

NELSON MANDELA
UNIVERSITY

First Year **Registration Guide**
2024



Welcome to Nelson Mandela University – and a new chapter in your life.

This Guide is aimed at helping you through the first pages of this new chapter, in terms of registering for University.

In short, it's the Who, What, Where, When and How of registration at Nelson Mandela University. From getting financial assistance to registering for your certificate, diploma, or degree, it's all here.

We trust this venture is a good one for you!

CONTENTS

Page

| | |
|--|------------|
| 1. IMPORTANT GENERAL INFORMATION | 1 |
| 1.1 DOWN PAYMENT AMOUNTS PAYABLE BEFORE REGISTRATION | 1 |
| 1.2 PAYMENTS | 1 |
| 1.2.1 PAYMENT METHODS | 2 |
| 1.2.2 NELSON MANDELA UNIVERSITY BANKING DETAILS FOR DOWN PAYMENTS: | 3 |
| 1.2.3 SPONSORSHIPS..... | 3 |
| 1.2.4 NELSON MANDELA UNIVERSITY ADMINISTERED AWARDS/GRANTS/BURSARIES | 4 |
| 1.2.5 NSFAS LOANS (ADMINISTERED BY NELSON MANDELA UNIVERSITY ON BEHALF OF NSFAS) | 4 |
| 1.2.6 RESIDENCE STUDENTS..... | 4 |
| 1.3 COMMENCEMENT OF LECTURES | 5 |
| 1.4 OPENING OF RESIDENCES | 5 |
| 1.5 PARKING PERMITS | 5 |
| 1.6 LECTURE TIMETABLES | 5 |
| 1.7 OFFICIAL NOTICES | 5 |
| 1.8 “MY STUFF” | 5 |
| 2. REGISTRATION | 6 |
| 2.1 CHECKLIST | 6 |
| 2.2 ONLINE REGISTRATION INFORMATION SESSIONS | 6 |
| 2.2.1 MISSIONVALE CAMPUS | 6 |
| 2.2.2 SUMMERSTRAND CAMPUS: VENUE: EBET LAB, NORTH CAMPUS | 7 |
| 2.2.3 GEORGE CAMPUS STUDENTS: VENUE: MOPANI HALL..... | 8 |
| 2.3 REGISTRATION PROCEDURE | 8 |
| 2.3.1 STEPS TO FOLLOW | 8 |
| 2.3.2 ADDITIONAL STEPS TO FOLLOW: INTERNATIONAL STUDENTS ONLY | 9 |
| 2.4 REGISTRATION QUERIES | 10 |
| 3. OTHER IMPORTANT DATES | 10 |
| 4. GENERAL RULES | 111 |
| 5. REGISTRATION QUERIES: CONTACT DETAILS | 11 |
| 6. OTHER CONTACT INFORMATION | 11 |
| 7. LATE REGISTRATION | 11 |

1. IMPORTANT GENERAL INFORMATION

1.1 DOWN PAYMENT AMOUNTS PAYABLE BEFORE REGISTRATION

This amount needs to be paid before registration can start. The amount will be credited towards your student fees account.

1.1.1 Degree Programmes, Postgraduate Diplomas, Advanced Diplomas, and related Occasional Studies:

| | |
|---|---------|
| Full-time students | R 9 800 |
| Part-time students | R 5 700 |
| Medical degree first year (Inclusive of device and non-tuition fee levies) | R26 100 |

1.1.2 Diploma/Certificate Programmes and related Occasional Studies:

| | |
|--------------------|---------|
| Full-time students | R 6 900 |
| Part-time students | R 4 800 |

1.1.3 Residences (students at all campuses):

R 7 600

1.1.4 International Students:

International students are required to pay all fees in full prior to registration. Please refer to your *Estimation of Fees* included in your acceptance package.

1.2 PAYMENTS

Please note that only Nelson Mandela University receipts issued at the official cashier pay points, bank-stamped deposit slips and electronic fund transfers (EFTs) into Nelson Mandela University's bank account will be accepted. EFTs must indicate that the transaction was successfully processed.

Internet and direct bank payments do not reflect immediately on your student account and processing may take up to TWO working days. Down payments must therefore be made two working days prior to registration. Registration will be blocked until the payment reflects on the student account. Queries will be attended to after the two working days have expired. A copy of the bank deposit slip/internet proof of payment is required.

You will be able to continue with online registration, after the queried payment has been identified on Nelson Mandela University's bank statement.

1.2.1 Payment methods

➤ Cashier Pay Points:

Payments made at Nelson Mandela University Cashier Pay Points in respect of your registration down payment will immediately reflect as a credit on your student account. Verify that the amount paid, and student number reflects correctly on your receipt.

➤ Card payments:

Card payments in respect of application fees, printing, tuition fees, copy shop and meals can be made via the Nelson Mandela University website under Online Payment of Fees or at <https://paymentgateway.mandela.ac.za/>.

Card payments made in person at the Cashiers on campus will only be accepted if presented by the cardholder him/herself.

Budget plan payments are acceptable.

No “cash back” transactions are allowed on credit card payments.

➤ Electronic fund transfers:

If you choose to pay Nelson Mandela University directly via electronic fund transfer (EFT), it is important that you indicate your **STUDENT NUMBER** (without the ‘s’) as your deposit reference. This will enable us to associate the payment with your student account.

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

➤ Direct deposits (at any bank):

Direct deposits can only be acknowledged if you state your **STUDENT NUMBER** (without the ‘s’) as a reference on your deposit slip. Your student number will enable us to associate the payment with your student account. The beneficiary must be **Nelson Mandela University**. Verify that the amount paid, bank account and student number reflect correctly on your deposit slip.

1.2.2 Nelson Mandela University banking details for down payments:

| | |
|-----------------|--------------------------------------|
| Bank: | Standard Bank |
| Branch code: | 051001 |
| Account name: | Nelson Mandela Uni-Student dep |
| Account number: | 080265855 |
| Reference: | Your student number (very important) |

Bank payments do NOT reflect immediately on your student account. Allow two working 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.

Payments made from outside South Africa

| | |
|-----------------------------|--|
| Bank: | Standard Bank |
| Bank address: | Gqeberha, South Africa |
| Account name: | Nelson Mandela University - Main |
| Account number: | 080263011 |
| Bank swift code: | SBZA ZAJJ |
| Internet banking code: | 051001 |
| Reference: | Your student number |
| Email payment confirmation: | intfees@mandela.ac.za |

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

The *2024 Student Accounts Guide* contains all the rules and regulations pertaining to student fees and can be viewed at www.mandela.ac.za/studentaccountsguide.

International students: Please refer to your *Estimation of Fees* in your acceptance package. For enquiries, please contact the International Office at +27 41 504 2707 or +27 41 504 2634, or email intfees@mandela.ac.za.

1.2.3 Sponsorships

Confirmation of sponsorship for 2024 must appear on an official company letterhead and must be addressed to Nelson Mandela University. The letter of authority must be submitted annually to the Student Accounts Section at least two working days before registration.

Letters of authority will only be accepted from pre-approved companies and are subject to the approval of Nelson Mandela University.

Sponsorship and bank loan confirmation letters must indicate that payments will be made directly to Nelson Mandela University and must contain your student number. An application for a loan or bursary is not acceptable.

This letter must confirm sponsorship. Sponsorship letters may not contain commitment conditions and conditions that are subject to academic performance. The signee may not be the student or a relative. Such letters will not be accepted.

The sponsorship amount should exceed the down payment required upfront for 2024. You will be expected to pay the difference before registration if the sponsorship amount is less than the down payment required. Clearance must be obtained from the Student Accounts Section before registration.

Email sponsorship confirmation to studentaccounts.employers@mandela.ac.za.

International students: Email your sponsorship letter prior to registration for approval to intfees@mandela.ac.za.

1.2.4 **Nelson Mandela University administered awards/grants/bursaries**

The award/grant/bursary amount should cover the upfront down payment required for 2024. In all instances where the award/grant/bursary amount is less than the required down payment, you will be expected to pay the difference before registration **AND** obtain clearance from the Student Accounts Section. If the award/grant/bursary amount exceeds the required upfront down payment, automatic clearance for registration is granted.

1.2.5 **NSFAS loans (administered by Nelson Mandela University on behalf of NSFAS)**

Successful NSFAS candidates with an accepted NSFAS status are not required to make a down payment before registration.

1.2.6 **Residence students**

Please note that you are required to pay:

- The down payment towards your tuition fees; **AND**
- The down payment towards your accommodation fees. International students should refer to the *Estimation of fees for payment guidelines* <https://www.mandela.ac.za/Study-at-Mandela/Discovery/General-financial-information>. The relevant amounts are published in the *2024 Student Accounts Guide* and are available on Nelson Mandela University's website.
- A breakage deposit is applicable to all residence students. The relevant amount will be debited to your student account per semester. The amounts vary per residence and are published in the *2024 Student Accounts Guide* and on the Nelson Mandela University website.

1.3 COMMENCEMENT OF LECTURES

Lectures commence on Monday, 12 February 2024 for all full-time and part-time students. Detail on how lectures will be presented will be shared with you by your lecturers for each module.

1.4 OPENING OF RESIDENCES

Residences for first year students will open on Friday, 2 February 2024.

Residence registration will take place as part of the online academic registration process. **On-campus and accredited off-campus residence students can register online for residence accommodation.**

1.5 PARKING PERMITS

The parking permit is free but compulsory for your safety. You must have the following details regarding the vehicle: make, year, colour of the vehicle and the vehicle registration number.

1.6 LECTURE TIMETABLES

Detail on how lectures will be presented will be shared with you by your lecturers for each module. Where applicable, you would be able to select the option to view and/or print a lecture timetable when you register online.

1.7 OFFICIAL NOTICES

Nelson Mandela University's preferred way of officially communicating with students is via email. Each student will receive an email address for his/her personal use. Please read your emails on a regular basis. It will be accepted that you have received an official communication if such communication has been emailed to you.

1.8 "MY STUFF"

You can access your own data on the *Nelson Mandela University Student Information System* on the Student Portal. This data is protected by your PIN, student number and date of birth, and includes your examination results, progress reports, financial statement, and academic record. You can also close this access by selecting the **Opt Out** option.

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

Login from home/off-campus:

- Logon to the website – www.mandela.ac.za

- Select **Mails and Portals**, then select Student Portal.
- Follow the steps on the screen.

2. REGISTRATION

2.1 CHECKLIST

- Upfront down payment(s) must be made **two working days** prior to registration.
- If you are sponsored for 2024, did you email a copy of your confirmation letter to studentaccounts.employers@mandela.ac.za?
- Does your sponsorship/award/bursary/grant/loan cover your required down payment fully? If not, did you pay the difference before registration?
- Nursing Science programmes:
Compulsory professional board payments to be made prior to registration. The respective department will inform students, where required.

Note: You may lose your place to study at Nelson Mandela University if you fail to register by 9 February 2024.

2.2 ONLINE REGISTRATION INFORMATION SESSIONS

- Consultation sessions are scheduled for programmes where you may require assistance with the selection of modules.
- Programmes with no module selection or with clearly defined module selection detail are **not** listed below. We encourage you to follow this link <https://www.mandela.ac.za/Registration> to register online for these programmes.

FACULTY OF ENGINEERING, THE BUILT ENVIRONMENT AND TECHNOLOGY
Register online

FACULTY OF BUSINESS AND ECONOMIC SCIENCES
Register online

2.2.1 MISSIONVALE CAMPUS Tuesday, 6 February 2024

| | |
|---|---------------|
| FACULTY OF EDUCATION: Venue : Education Building | |
| BEd (Foundation Phase) | 10:00 – 11:00 |
| FACULTY OF HEALTH SCIENCES: Venue : Building 519, Room 030 | |
| B Nursing extended programme | 09:00 – 11:00 |
| MBChB | 09:00 – 11:00 |

2.2.2 SUMMERSTRAND CAMPUS: Venue: EBET lab, North Campus

Monday, 5 February 2024

| FACULTY OF EDUCATION | |
|-----------------------------------|---------------|
| BEd (Intermediate Phase Teaching) | 09:00 – 11:00 |
| BEd (SP/FET) | 11:00 – 13:00 |

Tuesday, 6 February 2024

| FACULTY OF HUMANITIES | |
|------------------------------|---------------|
| BA, surnames A – J | 09:00 – 11:00 |
| BA, surnames K – M | 11:00 – 13:00 |
| BA, surnames N – Z | 13:00 – 15:00 |
| BAdmin | 15:00 – 16:00 |

Wednesday, 7 February 2024

| FACULTY OF HEALTH SCIENCES | |
|-----------------------------------|---------------|
| B Social Work | 09:00 – 10:00 |
| B (Nursing), all programmes | 10:00 – 15:00 |

Thursday, 8 February 2024

| FACULTY OF SCIENCE | |
|---|---------------|
| BSc (Biochemistry, Chemistry and Microbiology and Physiology), all programmes | 09:00 – 10:00 |
| BSc (General) | 10:00 – 11:00 |
| BSc (Physical Science and Mathematics) | 10:00 – 11:00 |
| BSc (Computer Science) | 10:00 – 11:00 |
| BSc (Geosciences, Geography and Geology), all programmes | 11:00 – 12:00 |
| BSc (Biological Sciences), all programmes | 11:00 – 12:00 |
| BSc (Environmental Sciences), all programmes | 11:00 – 12:00 |

Friday, 9 February 2024

| FACULTY OF LAW | |
|-----------------------|---------------|
| BCom (Law) | 09:00 – 10:00 |
| BA (Law) | 10:00 – 15:00 |

**2.2.3 GEORGE CAMPUS STUDENTS: Venue: Mopani Hall
Monday 5 February 2024**

| FACULTY OF ENGINEERING, THE BUILT ENVIRONMENT AND TECHNOLOGY | |
|---|---------------|
| HCert IT (User Support Services) | 08:00 – 09:00 |
| FACULTY OF SCIENCE | |
| Dip (Nature Conservation) | 09:00 – 10:00 |
| Dip (Agricultural Management), all programmes | 11:00 – 12:00 |
| Dip (Forestry), all programmes | 13:00 – 14:00 |
| Dip (Wood Technology) | 14:00 – 15:00 |

Tuesday, 6 February 2024

| FACULTY OF BUSINESS AND ECONOMIC SCIENCES | |
|--|---------------|
| H Cert (Business Studies) | 08:00 – 09:00 |
| Dip (Management), all programmes | 10:00 – 11:00 |
| Dip (Marketing), all programmes | 11:00 – 12:00 |
| Dip (Tourism), all programmes | 13:00 – 14:00 |
| BCom (General) | 15:00 – 16:00 |
| BCom (General Accounting), all programmes | 15:00 – 16:00 |
| BCom (Accounting) | 15:00 – 16:00 |

2.3 REGISTRATION PROCEDURE

2.3.1 Steps to follow:

| Steps | What | Where |
|--------------|--|---|
| Step 1 | Make your down payment or submit your sponsorship confirmation letter. | Online or at the Cashiers Sponsorship letter to studentaccounts.employers@mandela.ac.za |
| Step 2 | Register online and print your proof of registration and where applicable, your lecture timetable. Detail on how lectures will be presented will be shared with you by your lecturers for each module. | Online or You may also report to the registration venues as indicated in this guide if you require assistance with your registration. |
| Step 3 | Residence registration (if applicable) | Online |

| | | |
|--------|--|--|
| Step 4 | Issuing of student card. The <i>General Prospectus</i> and <i>Faculty Prospectus</i> are available from the Nelson Mandela University website. | |
|--------|--|--|

2.3.2 Additional steps to follow: international students only

All international students are required to participate in a pre-registration process **before registration** can take place. Pre-registration is the process of checking that students meet the requirements for registration (i.e. financial clearance, valid passport, valid study permit and valid medical aid). Pre-registration will take place online and in person from 30 January until 9 February 2024.

| Steps | What | Where |
|--------|---|--|
| Step 1 | Obtain financial clearance from the International Student Accounts Office. Email your proof of payment to intfees@mandela.ac.za to obtain financial clearance. You will receive an email from the International Student Accounts Office confirming that you have financial clearance. | International Office or email |
| Step 2 | Submit the documents in person or email the following scanned documents to international@mandela.ac.za : <ul style="list-style-type: none"> ➤ Original school leaving certificate ➤ Original transcripts and course descriptions of previous qualifications ➤ Original TOEFL or IELTS results (where applicable) ➤ Valid passport and a valid study visa <p>Please note that the above documents must be certified at a police station or South African embassy. Certified documents may not be older than three months at the time of registration.</p> <p>You will receive an email from International Academic Administration Support once confirmed and cleared.</p> | International Office or email |
| Step 3 | Continue with the registration process and follow steps 2 to 4 as set out above under “ Steps to follow ” in the 2.3 Registration Procedure section. | Online or You may also report to the registration |

| | | |
|--|--|---|
| | | venues as indicated in this guide if you require assistance with your registration. |
|--|--|---|

Important contact details:

International student finance – intfees@mandela.ac.za

+27 41 504 2707 / +27 41 504 2634 / +2741 504 4292 / +2741 504 4292

Academic administration support – international@mandela.ac.za

General enquires: +27 41 504 2161

Postgraduate enquiries: natasha.september@mandela.ac.za +27 41 504 2029

Undergraduate enquiries: Nomsa.xubane@mandela.ac.za

+27 41 504 4296 or +2741 504 2767

2.4 REGISTRATION QUERIES

It is in your own best interest to ensure that all requirements are met before registering online.

➤ **If your registration has been blocked for financial reasons:**

Enquiries to Studentaccounts@mandela.ac.za

➤ **If you do not comply with the minimum admission requirements:**

Please contact the Access and Enrolment Section should you discover that you no longer meet the minimum admission requirements. The Access and Enrolment Section will re-assess your application. The Contact Centre’s number is 041 504-1111.

3. OTHER IMPORTANT DATES

LECTURE CYCLES (except Medical School and Graduate School)

| | | | |
|---------------------------------|---------------------------|----|---------------------------|
| 1 st teaching cycle: | Monday, 12 February 2024 | to | Thursday, 28 March 2024 |
| 2 nd teaching cycle: | Monday, 08 April 2024 | to | Tuesday, 28 May 2024 |
| 3 rd teaching cycle: | Monday, 22 July 2024 | to | Friday, 06 September 2024 |
| 4 th teaching cycle: | Monday, 16 September 2024 | to | Friday, 01 November 2024 |

4. GENERAL RULES

You are responsible for consistently familiarising yourself with the General Rules, Financial Rules and appropriate Faculty Rules of this Institution. The General Rules and Student Disciplinary Code are published in the *General Prospectus*. Student Rules are also included in the Institutional Regulatory Code which can be accessed via the Student Portal on the Nelson Mandela University intranet. Financial Rules are published in the *Student Accounts guide* and it can be accessed via the Student Portal at the following web address: www.mandela.ac.za/studentaccountsguide

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

5. REGISTRATION QUERIES: CONTACT DETAILS

For all faculty academic administration related enquiries and concerns, please contact the [Faculty Academic Administration Consultants](#)

6. OTHER CONTACT INFORMATION

- Contact Centre: 041 504 1111
- International Office: for international students only) +27 (0) 41 504 2161

7. LATE REGISTRATION

Students who register late will be liable for payment of a late registration penalty. **Because of limited facilities and resources, Nelson Mandela University can only accommodate a specific number of students for modules presented by certain departments. It is therefore in your best interest to register before 12 February.**