

Faculty of Commerce Postgraduate Registration 2019

Important Information:

1. **Applicants with conditional offers** can only register once the offer is confirmed by the faculty. Please forward **certified copies of your official transcript and or degree certificate** to the following faculty office staff. Once a favourable outcome is available on your application, you may proceed with registration. You can monitor your application status [here](#).

School of Management Studies Statistics Degrees Offered via Commerce Faculty	Ms Simone Franks simone.franks@uct.ac.za
College of Accounting Department of Information Systems Nelson Mandela School of Public Governance	Ms Megan Carelse megan.carelse@uct.ac.za
Department of Finance and Tax School of Economics	Mr Sbonelo Duma Sbonelo.duma@uct.ac.za

2. **International and SADC students:** All new and returning international and SADC students must go to the International Academic Programmes Office (IAPO) in Masingene Building on Middle Campus and obtain preregistration clearance by presenting their proof of payment of fees, passport, study visa and proof of medical insurance. Once IAPO pre-registration clearance has been obtained, registration forms can be collected from the relevant department and completed there, followed by registration data capture at specific venues as indicated below.
3. **Late registration:** A late registration fee of R2000 will automatically be charged to your fee account if you register after the dates specified below. Only the Dean can waive the late registration penalty and only in exceptional circumstances which must be fully motivated in writing.
4. **Initial fee payments:** An initial fee payment is required by Friday, 1 February 2019. If payment is not received on or before the due date, a late payment fee of 8% of the unpaid amount will be charged.
5. **For students who are registering for a dissertation or thesis**, an MOU MUST accompany the registration documents. Please download the MOU from [here](#). Please complete this electronically as it is a smart PDF.
6. If you will be attending any courses that start before the 11 February 2018, then you are required to submit your registration forms by latest the first day of the course.

Order of events:

1. See below if you are able to **register online**. Click [here](#) for the online registration guide. If you are unable to register online, proceed to step 2.
 - a. **You will only be able to register online if you have been made a firm offer and you have accepted that offer.**
2. **Collect registration and curriculum forms** at your department (unless otherwise stated). You may also enquire with your department administrators if forms may be emailed to you.
3. Complete the forms and **obtain signatures** at department (unless otherwise stated).
4. Proceed to **data capture** in Alumni Lab 8 in Leslie Commerce Building unless otherwise specified below.
 - a. **NOTE:** MoU must accompany your forms if you are registering for a 60/90/120 dissertation or thesis.
 - b. **If you are unable to complete your MOU for registration**, you have until 15 February 2019 (unless otherwise stated below) to complete a [change of curriculum](#) to add the dissertation course along with a signed MoU.

College of Accounting

Program	Registration Details
Postgraduate Diploma in Accounting (PGDA) CG010ACC11	New students i.e. those registering 1 st time for the programme – online registration
Honours in Accounting CH001ACC01	All students not processed must report to campus for the face to face registration on 6 February 2019 @ 10:00
Postgraduate Diploma in Public Sector Accounting CG034ACC11	You may request your forms from Ms Olivia Europa from 21 Jan to arrange for remote registration, otherwise you can also register face to face on the below date: 28 January 2019 11:00 – 12:30
MCom specialising in Financial Reporting, Analysis & Governance (FRAG) CM031ACC13	New students i.e. those registering 1 st time for the programme – online registration Returning students and those unable to register online – 4 February 2019 @ 18:00 Note: Department to submit forms to Faculty for data capturing. Do not report to Alumni labs.

Ms Olivia Europa – Olivia.europa@uct.ac.za / 021 650 2258

Mr Shadley Lavangee – Shadley.lavangee@uct.ac.za / 021 650 3144

Department of Finance and Tax

Program	Registration Details
BComHons in Finance CH001FTX05	1 February 2019 Programme & Electives; Discussion and Registration 10:00 – 12:00 @ Classroom 4J, Leslie Social Science Building
MCom (by coursework and dissertation) specialising in Finance in the field of Investment Management CM031FTX07	New students i.e. those registering 1 st time for the programme – online registration Returning students and those unable to register online – 24 January 2019, 13:00 – 15:00
Other Finance Masters	24 January 2019 13:00 – 15:00
BCom Honours in Tax Technical & Compliance CH001FTX11	New students i.e. those registering 1 st time for the programme – online registration Returning students and those unable to register online – 5 February 2019, 10:00 – 14:00
MCom (by coursework and dissertation) specialising in Taxation in the field of International Taxation CM031FTX09	New students i.e. those registering 1 st time for the programme – online registration Returning students and those unable to register online – 4 February 2019, 10:00 – 14:00
MCom (by coursework and dissertation) specialising in Taxation in the field of South African Taxation CM031FTX10	New students i.e. those registering 1 st time for the programme – online registration Returning students and those unable to register online – 29 January 2019, 10:00 – 14:00

*CM031FTX09 – for dissertation registration, submit [change of curriculum](#) along with completed MoU by 22 Feb 2019.

*CM031FTX10 – for dissertation registration, submit [change of curriculum](#) along with completed MoU by 8 Mar 2019.

Ms Christine Olsen – Christine.olsen@uct.ac.za / 021 650 3289

Ms Heather Martin – heather.martin@uct.ac.za / 021 650 2374

Department of Information Systems

Program	Registration Details
Postgraduate Diploma in Information System Management: <ul style="list-style-type: none"> IS Management (CG040INF10) Computer Forensics (CG040INF02) Enterprise Systems and Business Process Management (CG040INF04) 	New students i.e. those registering 1 st time for the programme – online registration Returning students and those unable to register online: <ul style="list-style-type: none"> INF4012W, INF4015W, INF4016W – 28 January 2019, 08:30 @ Snape 2B INF4017H – 1 February 2019, 17:00 @ INF Seminar Room
Honours Part Time	4 February 2019 from 09:00
Honours Full Time	4 February 2019 from 12:00
MCom (by coursework and dissertation) specialising in Information Systems CM031INF01	New students i.e. those registering 1 st time for the programme – online registration Returning students and those unable to register online – 4 February 2019, from 15:30
Other Masters not listed above (new and returning students)	4 February 2019 from 15:30
PhDs (new and returning students)	4 February 2019 from 15:30

Ms Freda Parker – Freda.parker@uct.ac.za / 021 650 2279

Ms Nocky Bobo – Nocky.bobo@uct.ac.za / 021 650 4670

Nelson Mandela School of Public Governance

Note: Department to submit forms to Faculty for data capturing. Do not report to Alumni labs.

Program	Registration Details
Masters New Students	8 February 2019, 10:00 @ Linkoping, 27 Burg Road, Rondebosch (Google Pin)
Masters Returning Students	20 January 2019, 09:00 @ Cape Milner Hotel (Google Pin)
Postgraduate Diploma in Development Policy & Practice CG043DPP01	8 February 2019, 10:00 @ Linkoping House, 27 Burg Road, Rondebosch (Google Pin)

Ms Elvina Moosa – Elvina.moosa@uct.ac.za / 021 650 4877

School of Economics

Note: Department to submit forms to Faculty for data capturing. Do not report to Alumni labs.

Program	Registration Details
Postgraduate Diploma in Data Analysis for Development CG038ECO15	New students i.e. those registering 1 st time for the programme – online registration Returning students and those unable to register online – 28 January 2019 @ 15:00
BComHons in Financial Analysis and Portfolio Management (January intake) – FAPM CH022ECO09	New students i.e. those registering 1 st time for the programme – online registration Returning students and those unable to register online – 22 January 2019, 16:00 – 18:00
BComHons in Economics CH001ECO01	21 January 2019 14:00 – 15:00

Program	Registration Details
Masters (new & returning)	21 January 2019
PhDs (new & returning)	10:00 – 12:00

Ms Paula Bassingthwaite – paula.bassingthwaite@uct.ac.za / 021 650 3393

Ms Yasmina Charles – Yasmina.charles@uct.ac.za / 021 650 2733

School of Management Studies

Program	Registration Details
Postgraduate Diploma in Management in Marketing CG015BUS07	4 February 2019 09:00 – 10:30 Classroom 2A Leslie Social Science Building
Postgraduate Diploma in Management in Sport Management CG028BUS12	
Postgraduate Diploma in Management in Entrepreneurship CG0030BUS03	4 February 2019 11:00 – 12:30 Classroom 2A Leslie Social Science Building
Postgraduate Diploma in Business Communication CG041BUS25	
Honours in Organisational Psychology CH001BUS08	4 February 2019 10:00 – 12:30 Note: Department to submit forms to Faculty for data capturing. Do not report to Alumni labs.
Masters of Industrial and Organisational Psychology CM037BUS28	New students i.e. those registering 1 st time for the programme – online registration Returning students and those unable to register online – 4 February 2019, 17:00 – 19:00 Note: Department to submit forms to Faculty for data capturing. Do not report to Alumni labs.
MPhil specialising in Programme Evaluation CM033BUS19	New students i.e. those registering 1 st time for the programme – online registration Returning students and those unable to register online – 12 February 2019, 15:30 – 16:30 Note: Department to submit forms to Faculty for data capturing. Do not report to Alumni labs.
MPhil in People Management CM033BUS15	New students i.e. those registering 1 st time for the programme – online registration for BUS5003W and BUS5004W Returning students and those unable to register online: <ul style="list-style-type: none"> • BUS5003W – 4 March 2019, 14:30 – 15:30 • BUS5004W – 28 January 2019, 14:30 – 15:30
Marketing PhDs and Masters	6 February 2019 11:00 – 16:00
BComHons in Quantitative Finance CH001BUS09	New students i.e. those registering 1 st time for the programme – online registration

Program	Registration Details
	Returning students and those unable to register online – 6 February 2019, 12:00 @ Sports Centre
BComHons in Actuarial Science CH001BUS01	6 February 2019 12:00 @ Sports Centre
MPhil (by coursework and dissertation) specialising in Mathematical Finance CM033BUS18	New students i.e. those registering 1 st time for the programme – online registration Returning students and those unable to register online – 24 January 2019, 10:00-11:00 @ Room 6.14 Leslie Commerce Building
MCom in Risk Management of Financial Markets CM036BUS24	New students i.e. those registering 1 st time for the programme – online registration Returning students and those unable to register online – 4 February 2019, 10:00 – 11:00 @ Room 6.11 Leslie Commerce Building
MPhil in Financial Technology CM033BUS29	25 January 2019 08:30 – 09:30 @ Room 6.14 Leslie Commerce Building
MPhil in Demography CM033BUS11	04 February 2019 09:00-13:00 @ Room 6.14 Leslie Commerce Building
Advanced Diploma CU020BUS01	06 February 2019 10:00 – 12:00 @ Sports Centre

Organisational Psychology: Ms Kauthar Hendricks – Kauthar.hendricks@uct.ac.za / 021 650 3778

People Management: Ms Nashly Langenhoven – Nashly.langehoven@uct.ac.za / 021 650 3777

Actuarial Science: Ms Nikki Cavernlis – Nikki.cavernlis@uct.ac.za / 021 650 2475

AFIRM: Mrs Lameez Fakier – lameez.fakier@uct.ac.za / 021 650 2474 or Ms Lizzy Starck – lizzy.starck@uct.ac.za / 021 650 1244

Marketing: Mr Jamie-Lee Swarts – Jamie-lee.swarts@uct.ac.za / 021 650 4308

Department of Statistics

Program	Registration Details
BCom Hons in Statistics CH001STA07	New students i.e. those registering 1 st time for the programme – online registration Returning students and those unable to register online – 1 February 2019, 12:00 – 13:00
Masters	1 February 2019, 12:00 – 13:00

Ms Celene Jansen-Fielies – Celene.jansen-fielies@uct.ac.za / 021 650 5215

Returning students where there is no specified date identified above:

Comments	DATE	TIME
Research Master's and PHD students can download the MoUs from the Commerce Postgraduate website . Please liaise with your supervisor to complete and sign the form. These dates and times will strictly be adhered to. If you have any queries, please contact com-faculty@uct.ac.za	23 January 2019	09:00 – 15:00
	1 February 2019	14:30 – 15:30
	4 February 2019	10:00 – 13:30
	5 February 2019	14:30 – 15:30
All returning Master's and PhD students must be registered by the 15 February 2019		



Student Responsibilities:

Student email

We use your UCT email account to communicate with you. Check your UCT email regularly and ensure that your mailbox quota is not exceeded, as messages will not reach you if your mailbox is full. You may auto-forward your UCT email to another email to ensure you receive official notices.

Maintaining personal and academic information

You are responsible for regularly checking and maintaining the following information yourself via Student Self Service. UCT will not accept responsibility for consequences of incorrect, outdated, invalid or missing information:

1. Contact Information: Addresses, Telephone Numbers and Emergency Contacts

This information must be up-to-date to ensure that communications reach you, and that you are contactable by University staff.

2. Bank Account Information

No cash payments are made to students. Any financial aid allowances, bursary advances and other refunds will go to the bank account that you specify.

3. Course Registrations

Make sure that your course registrations are correctly reflected, as late changes will incur fee penalties. Changes and refunds are not allowed after the published deadlines.

4. Fee Account

Check this regularly. Statements are e-mailed to the Fee Payer e-mail address you provide. If this information is not maintained on system statements will be e-mailed to your UCT e-mail address.

Protect your password

Do not divulge your password to anyone. Do not leave a PC unattended if you are logged in. UCT will not accept responsibility for damage or loss arising from abuse of your User ID and Password.

Obtaining end-of-year results

Your end-of-year results will not be mailed to you, but will be released in a downloadable verifiable format using self service at the end of the year. If you want a print version mailed to you, you must request this from the Student Records Office (Middle Campus) in advance.

Accessing Student Self Service:

Student Self Service is available from the UCT Website as follows:

- Current Students>Undergraduates>Online Services and Resources, or
- Current Students>Postgraduates>Online Services and Resources,

Log in using your UCT student number and UCT network password

“UCT Mobile app: A mobile app suitable for Android, IOS and Blackberry is available via the relevant app stores – search for UCT Mobile. This app was recently launched and will be expanded over time. It can also be accessed via <https://uct.ombiel.co.uk/>”

Karen van Heerden
Deputy Registrar: Academic Administration