



UNIVERSITY of the
WESTERN CAPE

POST REGISTRATION GUIDE 2025



GENERAL DATES

THE 2025 ACADEMIC YEAR WILL COMMENCE ON MONDAY, 10 FEBRUARY 2025

(SEE THE UNIVERSITY'S GENERAL CALENDAR)

TERM DATES

First term:

Monday, 10 February – Friday, 28 March 2025

Second term:

Monday, 07 April – Friday, 16 May 2025

Third term:

Monday, 21 July – Friday, 29 August 2025

Fourth term:

Monday, 08 September – Monday, 20 October 2025

OFFICIAL PUBLIC HOLIDAYS

21 March	Human Rights Day Friday,
10 April	Good Friday Monday,
13 April	Family Day Saturday,
27 April	Freedom Day Wednesday,
1 May	Worker's Day Sunday,
16 June	Youth Day
9 August	National Women's Day
24 September	Heritage Day



WELCOME MESSAGE

It is with pleasure that we welcome you to UWC, an engaged university, facing the future in a way that transcends the past and embracing the complex reality of transformation and global technological advances. It is committed to excellence in teaching, learning and research, to nurturing the cultural diversity in South Africa, and to responding in critical and creative ways to the needs of society in transition.

SENIOR MANAGEMENT

Executive

Rector

Prof R. Balfour

Vice Rector: Academic

Prof MK Ralarala

Vice Rector: Research and Innovation

Prof J Frantz

Vice Rector: Student Development and Support

Prof M Madiba

Registrar

Dr N Lawton-Misra

Executive Director: Finance

Mr M Regal

Executive Director: Human Resources

Mr A Magida

Deans of Faculties

Arts and Humanities

Prof S Nadar

Community and Health Sciences

Prof A Padmanabhanunn

Economic and Management Sciences

Prof MV Esau

Education

Prof R Govender

Dentistry

Prof V Yengopal

Law

Prof J de Ville

Natural Sciences

Prof D Holgate

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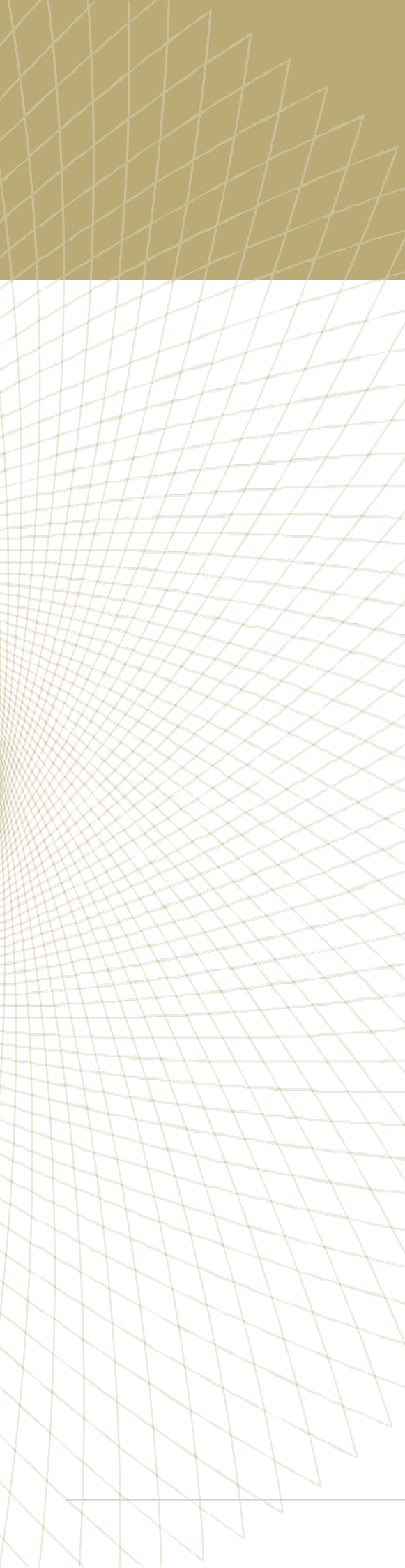
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1. STUDENT SUPPORT



Student Administration Helpdesk

The Student Administration Helpdesk is committed to providing both accurate information and prompt service by being approachable, helpful, respectful and professional at all times. The staff is committed to equitable treatment for all University stakeholders and respecting client confidentiality. The Helpdesk provides face-to-face service where the staff are trained to deal with a wide range of enquiries.

The responsibilities and services offered include:

Academic Transcripts;
Proof of Registration;
Certificate of Good Conduct;
Termination of Studies;
Applications;
Student/Staff/Visitors Access Cards; and
General Enquiries

Where to find us:

- Student Administration, Administration Building
- West Wing, Ground floor Banking Hall, Counters: 10-14
- Contact us for further Enquiries: helpdesk@uwc.ac.za

The following administrative forms can be found below:

[Change of Address](#)

[Replacement Degree](#)

[Remark of Examination Script](#)

[Termination/ Cancellation of Studies](#)

[Readmissions/ Exclusions](#)

[Student Administration Helpdesk](#)

Student Administration Liaison Office

The important functionality of our office is liaising between the various Faculties and Central Administration on Data Management & Verification, Implementation of University Statutory and administrative rules, Timeous Academic Processes, Monitoring of adherence to the General Calendar and Quality Assurance.

Contact information:

Email: liaisonoffice@uwc.ac.za

UWC Library & Information Services

Opening Hours:

Monday	8:20 am - 12:00 am
Tuesday	8:20 am - 12:00 am
Wednesday	9:20 am - 12:00 am
Thursday	8:20 am - 12:00 am
Friday	8:20 am - 8:00 pm
Saturday	9:00 am - 5:00 pm
Sunday	Closed

The link below will give you a broad overview of services offered e.g.

[uKwazi discovery tool](#)

[The First Year Experience page combines tutorials and videos on Library basics](#)

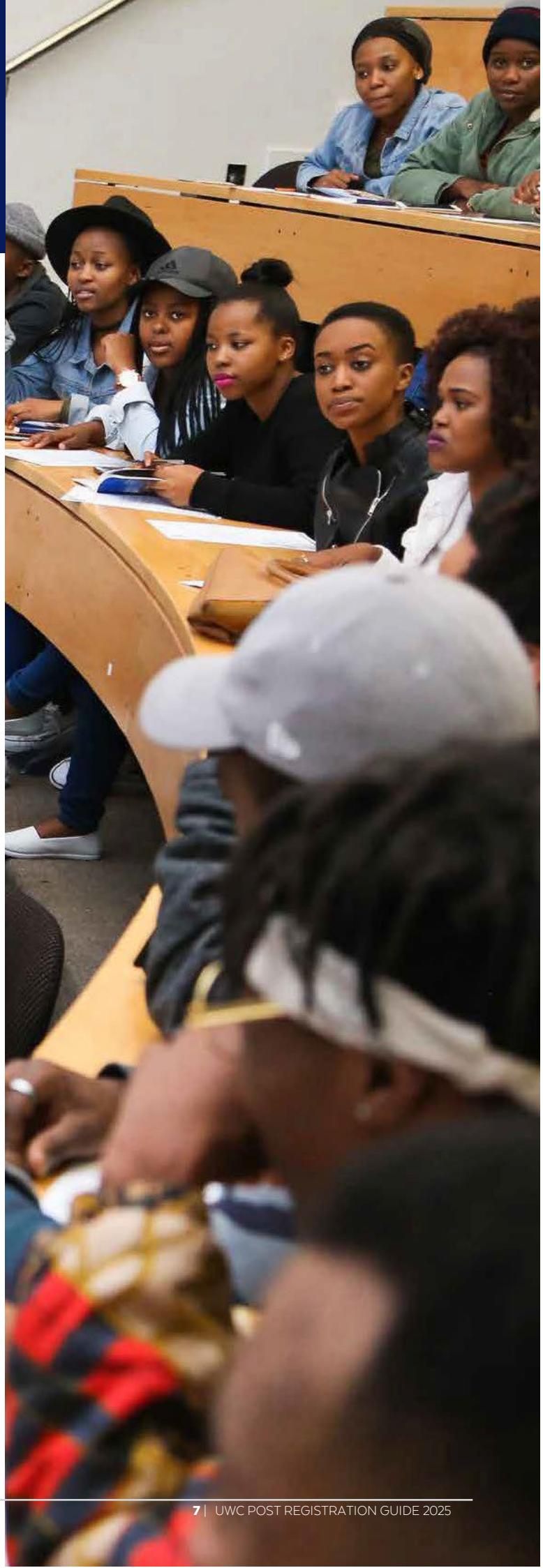
[Past exam papers](#)

Contact information:

Tel: 021 959 2946

Email: library@uwc.ac.za

Webpage: <https://www.uwc.ac.za/campus-life/resources/library>



Office for Student Development (Counselling & Careers)

Goals of Office for Student Development

To build and maintain vibrant student development programmes responsive to Graduate Attributes and meaningfully integrated with the University's Institutional Operational Plan. The Key Performance areas are Careers Service, Student Orientation Programme, Student Development Projects and SRC Elections.

Career Service

To facilitate interactive career networking opportunities for students, faculty and prospective employers so as to prepare students for their entry into the world of work and thus, increase their motivation to successfully complete their studies.

Contact information:

Tel: 021 959 2436

Email: careerexplora@uwc.ac.za

Webpage: <https://www.uwc.ac.za/campus-life/sds-departments/career-services>

Location: Room 165, First Floor, Student Center

OSWD (Office for Students with Disabilities)

The Office for Students with Disabilities (OSwD) is the central campus resource for disabled students who wish to request academic accommodations. In collaboration with students, faculties and departments, we coordinate accommodations and support to ensure equal access, promote awareness, as well as providing an individualised support structure for students with disabilities within the UWC community.

We are dedicated to promoting equality, oppose unfair discrimination, ensure reasonable adjustment to campus, facilitate learning and encourage participation of all students in university life. Students with disabilities include those who might not directly identify themselves as disabled but who might face discrimination in everyday life because of their impairment.

The functions of the OSwD include:

- Pre-admission assessment of prospective students
- Liaising with academic departments around registration to ensure that all role players are aware of special accommodations that each student would require to function optimally in the UWC environment
- Assessing students to ascertain which assistive devices are most suitable to their academic needs
- Providing information regarding access to financial aid for students with disabilities specifically

Services and Interventions

- Ensure that venues are accessible to persons with mobility impairment
- Provide academic material in Braille, large print, electronic format and audio
- Arrange that tests and exams are written at OSwD
- Arrange for an amanuensis to assist students who are unable to write/ type themselves
- Liaise with lectures, tutors, administrators and staff at the library, residences and other departments and fellow students to foster an understanding of the challenges faced by students with disabilities
- Monitor the physical environment and new development and new developments to ensure safety and accessibility to the campus community and visitor

The Office for Students with Disability facilitate various forms of support:

- Assessments
- Extra time for exams
- Providing a scribe
- Brailing
- Special access
- Providing the use of sophisticated software during exams and for ongoing academic studies

Contact Information:

E-mail: oswd@uwc.ac.za

Fax: 021 959 2882

How to Find Us

The Office for Students with Disabilities is located on the Ground floor of the former CHS Faculty, in between the New Computational and Mathematical Sciences building (CAMS) and the B-block. Contact our office for disability parking in advance if you require access when visiting.

UWC Campus Health & Wellness Centre

The UWC Campus Health and Wellness Centre is a medical practice that offers accessible and affordable GP health care services to the UWC Campus Community and beyond.

The Campus Health and Wellness Centre is located on the 1st floor of the Community Health Sciences Building at the main campus and has been successfully functioning for the past 17 years.

The practice is open daily: Monday to Friday from 08:30 to 16:30, including University holidays.

A full range of primary healthcare services are offered at the practice and payment in the form of Medical Aid as well as cash/debit/credit cards are accepted.

The Campus Health Centre works on a first come first serve basis.

Contact: 021 959 2876/5 or health@uwc.ac.za for any information.

[UWC Wellness Centre webpage](#)

Student Representative Council (SRC)

About UWC's SRC

The Student Representative Council (SRC) represents and advocates for the rights, interests, and social well-being of all students at UWC. It plays a crucial role in University committees, policy-making, and cooperative decision-making, ensuring that student voices are heard in institutional governance.

The SRC is the highest decision-making body of student governance and is elected annually by the student body. The duties, functions, privileges, and term of office are outlined in the SRC Constitution and the election by-laws approved by the University Council.

Structural Changes & New Roles

In 2024, the Student Governance Constitution (SGC) was amended, increasing the SRC membership from 12 to 15 members. This change introduced new positions to better address student needs. The SRC remains a vital stakeholder within the UWC community, ensuring that no decisions affecting students are made without student input.

Contact information:

Location: 1st Floor Student Centre

For general inquiries, you can contact the:

SRC President - McIntosh Khasembe at srcpresident@uwc.ac.za or

Deputy President - Bakhona Sibanyoni at srcdpresident@uwc.ac.za



Centre for Student Support Services

It also incorporates Help with learning

The CSSS provides broad student-centered development and professional services, programs, training opportunities and resources aimed at enhancing students' academic experiences, graduate attributes and quality of life. We conduct research and engage with national issues and debates to provide a cutting-edge service. We have dynamic professionals, who provide high quality, free and confidential services.

Contact information:

Tel: 021 959 2299

Email: csss@uwc.ac.za

Webpage: <https://www.uwc.ac.za/Students/SD/CSSS/Pages/default.aspx>

Awards & Bursaries

The UWC communication email sends out information every Thursday regarding bursaries and opportunities. You may also check the UWC website under Financial Aid, log onto Career Xplora, or review the FAQs for more information on the Merit Bursary Award.

Please see the links below:

- **Fees & Financial Aid:** <https://www.uwc.ac.za/admission-and-financial-aid/fees-and-financial-aid/bursaries-and-opportunities>
- **Career Xplora:** https://uwc-csm.symplicity.com/students/?signin_tab=0
- **FAQs:** <https://www.uwc.ac.za/admission-and-financial-aid/fees-and-financial-aid/faqs>

ICS Support & Wifi

Information & Communication Services

About ICS

Student IT Support is your go-to hub for all things tech on campus! Whether you're setting up your devices, connecting to Wi-Fi, or need help with software, we've got you covered. Our easy-to-follow guides and friendly support team are here to make sure your tech experience is smooth and hassle-free. Get started with confidence and stay connected effortlessly!

[Click Here for more essential IT information](#)

WiFi Access

To connect to the WiFi, join the UWC-Campus WiFi network and login with your Network Identity (without the @uwc.ac.za) and password. Click here for more information: <https://sites.google.com/uwc.ac.za/wifiguide?usp=sharing>

Password Reset

Your Network identity will give you access to all UWC systems as well as eduroam and WiFi. Resetting this password will affect the following:

- Microsoft Office 365
- OpenVPN (username: student number only)
- Ikamva (username: student number only)
- Library Logins
- UWC-Campus WiFi and Eduroam

Click here for more information:

<https://sites.google.com/uwc.ac.za/passwordreset/home>

Email Activation

The University of the Western Cape (UWC) provides students with a designated email account for official communications.

Click here for more information:

<https://sites.google.com/uwc.ac.za/studentitsupport/email-activation>

Microsoft Office 365

UWC provides Microsoft Office 365 for free to all registered students, giving you access to tools such as Microsoft Word and Excel for the duration of your studies. Click here for more information:

<https://sites.google.com/uwc.ac.za/msoffice365?usp=sharing>

Computer Labs

Our primary responsibilities are to provide and support staff and students with teaching and training Computer Facilities, which includes computers within lecture venues, auditoriums, and seminar rooms.

The Labs include:

- Thintana
- CAMS
- Dungeon
- Cassinga
- BOE
- Hector Petersen Residence
- Disa
- Gorvalla
- Dentistry Faculty (Tygerberg and Mitchells Plain)
- Bellville Medical Centre

We support the labs with hardware maintenance, software installation, and student printer facilities. Any request for assistance or support must be logged via the ICS Service Desk.



Ikamva

Students at UWC will engage in the Learning Management System, namely iKamva. Face-to-face lectures will be enhanced through access to the online platform where valuable resources are placed for self-study, reflection and assessment purposes. Lecture material and resources will be available online and can be retrieved via various modes of delivery (Desktop Computers, Laptops, Mobile Phones and Tablets).

Link to ikamva: <https://ikamva.uwc.ac.za/portal>

UWC Writing Centre

The University of the Western Cape's Writing Centre aims to help students develop their academic reading and writing practices in a constructive and supportive academic space. Trained peer writing tutors help students develop, revise and refine their writing assignments before it is submitted for assessment. Our tutors collaborate with the students through asking questions, engaging in discussion, and giving advice and guidance. This is mainly done through one-on-one or group consultations. All services are free of charge.

The Writing Centre also provides advice and support to staff about developing students' writing. We offer workshops on academic writing and topics such as referencing on request from lecturers.

While the main focus of the Writing Centre is on undergraduate students, we assist students at all levels of study with their writing. Postgraduate students who need support for their studies, which is not specifically writing-related, should approach the Postgraduate Enrolment and Throughput Programme (PET.)

To book a consultation at the Writing Centre, you can:

Visit the Centre and book an appointment

Send an email request to Ms Bronwen Roux at writingcentre@uwc.ac.za

Call: 021 959 2404

People - The Writing Centre Office

Contact: Dr Arona Dison

Email: adison@uwc.ac.za

Contact: Mrs Bronwen Roux

Email: broux@uwc.ac.za

Check out the [Webpage](#) for more information.

Location: Next to B Block, on the left-hand side, opposite the Dullah Omar Institute.

[Google Maps link](#)

International Student Services Office

The International Student Services Office (ISSO) at the University of the Western Cape (UWC) offers specialized support for international students throughout their educational journey. UWC welcomes students from diverse nationalities, including those from outside Africa, the 16 Southern African Development Community (SADC) member states, refugees, asylum permit holders, and anyone without a South African ID. Recognizing their unique needs, ISSO works to ensure international students' successful integration into academic life. The office supports UWC's mission to foster global perspectives, enhance intellectual life, and strengthen South Africa's ties to the world. Located in Cape Town, UWC offers a vibrant academic community for international learners.

People -The ISSO Office

Contact: Mr Khwezi Bonani (Co-ordinator)

Call: 021 959 2763

Email: kbonani@uwc.ac.za

Contact: Ms Sedicka Casiem (Administrative Officer)

Call: 021 959 2115

Email: scassiem@uwc.ac.za

See ISSO website for more information: [International student Webpage](#)

Post Graduate Students

Division of Post Graduate Studies provides the following services to postgraduate students:

- Training (research software and skills, library and information service access, presentation skills and research fund application skills).
- Mentoring and Coaching (Peer coaching on writing and analysis skills, technical assistance and proofreading services).
- Referrals to other services available to postgraduate studies.
- Assistance with Bursaries to support designated groups of students.
- Quarterly publication of 'The Postgraduate' newsletter to communicate useful information about services, bursary and student successes.
- Academic and other support and advice for postgraduates and postdoctoral fellows.
- Library services in the PRC:
- Research methods book collection (in-house use only)
- Photocopier facility
- Refresher training: search skills for various databases, using citation databases and reference management software (e.g. RefWorks)
- Please book a consultation session with the Librarian who is on duty Mon – Fri, 08h30 – 16h30. Tel: +27 (21) 959 2946 or e-mail tschoeman@uwc.ac.za
- Please also see the Self Learning Zone on the Library website: <https://lib.uwc.ac.za/index.php/students/distance-user-services/>

Post Graduate Contact List

Arts and Humanities

Email: artspostgrad@uwc.ac.za

Tel.: +27 21 959 9257

Community and Health Sciences

Email: dmemani@uwc.ac.za

Tel.: +27 21 959 2163

Dentistry

Email: cboschman@uwc.ac.za

Tel.: +27 21 937 3184

Economic and Management Sciences

Email: ems-pg@uwc.ac.za

Tel.: +27 21 959 3163

School of Government

Email: bmaart@uwc.ac.za

Tel.: + 27 21 959 3169

PLAAS

Email: postgraduates@plaas.org.za

Tel.: + 27 21 959 3733

Education

Email: eduhonours@uwc.ac.za/edumed-phd@uwc.ac.za

Tel.: +27 21 959 2656

Law

Email: lawpostgradenq@uwc.ac.za

Tel.: +27 21 959 3425

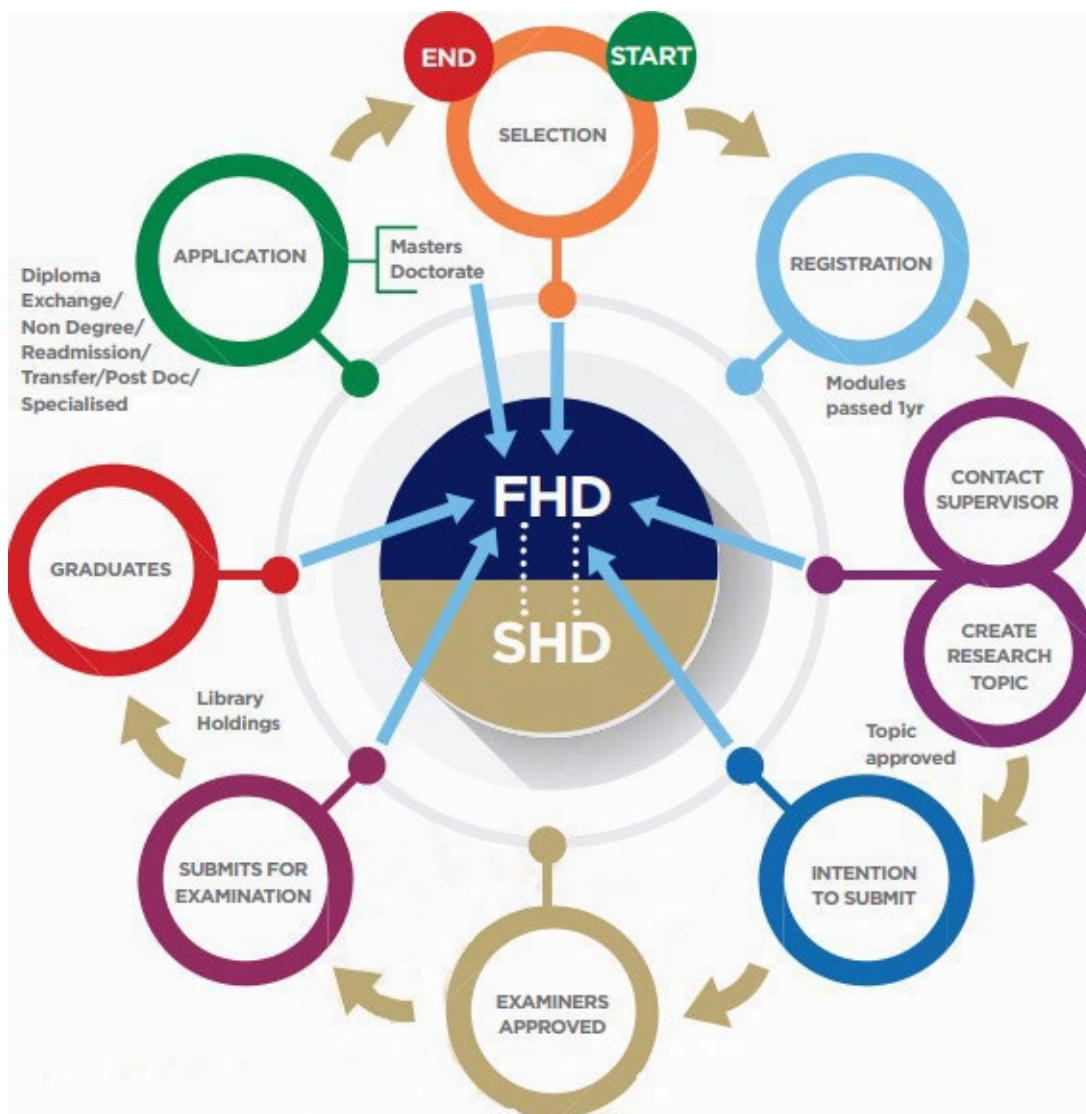
Science

Email: science-postgrad@uwc.ac.za

Tel.: +27 21 959 2975

Call Center

Tel.: +27 21 959 3900



FAQs

What does registration entail?

- Assisted and online registration takes place during January (first semester intake) and July (second semester intake) of each year.
- If a supervisor is available and an application is approved, the applicant registers by signing and handing in the registration form.

How are fees structured?

- Candidates are billed in their first year of studies. In subsequent years they would only be required to pay the basic registration fee for that year (depending on financial clearance).
- International students are required to pay their full registration and tuition fees prior to registration.
- For more detailed information you may request a fee quotation by clicking on the below link: <https://quote.uwc.ac.za/default>
- The Council of the University of the Western Cape reserves the right to implement the official fees for the year and has the right to amend, without prior notice, the fees to be paid to the University.

Registration in Successive Years?

- For the duration of their studies a student must register each year by the stipulated date and pay the prescribed registration fees.
- Students are required to register every year by the stipulated date until completion of their degree.
- No process may be administered if a student is unregistered for the year.

How many enrolments are allocated for each programme?

- For Master's – a candidate is granted a three-year enrolment with a minimum of one year.
- For Doctorate – a candidate is granted a five-year enrolment with a minimum of two years.
- Extension may be granted in exceptional cases on submission of an application by the student and a recommendation from the Supervisor concerned.

How do I promote to the next year (Progress Report)?

- Every successive year, promotion shall be subject to the submission of a progress report as stipulated in the General Calendar. Further registration may be refused at any stage on grounds of unsatisfactory progress.
- Progress reports may be retrieved via the student portal. The Faculty Office could assist in this regard. It is very important to get a title registered as soon as possible.

2. ON CAMPUS



Website

The University website provides a multitude of information and news about the institution, key events and other administrative related aspects. Students can access the university website at www.uwc.ac.za

Student Portal

This site will allow you to view your selection status, results, academic history, student account and personal details. Students can access the student portal for the following services.

- Academic history
- Account inquiry
- Updating personal information
- Class timetable
- Download academic records and proof of registration

You will need your student number and identity or passport number to log in <https://student.uwc.ac.za/>

CPS

The University of Western Cape, Campus Protection Services department (CPS) creates a safe and secure environment on campus by enforcing laws, policies, guidelines and actively preventing crime. The department's mission is to protect the university through professional security services and through leadership of community partnerships, while fostering the educational mission of the University.

Staff are responsible for crime deterrence, crime investigation, dignitary protection, traffic services, access control and CCTV monitoring, emergency response and handling routine calls for service. These teams are on duty throughout the year at our campuses, residences and sports facilities. Our security officers are trained to respond to emergencies with care and caution and they are always connected to the central command centre via radio communications. We also have a 24-hour line that one can call for emergencies.

Emergency response line: 021 959 2100 (Extension 2100)

Risk and Compliance

Liaison Officer – Clint Prins

Tel: 021 959 3696

Email: clprins@uwc.ac.za

Study Hall

The study hall now known as the Learning Center, was first opened in 2021 during the covid lockdown. It is still in existence today, opened 24/7 to provide a safe and conducive space on the main campus for our students to engage, learn, share new ideas and exchange knowledge.

It is an alternative, comfortable and quiet learning space, to enable long hours of academic endeavors open to all students, whether post grad or undergrad.

Academic records & Proof of Registration

You can have official electronic copies of your student (Academic) transcript, Proof of registration emailed to yourself or another individual, alternatively request from our helpdesk a printout of these documents. Proof of registration will only be obtained if you have registered for the current academic year.

Student transcripts can only be obtained if you have no fees outstanding (this applies to all students whether bursary holders, NSFAS funded, etc. We can however send on your behalf to your potential bursars or institutions or employers, you will need to send us their verifiable contact email address.

For more information you can visit our helpdesk at:

Student Administration Building,
West Wing, Ground Floor, Counters: 10-14, or
Contact us for further inquiries:

email: helpdesk@uwc.ac.za

Res Admin (Res Life)

Residential Services provides programmes and services to all its community members. We embrace the core mission of the University as “a place of quality, a place to grow, from hope to action through knowledge.” The department creates opportunities for students to experience all aspects of life outside the classroom through co-curricular activities and the living and learning communities already in existence as well as those still being created at our campus.

There are three focus areas for Residential Services:

- The Student Housing: a section deals with physical infrastructure, services, maintenance and assets.
- The Placement & Administration: that deals with placement, holiday accommodation, billing and software systems used by the department.
- The ResLife section: that focuses on psychosocial programming, living and learning activities, academic support, leadership development and general wellness support.



ResLife is a division of Residential Services, that is breaking new ground and transforming residences into structured living and learning spaces that will offer students exciting opportunities for growth and development academically, socially and professionally. Students will have wonderful opportunities to become involved in novel and creative programmes and will be exposed to platforms where they will be able to cultivate a passion for learning and growth.

ResLife does all it can to support students in their efforts at becoming highly marketable, sought-after UWC graduates.

ResLife is responsible for the Implementation of Living learning Communities and Academic Support, the Creation of Vibrancy, Psychosocial Awareness and the provision of Leadership Development Opportunities as well as Fostering a Human Rights Context Across Residences.

Contact details are as follows:

Tel. 021 959-2569

E-mail: resservices1@uwc.ac.za

Sports Admin

The University of the Western Cape has modern facilities for all health-related services which promotes a well-rounded state of well-being. The facilities are available for both staff and students and include:

- two swimming pools
- tartan athletics track
- multiple fields
- a sports hall, and
- a gym which opened at the end of May 2016

UWC Sport builds and profiles the image of the University through the support of both competitive and campus recreation sport as a contributor to the holistic development of the students and staff of the University.

UWC Sport Clubs are categorised into High Performance, Competitive and Recreational.

HIGH PERFORMANCE

Athletics

Basketball

Cricket

Football

Netball

Rugby

COMPETITIVE

Boxing

Chess

Dance Sport

Hockey

Rowing

Swimming

Table Tennis

Volleyball

RECREATIONAL

Cheerleading

Hiking

Karate

Squash

Supa-Pool

Tennis

UWC Gym



UNIVERSITY of the
WESTERN CAPE



UWC Sport Map

- 1. Old Tennis Courts
- 2. Sports Science and Indoor Squash Courts
- 3. Pools
- 4. Tennis Courts
- 5. Cricket pitch
- 6. Cricket Club house
- 7. Soccer Fields
- 8. Netball & Basketball Courts
- 9. Soccer & Cricket Pitches
- 10. Stadium and Gymnasium
- 11. Rugby Fields
- Parking
- Information



SPORT COUNCIL

Name	Tel	Portfolio	Email
Prof Barry Andrews	021 959 3137	Manager: High Performance	bandrews@uwc.ac.za
Zoleka Bavuma	021 959 4150	High Performance Administrator	zbavuma@uwc.ac.za
Glen Bentley	021 959 2017	Manager: Support Services, Athletics, Boxing	gbentley@uwc.ac.za
Abongile Dlanì		Manager: Chess, Rowing	adlani@uwc.ac.za
	021 959 2207	UWC Sport Director	
Brent Hess	021 959 3534	High Performance Coordinator: Senior Physiotherapist	bhess@uwc.ac.za
Avril Langeveld	021 959 9732	Administrative Officer	alangeveld@uwc.ac.za
Sangiwe Ntshanga	021959 2980	Manager: Netball, DanceSport	sntshanga@uwc.ac.za
Colin Kensley	021 959 3675	Facility Supervisor	ckensley@uwc.ac.za
Simpiwe Makinana	021 959 2348	Manager: UWC Squash Courts	smakinana@uwc.ac.za
Nadia Mgulwa	021 959 2548	Manager: Cheerleading, Hockey, Volleyball	nmgulwa@uwc.ac.za
Skhu Nkomphela	021 959 2023	Brand and Projects Coordinator	snkomphela@uwc.ac.za
Wendy Nomatse	021 959 3131	Manager: Table Tennis, Karate, Supa Pool	nnomatse@uwc.ac.za
Derick Orderson	021 959 2018	Manager: Aquatics, Hiking, Recreation, Tennis	dorderson@uwc.ac.za
Security Front Office	021 959 4319		
Hassan Sobekwa	021 959 2056	Manager: Basketball, Football Men, Football Women	msobekwa@uwc.ac.za
Sport Council	021 959 2547	Sport Council	sportcouncil@uwc.ac.za
Jonathan Swarts	021 959 9732	Support Services	jswarts@uwc.ac.za
Clement Trout	021 959 2318	Manager: Rugby, Cricket	ctrout@uwc.ac.za
Keenan Watson	021 959 4103	Strength and Conditioning	kwatson@uwc.ac.za
Andrew Wrangmore	021 959 3449	Manager: UWC Gym	awrangmore@uwc.ac.za

Gym

UWC has a fully-functional gym for students and staff located at the sports stadium on main campus.

RATES

Students

1 month: R150
3 months: R300
6 months: R410
1 year: R680

Staff

1 month: R210
3 months: R420
6 months: R610
1 year: R820

Please note: all payments to be made at the Administration Building. Online payments will not be accepted.

OPERATIONAL HOURS

Monday - Friday

05h00 - 20h00

(closed for cleaning between 10h00 - 11h00 and 15h00 - 16h00)

Saturday

09h00 - 13h00

Sunday (Ladies only)

09h00 - 13h00

Services Offered

Contact information

021 959 3449 / 082 202 3354 / awrangmore@uwc.ac.za

Student Centre

The student centre is situated adjacent to the Jakes Gerwel Hall. The student centre consists of various amenities like, the banking hall (ATM's), food and beverage shops, PrintWize (printing centre), functional relaxation areas, the main dining hall, the offices of the SRC, Student credit Management, the bookshop, Lifestyle clothing centre, amongst others.

Student Grievances

STUDENT DISCIPLINE AT THE UNIVERSITY OF THE WESTERN CAPE

- The Proctor's Office performs a dual function:
 - Review and vet university contracts with third parties including amendment or drafting thereof, if necessary.
 - Register and investigate complaints against students and prosecute students in Student Disciplinary Court, if required.
- The University has appointed a Proctor who advises the Rector and Vice-Rector in any matter relating to student discipline. The Rector may assign those functions and duties to the Proctor's Office that are necessary for the proper execution of student disciplinary matters on campus.
- The Proctor's Office may collect, prepare and present evidence regarding contravention of the rules for student discipline at disciplinary inquiries.
- The Proctor's Office is assisted by Prosecutors, who collect evidence, consult with witnesses and prosecute persons contravening University rules in the Student Disciplinary Court or argue the University's case before the Appeals Committee.
- The Proctor's Office in terms of the delegation of the powers determine the necessary and appropriate disciplinary steps to be taken against students.
- Where appropriate the Proctor's Office has the discretion to share information with a Faculty or any internal University structure in respect of a student.

COMPLAINTS AGAINST STUDENTS

- All complaints must be submitted in the form of a written statement.
- Once the complaint is received, it will be date stamped by the administrator.
- A docket with a reference number will be opened.
- The accused will be charged in terms of the existing Disciplinary Rules and be informed via email of the complaint lodged against him/her. The complaint will be recorded on SASI.
- The matter will be investigated, if there is merit and the investigation is completed, the accused will be charged. The charge sheet/notice to appear and a copy of the record will be served on the accused.
- After the hearing, the Court Order will be prepared and emailed to the accused. He/she may collect the original from our office.

- If the accused was found guilty and he/she is dissatisfied with the outcome or sentence and would like to appeal the matter then he/she will be obliged to submit, within 5 (five) days of the date of the hearing, a written notice of appeal setting out the ground(s) of appeal.
- The accused will be informed in due course when the Appeal will be heard and be given at least 5 (five) days' notice of the hearing.

Work Study

The Work-Study Office administers these following tasks:

- Recommendation List (recruitment and application)
- Processing and Managing Appointments from various faculties, centres and units.
- Processing Claim Forms
- Addressing Queries

For any questions or document requests related to the Office, please contact Work-Study Helpdesk:

Workstudy-helpdesk@uwc.ac.za

For more information please visit the website.

<https://www.uwc.ac.za/admission-and-financial-aid/fees-and-financial-aid/workstudy>

Gender Equity

The Gender Equity Unit's activities and programmes are geared towards making sure that no one is discriminated against, harassed or hurt because of their gender, race, ethnicity and sexual orientation, and to facilitating the empowerment of particularly women and other marginalised groups, both on campus and within society at large.

Tel: 021 959 2813

Email: gender@uwc.ac.za

Alumni Office

The Alumni Relations Office strives to promote UWC as an institution of excellence that engages with its alumni and the wider community.

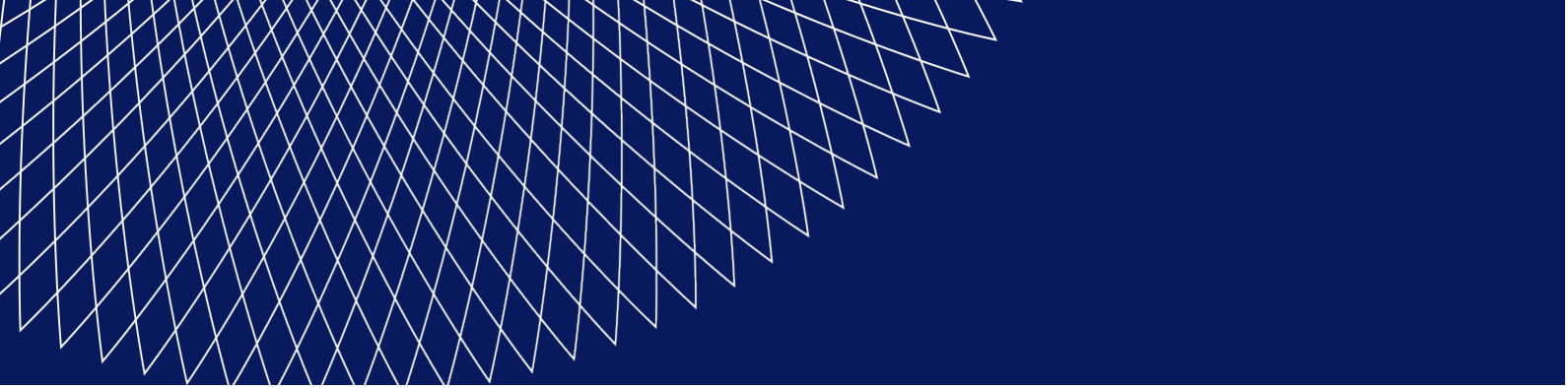
By hosting events throughout the year, we encourage network-building between alumni and other stakeholders who share our aim of developing UWC as an institution of academic excellence.

You can join the growing global network of alumni at any time of the year.

3. IMPORTANT INFORMATION ABOUT YOUR STUDIES

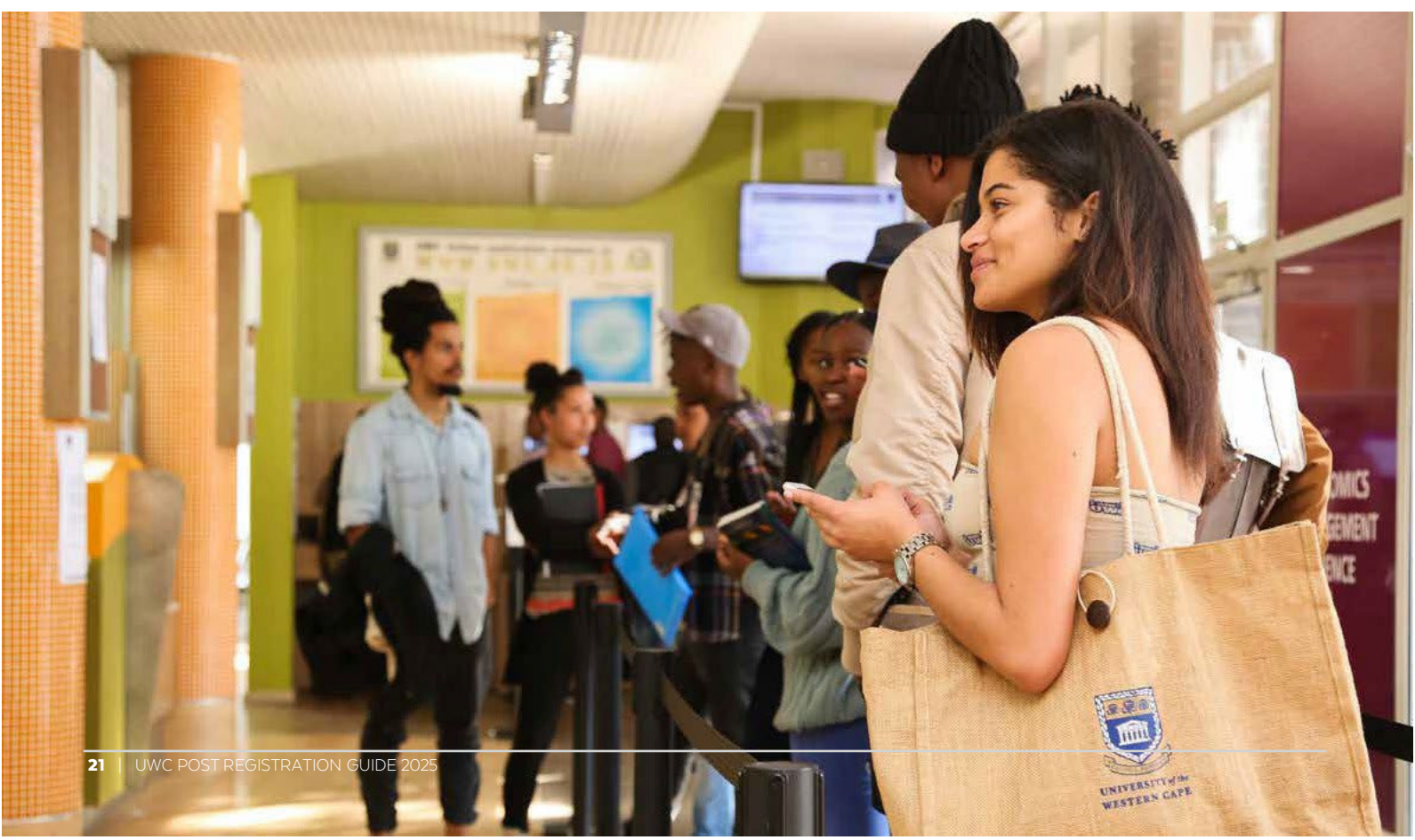
Important Dates 2025

SEMESTER 1		
TERM 1	10 February – 28 March	34 days (excluding weekends and 1x public holiday)
Closing Date: Remark Applications of November/December 2024 Examinations	10 January	
Closing Date: Applications for Associate Student Status (2024 First Semester Modules and Year Modules)	7 February	
Closing Date: Applications for Recognition of External Credits Transfers for First Semester Registration	14 February	
Break 2	29 March – 06 April	09 days (including weekends and 0x public holiday)
TERM 2	07 April – 16 April	26 days (excluding weekends and 4x public holidays)
Mid-year Final Assessments	22 May – 06 June	12 days (excluding weekends)
Mid-year Supplementary Assessments	17 – 26 June	8 days (excluding weekends)
Mid-year vacation	*05 July – 20 July	16 days (including weekends and 0x public holiday)
Release of Mid-Year Results	10 July	
Opens: Applications for Remarking of May/June 2025 Examinations	11 July	
Closing Date: Applications for Recognition of External Credit Transfers for Second Semester Registrations	15 July	
Closing Date: Applications for Associate Student Status (Second Semester Modules)	18 July	
Senate Discretionary Assessments	24–25 July	2 days (can be extended if needed)



SEMESTER 2		
TERM 3	21 July – 29 August	30 days (excluding weekends and 1x public holiday)
Closing Date: Applications for Remarking of May/June 2025 Examinations.	1 August	
Break	30 August – 07 September	09 days (including weekend)
TERM 4	08 September – 20 October	30 days (excluding weekends and 1x public holiday)
Year-End Assessments	27 October – 11 November	12 days (excluding weekends)
Year-End Supplementary Assessments	20 – 28 November	7 days (excluding weekend)
Release of Final Results 2025 for all Students	19 December	
Opens: Applications for Remarking of November/December 2025 Examinations	22 December	
Opens: Applications for Associate Student Status (2025 First Semester Modules and Year Modules)	22 December	
Senate Discretionary Assessments	January 2026	3 days

**Mid-year vacation for students begins after last day of supplementary assessments (27 June 2025)*



Change of Details

Current students can update their personal information, such as address, phone number, or email address, by logging into the Student Portal/Student Access.

Alternatively, they can visit the Student Administration, where staff will assist in updating their student records.

To update personal details such as your name or surname due to marriage, please visit the Student Administration. Remember to bring your ID document and marriage certificate for verification.

De-registration/ Termination of Studies

Students who wish to terminate their studies must provide written notice to the Department of Student Administration Helpdesk on or before the closing date stipulated in the General Calendar. Failure to provide this notice will result in the academic year being considered for the purposes outlined in A.3.2.3.

For students who register after the first term, termination of studies must be accompanied by written notice submitted on or before the end of the term during which enrolment occurred. If this notice is not provided, the year will be counted for the purpose of readmission to the University.

To submit your termination of studies notice, please use the online form available at the following link: [Termination of Studies Form](#).

Financial Matters

Student Credit Management and Student Accounts Student Finance Overview

Students should make allowances for the following expenses in their financial plan:

- Tuition fees
- Textbooks, stationery and study supplies
- Residence fees (where applicable)
- Personal expenses
- Meals/Food (where applicable), and
- Travel costs (to and from UWC)
- UWC devices

The [Council of UWC](#) reserves the right to amend all fees without prior notice. Tuition fees are charged per module within a prescribed programme. Students who register for more or fewer than prescribed will be charged accordingly.

For an estimation of what your module will cost, visit the university's [Academic Programmes](#) page.

Click for UWC's [Online Quotations and Pro-forma Invoices](#).

The Student Finance Department comprises of two operational areas which are:

Student Accounts (Cash Office)

Student Accounts is responsible for the billing of services, processing of student account adjustments, processing of various student and staff rebates, student statements and quotation requests, student refunds and ensuring student accounts are accurate

Student Credit Management (SCM)

Student Credit Management manages the risk and recovery of Student Fee Income from current and non-current students. Student Credit management is also responsible for the administration and processing of the debit orders and methods of payment.

All payment and funding plans for payment of fees, registration clearance and graduation can be done via the UWC Student Credit Management portal:

[STUDENT CREDIT MANAGEMENT PORTAL](#)

Tuition Fees

Tuition fees are charged per module within a prescribed programme. Students, who for a fewer modules prescribed, will be charged accordingly.

50% of the total outstanding Student fee account will be due by 30th April

100% of the total outstanding Student fee account will be due by 31st July

Accounts settled in full before the due dates will be eligible for settlement discounts calculated on current tuition fees and accommodation fees outstanding after all rebates have been credited.

*DISCOUNTS: ONLY APPLICABLE TO SOUTH AFRICAN STUDENTS

Payment date	Discount
On or before 28 February	5%
On or before 31 March	3%
On or before 30 April	2%

Fee Type	2025
Associate Student	R 1085.00
Senate Discretionary Assessment (SDA)	R 1015.00
Re-Mark of assessment scripts per module	R 900.00
Re-issue of student card	R 85.00
Recognition fee per module:	2025
External	R 650.00
Internal	R 390.00

Financial Aid Office

National Student Financial Aid Scheme (NSFAS) National Student Financial Aid Scheme (NSFAS) NSFAS is a statutory body, funded primarily by South Africa's National Department of Education, providing academically able but financially needy students who wish to study at one of South Africa's public higher education institutions. Consult the NSFAS website for information about the online NSFAS application process at <https://www.nsfas.org.za/content/>

UWC Financial Aid office administers internal and external bursaries which includes UWC Bursaries Corporate funding, Semi-state and State funding. Bursaries are available to full time South African undergraduate students and are normally allocated for one academic year at a time.

The UWC Financial Assistance application can be accessed, at on the following link: <https://uwcfinaid.uwc.ac.za/>
All bursary information is available on the university website <https://www.uwc.ac.za/>

Contact Us

Whether you have specific questions about UWC, are seeking more information or are ready to apply, we're here to help.

Physical Address

University of the Western Cape
Robert Sobukwe Road
Bellville 7535
Republic of South Africa

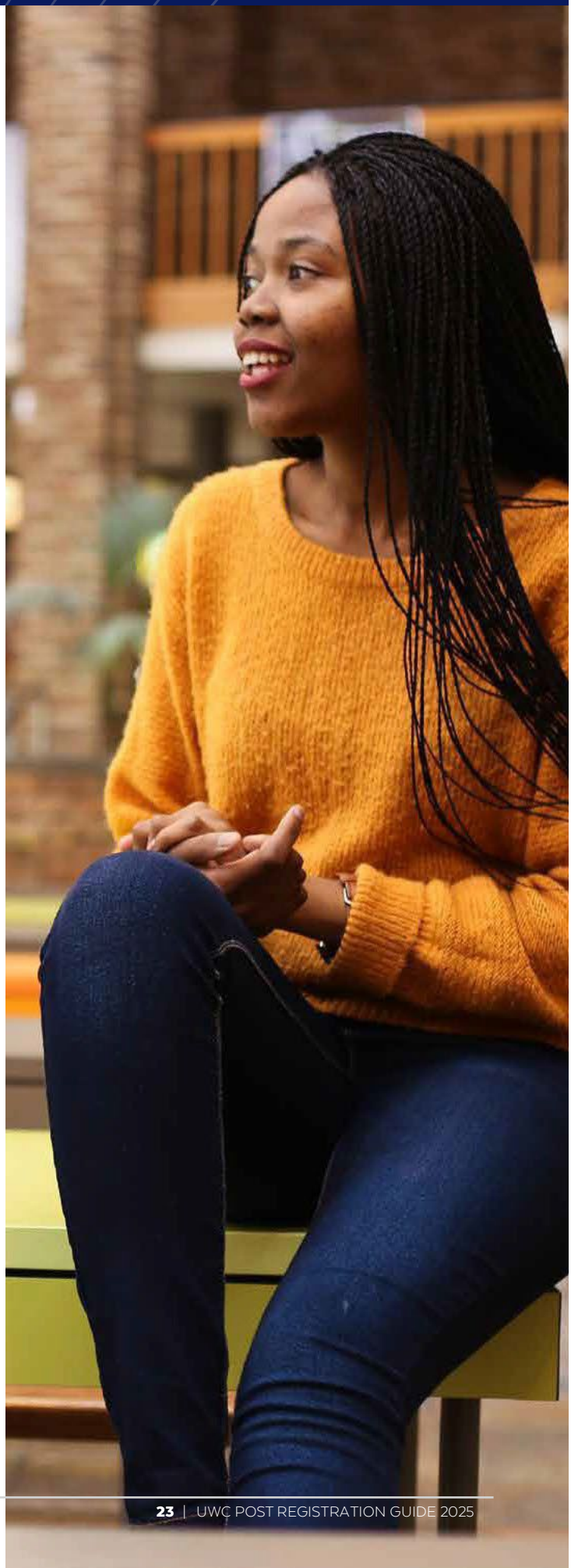
Live Chat

Postal Address

University of the Western Cape
Private Bag X17
Bellville 7535
Republic of South Africa
Email: info@uwc.ac.za | **Tel:** +27 21 959 3900

SOCIAL MEDIA

Facebook: <https://www.facebook.com/uwconline>
Instagram: <https://www.instagram.com/uwconline>
LinkedIn: <https://www.linkedin.com/school/uwconline>
Youtube: https://www.youtube.com/channel/UC9d5dVW5_hL8Tn_r-Jg0Flw



4. GETTING INVOLVED

Societies and Clubs

Social facilities, clubs and societies

Student Centre houses the offices of the student representative council (SRC) and some campus societies. Apart from sport clubs, there are political, cultural and religious societies. Further information about them can be obtained from the SRC Office. The Student Centre houses the offices of the Student Representative Council (SRC) and various campus societies.



Tutoring

What is a tutor?

Tutors can be broadly defined as either students or academic staff who work with other students in a peer-role, as opposed to being lecturers or instructors. Tutors assist and guide student learning by creating learning spaces in which students are allowed to work in smaller groups towards solving problems or creating written or oral work that supplements and extends the work they are covering in more formal lecture or classroom spaces. Thus, tutors are

peer facilitators of learning, rather than didactic instructors, and tutorials are an integral part of an interactive and dynamic teaching and learning environment.

Community Engagement Unit

The Community Engagement Unit (CEU) at the University of the Western Cape (UWC), under its director Prof Priscilla Daniels, facilitates community engagement opportunities that enhances and promotes the scholarship of engagement through equitable partnerships and citizenry to promote sustainable communities.

Our commitment to community engagement with societal impact is reflected in the history and ethos of the UWC. As this university embraces its proud history in the anti-apartheid movements, it is committed to link this proud past to an exciting future grounded in excellence with local, regional, and international relevance.

The scholarship of engagement relates to the wide range of 'work' (i.e. community engagement) that Higher Education Institutions (HEIs) do in partnership with different 'communities' (e.g. scholarly community, student community, civil society, and international community).

HEIs have a longstanding tradition of teaching, research, and community engagement. Globally contemporary HEIs are required to make a fundamental contribution to the development of civil society infused by relevant, innovative scholarly research and academic endeavours, steeped in the three-part legislated role of HEIs.

Community engagement is the pivotal point that feeds into and from teaching and research, and the link between these three legislative roles are equally important based on partnership and inclusivity.

Contact:

Prof Priscilla Daniels

ceu@uwc.ac.za

For more information about the Community Engagement Unit at UWC, please click the button below:

<http://ceu.uwc.ac.za/>

Science Learning Center for Africa

The UWC Science Learning Centre for Africa (SLCA) of the Faculty of Education supports teachers and learners in mathematics, science and technology education. It reaches out to disadvantaged peri-urban schools on the Cape Flats and rural schools from Western, Northern and Eastern Cape's rural and farm areas through various developmental-driven programmes which include support programmes to educators and learners, research into interventions, content knowledge training, practical teaching programmes, practical and experimental skills training, tutoring programmes, science clubs' initiatives, etc. Through its research the SLCA has developed a needs assessment base from where support programmes, school interventions and other solution-seeking mechanisms are developed that are shared with partner institutions in Africa and internationally.

Our Programmes:

- Cape Winelands & Overberg S&T outreach
- Women in Mathematics
- Zenex Educator training
- Zenex Learner Tutorial
- FET ACE in Science in EC
- Scifest Science Outreach
- Avionics
- FLL Robotics
- National Science Week launch and outreach

CHS

HIV and AIDS Programme

The University of the Western Cape's (UWC) HIV and AIDS Programme was established in 2001 in recognition of the significant impact that the HIV and AIDS epidemic has on the university's student and staff population.

The HIV and AIDS Programme has developed a model integrated response to the epidemic that incorporates teaching, research, care and support, community outreach, advocacy, prevention and management of the epidemic.

The HIV and AIDS Programme Office, located in the Education Building, has a close working relationship with the university's Campus Health Centre. It reports directly to the Vice Chancellor of the University, Prof. Brian O'Connell. The programme is involved in a range of different activities. These include capacity building and information workshops for staff and students, acting as a resource centre, free distribution of condoms, provision of free voluntary counselling and testing services, nutritional, medical, psycho-social and spiritual support for students and staff infected and affected by HIV, peer education programmes, and an interactive theatre group. The programme is also involved in a number of innovative curriculum integration

projects on campus, has established a volunteer programme that links students to community organisations working in the field of HIV and AIDS as well as exciting and innovative research projects. There is a strong focus on addressing gender power issues and on involving men as partners to curb the spread of the epidemic on campus.

Food Programme

The Gender Equity Unit's Food Programme seeks to encourage both students and staff to be generous and provide non-perishable food items that are redistributed to students who fall completely through the safety net. These are students who often are not eligible for NSFAS and who is not a recipient of a bursary or scholarship and does not receive any financial support from other sources such as family.

The primary objective is to alleviate the problem of hunger faced by UWC students and to promote education on food politics. It helps combat food security by dealing with it in a manner that encourages human dignity.

Human Nature

HumaNature is a programme that raises awareness on campus around matters affecting people who are differently-abled. The programme promotes awareness by providing students and staff access to South African Sign Language Classes, exposing students and staff to the lived realities of people who are differently-abled by frequent visits to non-governmental and community-based organisations advancing their interests and attending an annual breakfast in the dark as hosted by Cape Town Society for the Blind.

Imbewu

Imbewu is a student-run newsletter that encourages students to write critically about their experiences and surroundings on campus. The newsletter publishes various writings including poetry, photography, art, personal reflections, reviews and critical pieces. It always seeks to provide alternative narratives to the dominant narratives undermining the politics of the marginalised.

Loud Enuf

LoudEnuf is a programme that provides social support and a safe space for LGBTIQ (Lesbian, Gay, Bisexual, Transgender, Intersex and Queer/Questioning) students in collaboration with internal and external stakeholders. Since 2007, the programme has hosted bi-annual awareness raising and advocacy months in May (International Day Against Homophobia, Transphobia and Biphobia: 17 May) and October (National Month for LGBTIQ awareness). The awareness raising and advocacy consist of facilitated film screenings, workshops, seminars, marches, fun runs, student centre performances, and generosity drives etc. They are also a support system for students that are struggling with accepting their identity.

Mentoring

Through the Mentoring Programme student volunteers spend time with school learners in the surrounding communities of UWC. Students offer friendship, guidance and social and academic support to learners who often view them as positive role models. The student-mentors and learner-mentees retreat to an annual camp through which they get an opportunity to bond with one another and foster a relationship of trust and comradery.

Edu-Drama

Educational theatre that addresses the realities of black women within today's society, providing a healing space for black women through the promotion of sisterhood, and unpacking Black Radical Feminism. The programme consists of eight productions that have all been performed at the National Arts Festival and various theatres, tertiary institutions, government departments, conferences and Arts Festivals since 2008. These productions introduce the audience to the women behind statistics of violence against women.



5. EXAMINATIONS

General Information

Students should note the following general examination rules:

- Students should be seated in the venue 30mins before the commencement of the examination.
- Students may only use the official examination book(s) issued to them by the invigilator at the examination venue.
- Students are required to carefully read instructions on the cover of the examination answer book.
- The University, in the event of any misinterpretation of the timetable, will make no concession.
- A student's examination book(s) will not be marked if his/her handwriting is illegible.
- **Students MUST be in possession of a student card when entering the examination venue. No other form of identification will be accepted.**

Any breach of the following requirements relating to examinations and assessments may be regarded as "misconduct", whether committed intentionally or unintentionally, and will be dealt with in terms of the Student Disciplinary Rules of the University.

Entering and Leaving of Examination Venue

Students are not permitted to enter the examination room more than half an hour after the commencement of the session.

Students are not permitted to leave the examination room until one hour after the start of the session or during the last thirty minutes of the session, except with the special permission of the invigilator in charge of the examination who will report on the reasons for leaving to the Department of Student Administration.

Student Cards

Students are required to fill out an Examination Attendance Form at the examination venue. The forms will be handed out by the invigilator and collected again shortly after the start of the examination session.

Examination Attendance Form (Control Form)

You will be required to fill out an Examination Attendance Form at the examination venue. The forms will be handed out by the invigilator and collected again shortly after the start of the examination session.

Smoking, Food and Drinks

Students may not smoke, eat or drink in examination venues. Water is permitted.

Writing Time

The duration of the examination is indicated on your examination question paper. All writing, including the entry of names or other information on the examination paper, answer books, or the numbering of questions should be done during the examination time.

Unauthorised Material

Students should not take any books, writing paper, notes, manuscripts, electronic media, including electronic dictionaries, pagers, any form of stored or recorded information, or any other material into the exam venue except with the special permission of the invigilator in charge of the venue.

Electronic devices including cellular phones, calculators, electronic diaries and dictionaries are not allowed in examination venues. If such devices are found in the possession of students it will be deemed as a breach of examination rules. Students are advised to leave electronic devices at home. The university will not accept responsibility for lost, stolen or damaged items. Bags and personal belongings brought into examination venue, will be placed at the student's feet, under the examination desk/chair.

Examination answer Books

Examination answer books must be intact when it is handed to the invigilator. Examination answer books may not be defaced, removed from the venue or destroyed.

Notes, Rough Work

All notes, rough work and calculations must be done in a separate examination answer book that must also be handed in at the end of the examination.

Behaviour during an Examination

Students must not communicate in any way with any person other than an examiner or an invigilator during an examination. Communication with other students during an examination session will be deemed as a breach of examination rules.

Temporarily leaving an Examination Venue

Students, who need to leave an examination venue during an examination and return to the examination venue later, must obtain permission from an invigilator. An invigilator must accompany students during their absence from the examination venue.

Failure to attend an Examination

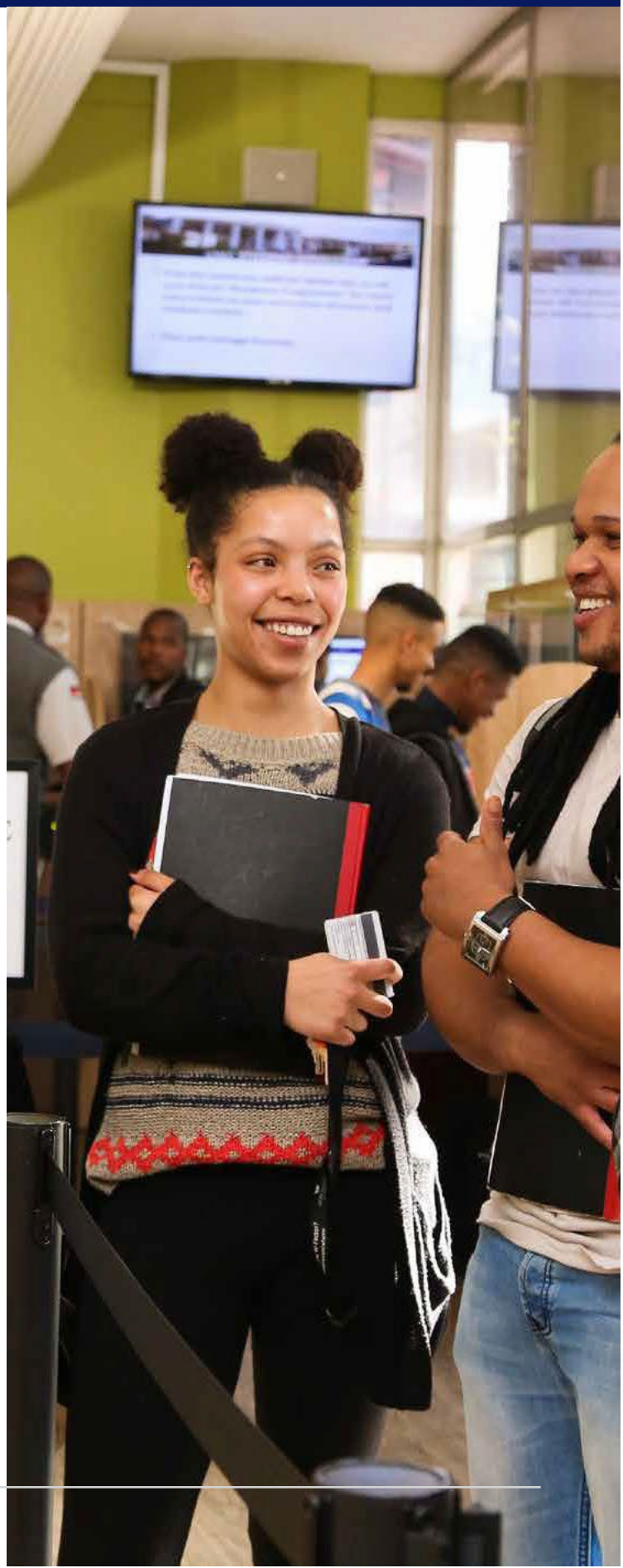
A student who fails to attend an examination at the time and place published in the final timetable, except when prevented from doing so by illness or other acceptable reason, will be deemed to have failed in that part of the assessment.

Special and sick Examinations

Application forms for special or sick examinations are available from the faculty office (please email your relevant Faculty). Students should apply within five days following the examination.

Definitions/Glossary

- The word “student” when appearing in the above-mentioned clauses means any person officially enrolled in a subject or course taught by the University.
- The word “invigilator” when appearing in the above-mentioned clauses means members of the University’s academic or general staff or any other person authorised to assume responsibility for supervision and/or organisation of a University examination.
- The words “examination venue” when appearing in the above-mentioned clauses mean any place in which a University examination shall be or being conducted.
- The term “during an examination”, when appearing in the above-mentioned clauses, means the period of time from the start of an examination until its conclusion, and includes any time allowed for reading an examination paper. These rules and regulations where appropriate, will also apply outside an examination venue.
- The term “good cause” when applied to exclusion from an examination venue in the above-mentioned text will mean any breach of the requirements or any conduct on the part of a student which can be classified as “misconduct” under University Discipline Statutes or Regulations.



6. GRADUATION

Have I Qualified?

To ensure that you are included on the finalized graduation list, you need to confirm the following:

1. Academic Programme Completion

Ensure that you have met all the academic requirements for your certificate, diploma, or degree program. This includes successfully completing your coursework, exams, and any other necessary degree requirements.

2. Outstanding Fees

To participate in the graduation ceremony, you must have cleared any outstanding fees by the specified deadline. Please review your account to ensure all financial obligations are met.

3. Stay Updated on Graduation Information

The university website will provide important updates related to graduation schedules and procedures. Failing to follow these updates may result in your removal from the graduation list. [Click here for updates.](#)

Student Details

Please confirm that your name and surname on the Student Portal and the draft graduation list match your ID/Passport by the specified deadline. If any details are incorrect, email a copy of your ID/Passport to Student Administration Liaison Office at liaisonoffice@uwc.ac.za for updates.

Note: A replacement certificate will be issued at your own cost if errors are not reported before the deadline.

Graduating with Outstanding Fees

If you have outstanding fees, regardless of your bursary or funder (including NSFAS), or even if you have a current payment arrangement, you must contact Student Credit Management to finalize a Graduation Acknowledgement of Debt (AoD) by the specified deadline to participate in the graduation ceremony.

No extensions to the deadlines will be granted.

Local Students (South African Students Only)

To participate in a symbolic graduation, you must make the necessary financial arrangements, even if you have an existing payment plan (such as persal arrangements) or are awaiting settlements from your bursar or funder (including NSFAS). **As a graduate, you must:**

1. Contact Student Credit Management via the Graduation Clearance Portal.
2. Sign an Acknowledgement of Debt (AoD) by the specified deadline.

You must sign a Graduation AoD if you fall into any of the following categories:

- Awaiting funding settlements
- Awaiting NSFAS settlements
- Have a persal arrangement
- Have an existing arrangement with Student Credit Management

Symbolic Graduation

A symbolic graduation allows you to participate in the ceremony, and your name will appear in the graduation booklet and during the ceremony. However, you will not receive a graduation certificate or transcript until your outstanding debt is fully settled. You will receive a formal letter of completion with your graduation date.

To remain part of the graduation list, the AoD must be finalized via the [Graduation Clearance Portal](#).

Important: Failure to finalize the AoD by the deadline will result in removal from the graduation list. You will not receive your certificate until participating in a future graduation ceremony.

For queries, email Student Credit Management at gradscm@uwc.ac.za

Note: This applies only to South African citizens.

International Students

Non-South African students must pay all tuition and residence fees in full each year before registration. They are not eligible to complete a Graduation AoD form. If you have outstanding fees, full payment must be reflected on your student account by the specified date.

Important: Due to administrative processes, the Examinations and Graduations Office will remove candidates who do not meet the requirements by the prescribed deadline. No exceptions will be made.

Graduation Attire

The University's preferred supplier of academic attire is House of Graduates. You can contact them at <http://houseofgraduates.co.za>.

Graduation Photography

Please refer to the [University Website](#) closer to the date of graduation for information on the preferred photographer.

Tickets

Graduands will receive **3 tickets** in total (1 ticket for the graduand and 2 guest tickets). Doctoral graduands will receive **4 guest tickets**. Tickets will be emailed to graduands via their student email **2 days before the ceremony**.

- Check your inbox or spam folder for the link to access your tickets.
- Alternatively, log in to Webtickets using your student email.

For assistance, email info@webtickets.co.za

Note: Tickets may not be sold or transferred to another graduand or guest. Unauthorized ticket exchanges may result in denied access to the ceremony.

Lost or Damaged Certificate

If you have lost or damaged your certificate, please complete the online form to obtain a replacement. [Click here](#) for the form.

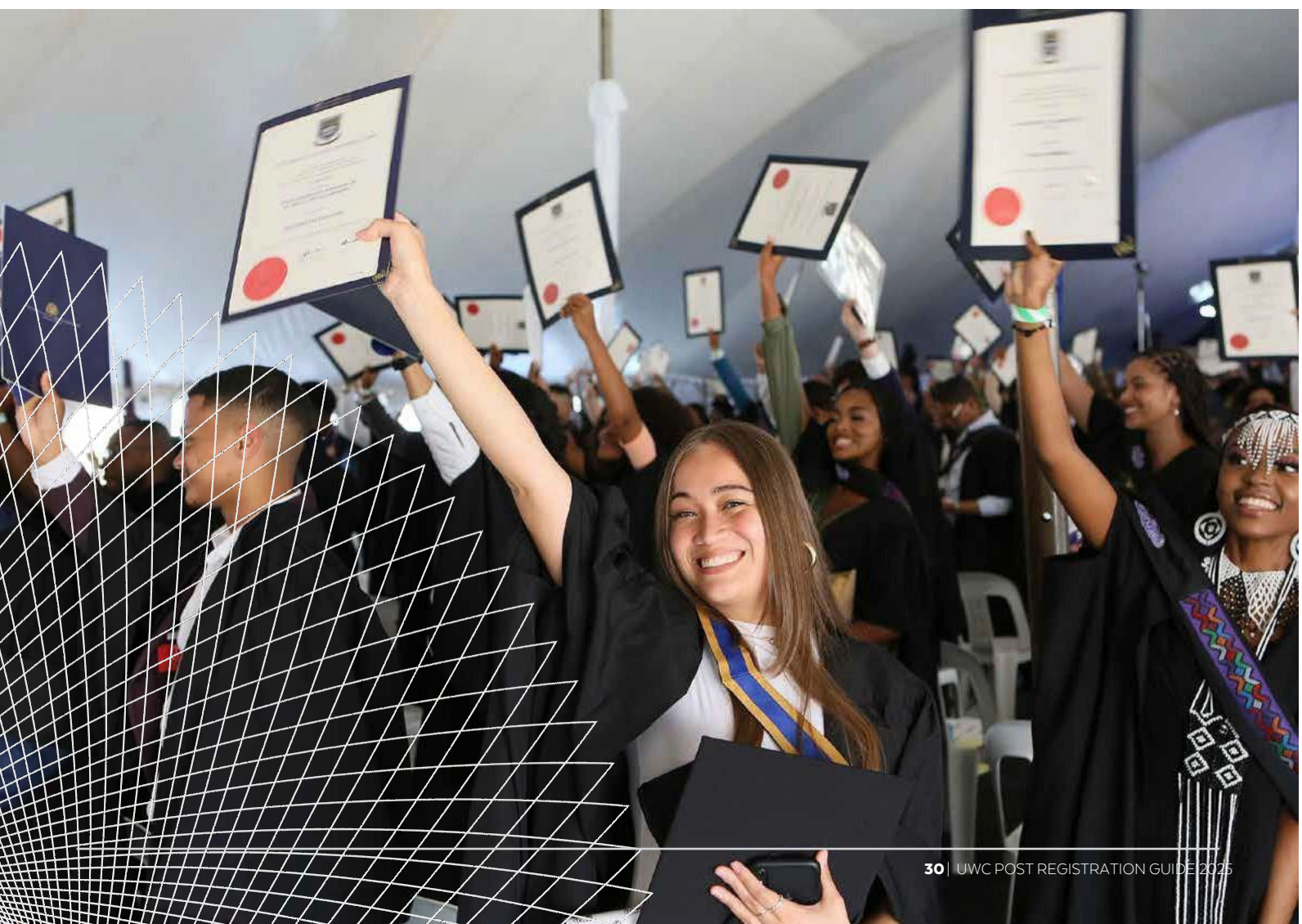
Unable to Attend the Ceremony

If a graduate cannot attend the ceremony or collect their certificate, they may [request](#) it to be couriered to them by clicking here.

Please note: Certificates are issued only to graduates who have settled all university fees. Graduates who have signed an AoD and are graduating with outstanding fees will receive a **letter of completion** instead, which will be emailed to them. Once fees are fully settled, you may contact the **Graduation Office** to obtain your certificate.

- Letters of completion will be emailed; there is no need to collect them from campus.

Important: If you have not signed a Graduation AoD and are not part of a ceremony, you cannot receive your certificate even if fees are settled later. You must wait for the next graduation ceremony to receive it. However, you can still obtain a letter of completion by contacting **Student Administration Helpdesk** at helpdesk@uwc.ac.za



7. PG STUDENTS

Research Development and Postgraduate Support

The recently merged Research Development and Postgraduate Support (RDPS) Office serves as a strategic department to grow the University of the Western Cape's capacity for innovative, ground-breaking research.

We serve as a catalyst to promote, support, strengthen and grow the research enterprise at UWC. We aim to achieve this by providing an inclusive, multicultural and holistic research development services and resources to faculty, staff, postdoctoral fellows and postgraduate students that stimulate research and other creative endeavours. We also aim to facilitate and enhance partnerships and

collaborations between faculty, postgraduate students, government, foundations, industry, and global research enterprises.

Our postgraduate support ensures that the [Institutional Operating Plan \(IOP\)](#) mandate of UWC is accomplished for staff research outputs and postgraduate students recruitment, retention and throughput. We are key role players in developing infrastructure and policy that promote creativity and entrepreneurial culture at UWC.

Email: postgradstudies@uwc.ac.za / rdpgs@uwc.ac.za

See our [Web page](#) for more information

8. INTERNATIONAL STUDENTS

International Relations Office

The University of the Western Cape (UWC) is a national university rooted in its African and international context, committed to being a place of quality and growth. UWC strives for excellence in teaching, learning, and research, nurturing South Africa's cultural diversity while critically and creatively addressing the needs of a society in transition.

Mission of the International Relations Office

The mission of UWC's International Relations Office is to:

- Promote UWC's international profile and reputation through partnerships.
- Provide a global perspective for staff and students.
- Expand UWC's footprint from the African continent to the global stage.
- Foster mutual collaboration between the Global North and South.
- Share African-centered research and scholarship for global benefit.

Services Provided

The International Relations Office is the first point of contact for local and international students and provides services including:

- General inquiries.
- Immigration advice.
- Assistance with matriculation exemptions.

The office also facilitates institutional visits from partners and potential collaborators and represents UWC on various international platforms and consortia, including:

- **AAU:** Association of African Universities
- **ACU:** Association of Commonwealth Universities
- **ANIE:** African Network for Internationalization of Education
- **Coimbra Group:** Coimbra Group Universities
- **EAIE:** European Association for International Education
- **IEASA:** International Education Association of South Africa
- **Golden Key:** International Honour Society
- **NAFSA:** Association of International Educators
- **SANORD:** Southern Africa-Nordic Centre
- **SARUA:** Southern African Regional Universities Association

International Student Support Office (ISSO)

The International Relations Office works closely with the International Student Support Office (ISSO), which supports the enrollment of full-degree international students.

Contact Information

For more details, visit the International Relations Office webpage: <https://www.uwc.ac.za/about/international-relations>

9. CAMPUS MAP

Main Campus Overview

Location: Robert Sobukwe Road, Bellville 7535

The University of the Western Cape (UWC) is nestled in the Northern Suburbs of Cape Town, strategically located at the heart of the Cape Peninsula. This prime location offers convenient access to essential facilities and amenities across the region.

Home to over 23,000 students, UWC provides a vibrant academic environment with diverse undergraduate and postgraduate programmes offered across seven faculties. Students can choose to reside in on-campus accommodations or in private housing within the surrounding areas.

Natural Beauty and Accessibility

UWC's main campus features a nature reserve, with the stunning Cape Peninsula and Stellenbosch mountains serving as breathtaking backdrops to the west and east.

The campus is easily accessible by various means of transport, including car, taxi, bus, and train. Notably, the university has its own railway station, Unibell. Major transport hubs, such as Bellville central station and Cape Town International Airport, are only a short drive away, ensuring seamless connectivity for students and visitors alike.

Historical Significance

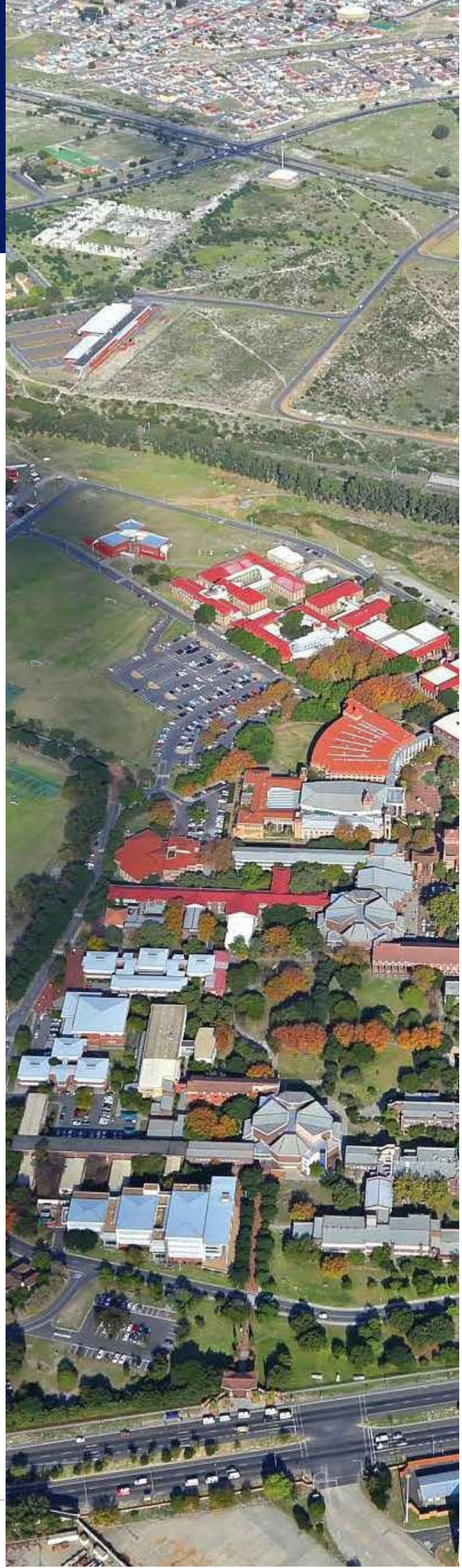
The Western Cape region is celebrated for its cultural diversity and historical significance as a crossroads on the African continent. When UWC was established in 1960, it was deliberately located on the outskirts of urban development. This remote placement, surrounded by industrial barriers, aimed to isolate the institution from political and social influences.

Over the decades, UWC has evolved from its isolated beginnings to become an integral part of the Cape Town metropolis. Its location, once a symbol of separation, now represents its growth and centrality within the region.

Explore the Main Campus

Take a closer look at our vibrant campus through our [Virtual Tour](#)

QR Code:



10. LEARN THE LINGO: DEFINITION OF TERMS

Please Note:

Unless otherwise indicated, the following terms carry the meanings outlined below, as per university rules.

Term	Definition
Academic Dishonesty	Situations where a student attempts to gain credit through dishonest means, as outlined in the university's policy on academic dishonesty.
Academic Year	The period determined by Senate for each academic year of study for any qualification.
Admission	Entry into a specific qualification or programme of study.
Affiliate Student	A student is allowed to register for study or research purposes without earning credits towards a qualification.
Applicant	A person who has submitted a formal application to become a student at the university.
Assessment	The process of collecting and interpreting evidence of students' achievements to make judgments and decisions.
Associate Student	A student is permitted to register for failed modules from the previous year, provided they achieved a work mark of at least 50%.
Candidate	A student registered for a particular qualification.
Co-requisite	A module that must be passed prior to or simultaneously with another module.
Concurrent Registration	Simultaneous registration for modules at another university for credit at UWC.
Condonement	Awarding credit to a student who failed a module under certain rules.
Continuous Assessment	Ongoing evaluation of a student's achievements, including formative and summative assessments.
Council	The governing body of the University of the Western Cape.
Credit	Recognition earned by passing assessments or fulfilling Senate-imposed conditions for programme completion.
Curriculum	The objectives, academic content, and learning outcomes for a module.
Dual/Joint Registration	Registration at multiple institutions under an agreement to offer the same qualification.
Equal Status	Senate may admit a graduate from another university to an equivalent status at UWC, in line with UWC's Statute and rules.
Exchange Student	A student registered under a formal exchange agreement between UWC and their home university.
Exemption	Granted when a student demonstrates sufficient understanding of a programme, allowing progression without completing the programme.
Exit-level Modules	Modules at the highest level of learning within a qualification.
Final Assessment Task	A summative assessment, such as a written examination, evaluating a sample of learning within a limited time.
Formative Assessment	Assessment conducted during learning and teaching to improve quality.

Term	Definition
Full-time Student	A student attending the university's timetable for day students.
Higher Education Act	The Higher Education Act of 1997 (Act 101 of 1997), as amended.
Integrated Assessment	Combines theory and practice, enabling students to demonstrate applied competence.
International Student	A student who is not a South African citizen or permanent resident.
Matriculation	Formal recognition by the Matriculation Board of a person's capacity to enter a South African university.
Moderation	A process ensuring consistent, accurate, and well-designed assessment decisions for modules.
Module	A self-contained unit of learning assessed within that unit, representing the smallest recordable unit of study.
Occasional Student	A student enrolled for a specific module or programme for non-degree purposes.
Outcomes	Observable and/or measurable knowledge, skills, or values that students develop by the end of a learning process.
Part-time Student	A student attending the university's timetable for after-hours tuition.
Postgraduate Programme	A higher qualification preceded by a first degree or diploma.
Pre-requisite	A module that must be completed before progressing to a higher module or subsequent year.
Programme	A planned set of learning opportunities leading to a qualification.
Promotion	The system allows students to proceed to the next year of study after completing requirements for the current year.
Qualification	A combination of learning outcomes designed to provide competence and a foundation for further study.
Recognition of Prior Learning	Formal acknowledgment of prior knowledge and skills for admission or credit purposes.
Registration at Another University	When a student registers at another university to have the subject/module recognized by UWC for credit.
Remarking of Scripts	Re-evaluation of a failed final examination script by an external examiner.
Second Chance Assessment	An additional assessment opportunity for students who failed to meet criteria for module completion.
Senate	The body governing academic policies, teaching, research, and related functions at the university.
Special Examination/Assessment	An additional assessment granted on medical or compassionate grounds.
Statute	The Statute of the university, as approved by the Minister of Education.
Summative Assessment	Assessment used to judge learner achievement, certify module completion, or award qualifications.
Supplementary Examination/Assessment	A reassessment opportunity for students who failed a module on academic grounds.
UWC	The University of the Western Cape.
Undergraduate Programme	A first-degree, diploma, or certificate programme.

11. USEFUL CONTACTS

Physical Address

University of the Western Cape
Robert Sobukwe Rd
Bellville
7535

UWC Contact Centre
Student Administration Helpdesk
Liaison Office

Faculty Helpdesk:

Faculty of Arts and Humanities

arts@uwc.ac.za

Faculty of Community and Health Sciences

chshelpdesk@uwc.ac.za

Faculty of Dentistry

dentistry@uwc.ac.za

Faculty of Education

educundergraduate@uwc.ac.za

Faculty of Economics and Management Sciences

Full time - emsadmin@uwc.ac.za

Part time - emspart-time@uwc.ac.za

Faculty of Natural Sciences

science-undergrad@uwc.ac.za

Faculty of Law

lawundergradenq@uwc.ac.za

Library

Centre for Student Support Services

Financial Aid Helpdesk

Student Credit Management Helpdesk

Student Enrolment Unit

Campus Protection Services

Residence

Kovacs

Postal Address

University of the Western Cape
Private Bag x17
Bellville
7535

021 959 3900/01/02

helpdesk@uwc.ac.za

liaisonoffice@uwc.ac.za

021 959 2152

021 959 2852/2150

021 937 3188

021 959 2276

021 959 3164

021 959 3426

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021 959 2299

021 959 9753/ 2737

021 959 3558

021 959 2405

021 959 2100

021 959 2569

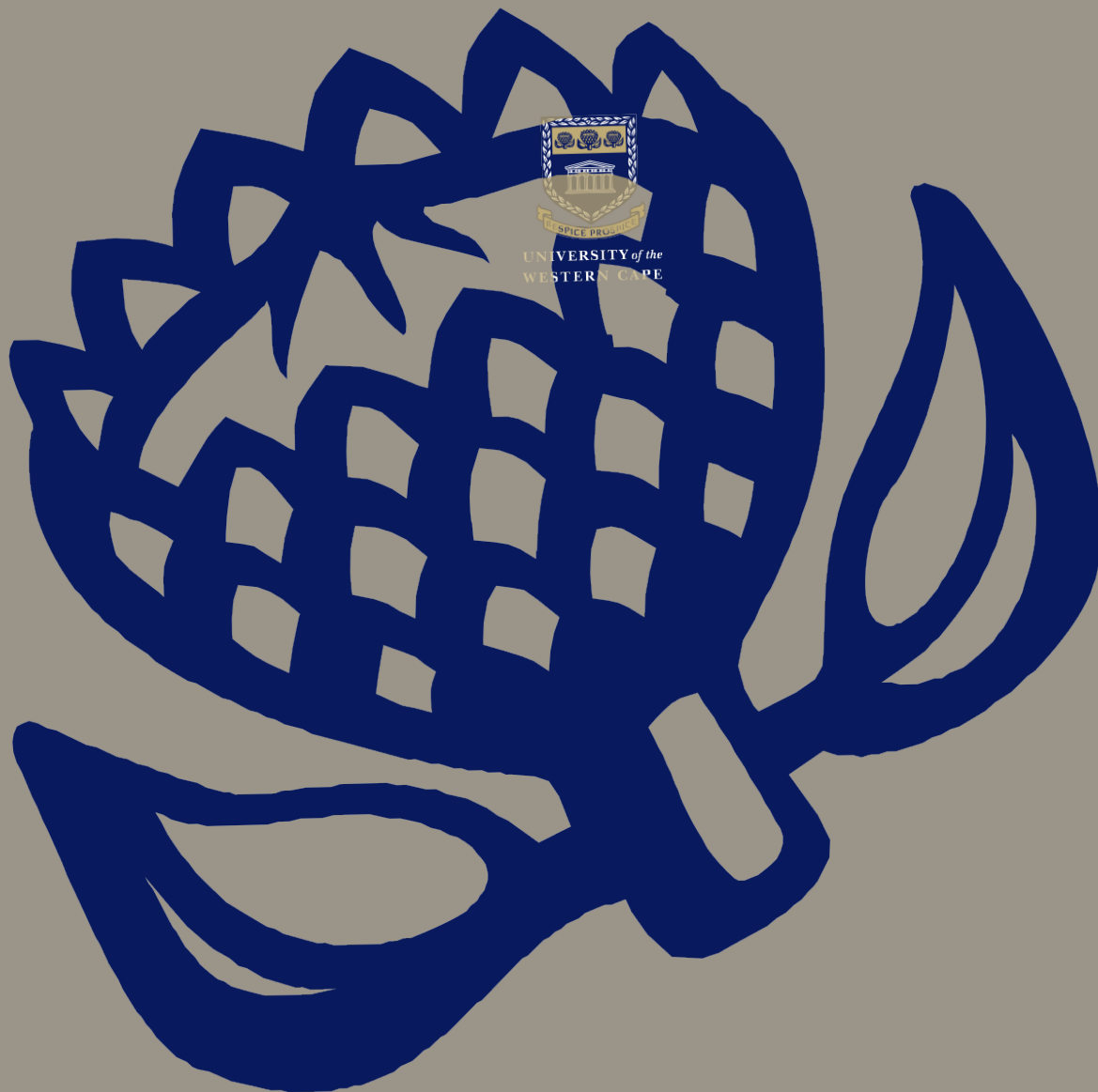
021 959 9500

12. ADMINISTRATIVE FORMS

The following administrative forms can be accessed:

- [Replacement Degree Certificate](#)
- [Remark of Exam Scripts](#)
- [Recognition of Credits](#)
- [Change of Address](#)
- [Termination of Studies](#)





UNIVERSITY of the
WESTERN CAPE