get to the following page:



ONLINE REGISTRATION GUIDE

✓ CHECK LIST:

- Have you been accepted for the course?
- Did you submit a certified copy of your Senior Certificate, statement of symbols or other qualifications obtained?
- Students applying to continue with B-Tech: did you complete a re-admission form?
- Did you submit a certified copy of your ID/passport?
- International students: Did you submit a valid proof of medical insurance and study permit?
- Did you make a minimum payment of R1500 at least 72 hours prior to your academic registration?
- Do you have a PIN number to login?
All Engineering students: Did you download your class timetable from www.fe.tut.ac.za?

REGISTRATION FEES:

- [Minimum payment for academic registration](#) is R1 500
- Minimum payment at ABSA/Standard Bank takes 72 hours to reflect on your student account
- E-payment ONLY credit card (Master/Visa)
- E-payment reflects immediately
- All TUT campuses are **CASHLESS**
- Payment enquiries: Click on **Financial Statements** OR call 0861102421

BANKING DETAILS:

ABSA Bank: Account no. 4053142603, branch code 323245
STANDARD BANK: Account no. 011414154 branch code 010345
Please use your student number as a reference.

HOW TO ACCESS AND LOGIN:

Go to: www.tut.ac.za

Click on **Enrolment**

- Click on **Online Registration**
- Enter your student number and PIN number, under **Registered Users**
- If PIN number is not available click on **Request a PIN** and it will be e-mailed to you
- If no e-mail address exists, click on **Contact Us** with your student number and an e-mail address - then your data will be updated within 24 hours.

VERIFY IF DOCUMENTS ARE OUTSTANDING:

- Click on **Registration**
- Click on **Can I register?**
- The displayed information and reasons are unique to each student.
- **Bursary**
For information purposes only.
- **Finance**
 - If a **Stop registration** shows on the screen, you will not be able to register academically.
 - If **Acom** shows, you will not be able to register for accommodation in a residence.
 - If all outstanding fees have been paid, including the minimum payment and the **Stop Registration** still appears, please phone Student Debtors at 0861102421.
- **Administrative**
 - If any documents regarding your ID, Senior Certificate, National Diploma, B Tech or M Tech are outstanding please submit certified copies to the Admission/Registration Office on the relevant campuses.
 - Certified documents can be scanned and e-mailed to admission@tut.ac.za.
 - Information will be updated within 24 hours.
 - [Faxed documents are not acceptable.](#)
 - If you are academically excluded, please follow the process explained in the letter received, or refer to Chapter 32 in Part 1 of the University Prospectus.
- **International students:**
 - Please submit certified copies of your SAQA evaluation, study permit, medical aid, proof of payment and letter to the Admission/Registration Office on the relevant campus
- **iEnabler (online)**
 - "Allow web registration" for the specific period must be linked to you. If it is not please click on **Contact Us** and access will be granted to you to use the online registration program.



ONLINE REGISTRATION CAN BE COMPLETED IN 5 EASY STEPS

- Step 1** **RULES AND REGULATIONS**
- Read through the Rules and Regulations
 - Click on **I Accept**

- Step 2** **SUBMIT REGISTRATION**
- Verify qualification name
 - Select your employment status
 - Click on **Save and Continue**
 - Select your subject(s)
 - Click on the **Save and Proceed** button
 - Verify the selected subjects for this year and/or the first semester. If you wish to change a subject click on **Restart Process** button and start from the beginning
 - Click on the **Accept Registration**

- Step 3** **PROOF OF REGISTRATION**
- Proof of registration will be displayed on screen
 - Print the document for your use
 - If you require this document to be printed on a letterhead, visit any Campus Registration venue

- Step 4** **ADDRESS VALIDATION AND COMMUNICATION DETAILS**
- Ensure that we have your correct details
 - Click on the **description in blue**
 - Change the information
 - Click on **Save**

- Step 5** **RESIDENCE REGISTRATION**
ONLY ALREADY ADMITTED RESIDENCE STUDENTS
- Click on **Residence Registration**
 - Read through the rules and regulations
 - Click on **I Accept**
 - Click on **Residence Registration**
 - Click on **the year in blue**
 - Click on **Save**

ADD SUBJECT TO A REGISTRATION

- Click on **qualification code in blue**
- Select the subject(s) you want to add
- When a subject is blocked, it means that you have already passed the subject or that you must submit proof that the subject has been already passed
- Click on **Continue**
- Click on **Accept Registration**

EXTRAS

The online facility can also be used for the following (24/7)

- To verify and update contact details
- For class timetables
- For test marks
- For examination information
- For financial statements

NOTE:

The registration schedule and venues are available on the TUT website.

