



**Nelson Mandela
Metropolitan
University**

for tomorrow

Port Elizabeth & George

Faculty of Engineering, the
Built Environment & Information Technology



Postgraduate **2012** Registration Guide



Welcome to NMMU – and a new chapter in your life.

This booklet is aimed at helping you through the first pages of the new chapter in terms of registering for university.

In short, it's the Who, What, Where, When and How of registration at NMMU. From getting financial assistance to registering for your degree.

We trust this venture is a good one for you!

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POSTGRADUATE REGISTRATION GUIDE AND IMPORTANT GENERAL INFORMATION

Registration detail for **INTERNATIONAL STUDENTS** can be obtained from the International Office

Contact detail: Ms Natasha September +27 041 504 2029
e-mail: Natasha.september@nmmu.ac.za

How much must I pay before I can register?

2012 DOWN PAYMENT AMOUNTS PAYABLE BEFORE REGISTRATION CAN COMMENCE

This amount will be credited towards your student fees account.
Previous debt must be settled.

DEGREE PROGRAMMES (Honours & postgraduate)

Full-time students	R 5 000
Part-time students	R 2 900

MTECH, DTECH & MBA PROGRAMMES

Full-time students	R 3 600
Part-time students	R 2 300

- *Fees are subject to change*

IMPORTANT NOTICE

The finance database will be unavailable for the period 3 January 2012 to 6 January 2012 as the 1st and 2nd January 2012 are official holidays for the South African banking sector.

No financial transactions can therefore be processed due to the financial year-end being performed during this period.

This will result in the following Student Accounts related functions being affected:

Student Accounts

- Direct bank deposits made between 19 December and 31 December 2011 will be uploaded on the finance database by 9 January 2012. Direct bank deposits made during the first week of January 2012 will be uploaded on the finance database after 9 January 2012.
- Student Accounts offices will re-open on 9 January 2012.

Cashiers

- NMMU Cashiers close at 11:00 on 21 December 2011.
- For the period 4 January to 6 January 2012, the NMMU Cashiers can only receipt payments in respect of application fees.
- **No payments other than application fees can be processed for the period 4 January to 6 January 2012.**
- Normal business will resume on 9 January 2012.

No academic records and/or exam results will be issued after 11:00 on 21 December 2011 until 9 January 2012.

Payments

Please note that only official NMMU receipts issued at the official NMMU Cashier Pay Points and bank stamped deposit slips to NMMU's bank accounts will be accepted as valid proof of payment. The proof of an electronic fund payment presented to NMMU must indicate that the transaction was successfully processed.

Payment methods:

- **Cashier Pay Points** at all campuses
Payments made at NMMU Cashier Pay Points in respect of your registration down payment will immediately reflect as a credit on your student account. All cheque payments must be made payable to NMMU and crossed "not transferable". Altered cheques will not be accepted.
- **Credit card payments** (only Master/Visa cards)
If not personally presented, a credit card instruction form is obtainable from NMMU cashiers by calling 041-5044291.
Upon receipt of the completed form, the payment will be processed. The fax number for the credit card instruction form is 041-5041719. Budget plan payments are acceptable.
No "cash back" transactions are allowed on credit card payments.
- **Debit cards**
No "cash back" transactions are allowed on debit card payments. Debit cards can only be accepted if presented by the card holder.
- **Postal and money orders** (purchased from the Post Office) are to be made payable to NMMU. When purchasing postal orders it is essential that you complete your details on the back of the postal order before posting it to NMMU. **The student number must be included in the covering letter.**
- **Electronic fund transfers**
If you choose to pay NMMU directly via electronic fund transfer, it is important that you indicate your STUDENT NUMBER as your deposit reference. This will enable NMMU to associate the payment with your student account.

The beneficiary must be **NMMU** for electronic payments. Kindly ensure that the bank details of NMMU are captured correctly. Electronic banking is at the payer's own risk. The proof of payment presented to NMMU **must** indicate that the transaction was successfully processed. Post-dated payments are not acceptable.

It remains your responsibility to ensure that sufficient time is allowed for the payment to reach NMMU timeously as electronic transfers may take up to three business days to reflect on NMMU's bank account.

- **Direct deposits (at any bank)**

Direct deposits can only be acknowledged if you state the **STUDENT NUMBER** as a reference on your deposit slip. The student number will enable NMMU to associate the payment with your student account.

The beneficiary must be NMMU.

NMMU banking details for account payments and downpayments:

Bank:	ABSA Bank
Branch:	Port Elizabeth
Branch code:	632005
Account name:	NMMU
Account no:	404-879-3247
Reference:	YOUR student number (very important)
FAX payment receipt to:	041-5042858

Bank payments do NOT reflect immediately on your student account. Allow four business days for processing. A copy of the direct deposit or electronic payment should be in your possession for enquiry purposes. Post dated payments are not acceptable.

NMMU does not issue receipts for direct deposits and electronic payments made via the bank account or for payments received by mail.

The 2012 Student Accounts Guide contains all the rules and regulations pertaining to student fees available on the NMMU website at address:

<http://www.nmmu.ac.za/studentaccountsguide>

Sponsorships/Letter from Employer

1. The confirmation of sponsorship for 2012 must be on an official company letterhead and must be addressed to NMMU. The letter of authority must be submitted to the Student Accounts section **before registration**.
2. Sponsorship and bank loan confirmation letters must indicate that payments will be made directly to NMMU and must contain your student number.

Fax number for sponsorship/Letter from Employer: 041-504 2858

Student cards

All students will be issued with a new student card in 2012. **Your proof of registration must be presented before a new student card will be issued.** You can print your own proof of registration when you register online.

You can obtain your student card from 8 to 25 February 2012 from the security office at the campus where your programme will be offered.

North Campus: K Project building, room 006 (***Programmes presented at Second Avenue Campus must collect cards at North Campus***)

South Campus: Office next to Campus Health, below Embizweni building, basement floor.

Missionvale Campus: Administration building, ground floor, room 0009.

Official notices

The preferred way of officially communicating with students is via e-mail. Each student will receive an e-mail address for his/her personal use. Please read your e-mails on a regular basis. It will be accepted that you received an official communication if such communication has been e-mailed to you.

ONLINE/WEB REGISTRATION

It is compulsory for all Research M and D students to register online. Please refer to directions below. Although not compulsory for other Postgraduate Programmes (Honours and Coursework Masters), all students are encouraged to make use of web registration.

You can now register from any computer, anywhere in the world by logging on to the student portal or the NMMU website. **Web registration will be open from 10 January to 25 February 2012.** Students who register after 12 February 2012 will be liable for payment of a late registration penalty.

Your student account must be fully settled and your initial upfront payment must be paid before your registration will be finalised. Please note that electronic transfers may take up to four business days to reflect on NMMU's bank account. Sponsorships: the confirmation of sponsorship for 2012 must be submitted to the Student Accounts section before you register online. You can also fax the letter to 041-504 2858.

Steps to follow to register for 2012:

Go to the NMMU website and then go to [study with us](#). Select [registration](#) and click on [register online](#). You will now get to a screen where you have to enter your student number and pin. Click on [login](#). You can request a pin if you don't have a pin number by following the instructions on the screen.

1. Click on registration. This can be found at the top of your screen on the left (outside the text box). Click on next step (Indicated in red - at the bottom of the screen).
2. A document entitled *declaration by applicant* will be displayed. Please read and acknowledge the content and then click on I accept. You have to complete this process before you will be allowed to continue with your registration. This is only applicable if this is your first web registration.
3. Click on next step.
4. Your qualification information for 2012 will be displayed. Leave the answer to the prompt should we create a meal account for you as “no”. Enter your employment status by selecting a value from the list. Click on save and continue.
If the system encounters any problems with your registration, it will display an error message and you must then click on the notify institution and view errors button. This will notify us of your problem and we will forward it to the correct person for their attention. If the problem has been resolved, you may then click on the try again button. You may also contact your Faculty Administrator if you experience any problems.
5. The modules for this qualification will be displayed. Make your selection by clicking on the text box on the left. Click on save and proceed once you have selected the modules for which you want to register. Note: you may only register for 120 credits or the annual total of your programme for any specific academic year.
6. Click on accept registration in order to finalise your registration. You can view your academic record or you can click on next step and then click on proof of registration/statement to print or view your registration details for 2012. Also note that no amendments can be made after you have completed your registration. You have to contact your Faculty Administrator if you want to change your registration.

Possible problems with web registration - Faculty of Engineering, the Built Environment and Information Technology - Contact Numbers

If you experience any problems or require advice or assistance please contact:

Mrs Jorinda Botha	041-5043480	Jorinda.Botha@nmmu.ac.za
Ms Nobathembu Ngcayisa	041-5043446	Nobathembu.Ngcayisa@nmmu.ac.za
Mrs Lungiswa Thoba	041-5043995	Lugiswa.Thoba@nmmu.ac.za
Mr Jonathan Dorothy	0415043447	Jonathan.Dorothy@nmmu.ac.za

Please note that limited support will be available between 31 January and 12 February 2012 as most of our staff will be in the registration venues.

REGISTRATION QUERIES

- **If your registration has been blocked for financial reasons**
You will be referred to the Student Accounts who will provide the necessary information. A copy of payments made via NMMU's bank account is required at all times. A confirmation letter of sponsorship/award/bursary/grant or loan is required at all times.
- **If your registration has been blocked for administrative reasons**
Your ID number or other documentation might be outstanding. You will be referred to Admissions for assistance.
- **If you don't comply with the minimum admission requirements**
Please contact the Admissions Section should you discover that you no longer meet the minimum admission requirements. The Admissions Section will re-assess your application. The contact numbers are listed on page 9 of this guide.

Contact the programme co-ordinator/HoD with regards to more detail about programme commencement date (see Faculty Specific Information) for more details.

It is therefore in your own interest to ensure that all requirements are met before proceeding with registration.

FEES STRUCTURE: M and D students (2012 to 2014)

MASTER'S STUDIES

Fee structure per Year of Study

Year of study	% Fees payable
1	100
2	50
3	50
4	75
5*	100

*Full fees to be levied for subsequent years

DOCTORAL STUDIES

Fee structure per Year of Study

Year of study	% Fees payable
1	100
2	100
3	50
4	50
5	50
6	75
7**	100

**Full fees to be levied for subsequent years

GENERAL RULES

You are responsible for consistently familiarising yourself with the general rules, financial rules and the appropriate faculty rules of this institution. The general rules and Student Disciplinary Code appear in the General Prospectus which is issued to you at registration. Student rules are also included in the Institutional Regulatory Code which can be accessed via the student portal on the NMMU intranet.

Financial rules appear in the Student Accounts Guide which is issued to you at registration and it can be accessed via the student portal.

Academic activities, including examinations and graduation, take place from Monday to Saturday.

My Stuff

You can access your own data on the NMMU Student Information System on the Student Portal. This data is protected by your student number and date of birth and includes only your exam results, progress reports, financial statement and academic record. You can also close this access by selecting the **Opt Out** button.

You can update your own address and/or telephone numbers.

Once you are registered as a student, you may follow the following steps to access your information.

If you login from home / off-campus:

1. Logon to the NMMU Website – www.nmmu.ac.za
2. Scroll to the bottom of the screen and click on Student portal (bottom right of the screen, third bullet from the bottom of the page).
3. Follow the steps from number 2* from the procedure listed below.

If you login from any PC on campus:

1. Go to the Student Portal (all registered students have access to the Student Portal).
2. * Click on my stuff (you can find this is at the top of the screen - red toolbar).
3. A list of options will be displayed. Click on ITS Student Web access.
4. Click on go to ITS Student Web.
5. You will now get to a screen where you have to enter your student number and pin (you can request a pin if you don't have a pin number – follow the instructions on the screen). Click on login.
6. Click on Student Administration (on the left of the screen).
7. Click on address detail. Your address details will be displayed. Please note that the **postal address** is used for your examination results, the **study address** is your address in Port Elizabeth (where you stay while attending university).
8. Click on the address you want to change. You can now make the necessary changes and click on save.
9. You can also change your telephone numbers and cell number by selecting the personal contact detail option. This option is just below the address detail option.

OTHER CONTACT INFORMATION

Admissions enquiries: 041- 5042593 or 041- 5042945
Financial Aid enquiries: Missionvale Campus: 041- 5041242
North Campus: 041- 5043335/3182
South Campus: 041- 5042550
Student Record enquiries: 041- 5044271 or 041- 5043536
Parking disk enquiries: 041- 5043303

FACULTY SPECIFIC INFORMATION

REGISTRATION DATES

Department of Construction Management
BSc Hons (Construction Management) Programme registers at:

NORTH CAMPUS: VENUE: HEINZ BETZ HALL, SPORT CENTRE
Saturday, 11 February 2012 08:30 – 09:30

MSc Built Environment Programmes:
The following modules commence on 23 January 2012:

Management Information System for Construction and IT Applications (QIT510)
Project Strategy and PMBOK (KPS510)
Management Science and Project Control (KMS510)

Department of Civil Engineering
BTech Civil classes commence on 30 January 2012.

Department of Quantity Surveying
BSc Hons (Quantity Surveying) Programme registers at:

NORTH CAMPUS: VENUE: HEINZ BETZ HALL, SPORT CENTRE
Saturday, 11 February 2012 09:30 – 11:00

For more information regarding your specific programme or qualification, please refer to detail below.

Heads of Departments		Secretary	
Civil Engineering	Mr V Danohar Vincent.Danohar@nmmu.ac.za	Ms Lizelle Pienaar Lizelle.Pienaar@nmmu.ac.za	041 – 504 3202 041 – 504 3297
Electrical Engineering	Mr A Roberts Allan.Roberts@nmmu.ac.za	Ms Lizl Blom Lizl.Blom@nmmu.ac.za	041 – 504 3292 041 – 504 3290
Industrial Engineering	Dr A Lourens Ann.Lourens@nmmu.ac.za	Ms Chantel Koekemoer Chantel.Koekemoer@nmmu.ac.za	041 – 504 9124 041 – 504 3645

Mechanical Engineering	Prof P McGrath Pat.McGrath@nmmu.ac.za	Ms Madelein Brown Madelein.Brown@nmmu.ac.za	041 – 504 3277 041 – 504 3285
Mechatronics	Prof I Gorlach Igor.Gorlach@nmmu.ac.za	Ms Chantel Koekemoer Chantel.Koekemoer@nmmu.ac.za	041 – 504 3289 041 – 504 3645
Construction Management	Mr L Mahlangabeza Luyolo.Mahlangabeza@nmmu.ac.za or Prof JJ Smallwood John.Smallwood@nmmu.ac.za	Ms Mariana Botes Mariana.Botes@nmmu.ac.za	041 – 504 2938 041 – 504 2551 041 – 504 2790
Building & Quantity Surveying	Prof NS Buys Fanie.Buys@nmmu.ac.za	Ms Louise Engelbrecht Louise.Engelbrecht@nmmu.ac.za	041 – 504 2023 041 – 504 2669
Applied Informatics	Mr M Thomson Mark.Thomson@nmmu.ac.za	Ms Heloise Levack Heloise.Lavack@nmmu.ac.za	041 – 504 3826 041 – 504 3603
Information Technology	Ms K Church Karen.Church@nmmu.ac.za	Ms Heloise Levack Heloise.Lavack@nmmu.ac.za	041 – 504 3433 041 – 504 3603
Director of Schools			
School of Engineering	Mr S Schoombie Sarel.Schoombie@nmmu.ac.za	Ms Lizl Blom Lizl.Blom@nmmu.ac.za	041 – 504 3208 041 – 504 3290
School of the Built Environment	Mr D Vosloo Derick.Vosloo@nmmu.ac.za	Ms Nosipho Sam Nosipho.Sam@nmmu.ac.za	041 – 504 3201 041 – 504 3295
School of Information and Communication Technology	Dr D Pottas Dalenca.Pottas@nmmu.ac.za	Ms Gwen Kleinhans Gwen.Kleinhans@nmmu.ac.za	041 – 504 9100 041 – 504 3278
Faculty Administration			
Faculty Administrator (Mechanical and Civil Engineering: Undergraduate & B Tech programmes)	Ms N Ngcayisa Nobathembu.Ngcayisa@nmmu.ac.za		041 – 504 3446
Faculty Administrator (Electrical, Industrial, Operations Management, Quality Management: Undergraduate & B Tech programmes)	Ms L Thoba Lungiswa.Thoba@nmmu.ac.za		041 – 504 3995
Faculty Administrator (School of ICT: Undergraduate & B Tech programmes)	Mr J Dorothy Jonathan.Dorothy@nmmu.ac.za		041 – 504 3660
Faculty Administrator (School of the Built Environment & B Eng Mechatronics: Undergraduate, B Tech & Hons programmes)	Ms J Botha Jorinda.Botha@nmmu.ac.za		041 – 504 3480
Manager: Faculty Administration (M&D programmes)	Mr J Dorothy Jonathan.Dorothy@nmmu.ac.za		041 – 504 3447

- Marketing and Corporate Relations
- PO Box 77000 • Nelson Mandela Metropolitan University
- Port Elizabeth • 6031 • South Africa

- Port Elizabeth Campuses – Tel: 041 504 1111
- George Campus – Tel: 044 801 5111
- Email: postgrad@nmmu.ac.za

