1. POSTGRADUATE ADMISSION AND REGISTRATION PROCESS

a. Postgraduate Certificate / Diploma / Honours Studies

i. The Central Admissions supplies the Faculty/School Officer with completed enrolment form for admission to postgraduate studies or the student approaches the Faculty/School for application forms for postgraduate studies

ii. The School Officer forwards the completed forms to the Head(s) of Department(s)/HOD, with the academic profile/record of each student attached

iii. The HOD evaluates the forms and approves or regrets and returns the forms to the School Officer

iv. The School Officer admits selected applicants on data base and issues admission or regret letters to students

v. The student is provided with a registration form. The form is completed and signed, and the student is registered. A proof of registration as well as a time-table is provided

vi. The School Officer forwards the completed forms, with all the relevant documents to Student Records for filing

vii. Before the end of the year, the Officer reminds the students in writing to renew their registration for the following year.
b. Master’s and Doctorate Students

i. A prospective student approaches the University through the following possible offices: Faculty Administration, Faculty Administration or Help Desk for guidance to the School of the choice in respect of intended study direction

ii. The Faculty Officer provides/mail the application form to the student for completion, as well as prospectus and study fee guide

iii. The student completes the prescribed forms and attaches the necessary documents

iv. The Officer receives the completed application forms from candidates and checks whether all the required documents for admission to study are attached

v. The student takes the forms to the HOD for evaluation and approval

vi. The Officer issues an admission letter

vii. The student makes payment or apply for financial assistance

viii. The officer registers the student in the same manner as the undergraduate students

ix. The officer prints a proof of registration for student

x. The officer opens pending files for all pending cases