**MMed Administration**

**A student guide for application and registration**

The MMed is a degree programme offered by UCT, but which requires the student (registrar) to hold a registrar position[[1]](#footnote-1) in a provincial hospital for their duration of the professional training, and which includes courses examined by the Colleges of Medicines of South Africa. Additionally, the programme is accredited by the HPCSA which regulates the number of ‘training numbers’ available for use by the university in the programme.

This guide has been drafted to give you an overview of the administration of the MMed programme so that you are able to navigate easily as you move thorough the various steps you need to take. It is set out in chronological order, starting with your application for a training number, through to registration as an MMed student. The process involves multiple parties with whom you need to arrange admission/an offer of placement and it is important that these are all in place by the time you start your training. **It is essential that you are registered as a student in the MMed programme for the duration of your training in the hospital**. You must renew you registration in the MMed every year. If you are not registered in the MMed programme, you may be removed from the clinical platform.

As an MMed student you will need to liaise with the clinical department, the Province, the Faculty Office and the HPCSA.

International students (and local candidates who hold foreign qualifications) have additional administrative processes to clear: they must register as ‘foreign workers’ the Department of Health, and get recognition to practice with the HPCSA. Furthermore, international students must have a study visa endorsed for UCT.

1. **Hospital placement as registrar**

Placement as a registrar is made against a training number. The HPCSA controls the issue of these ‘training numbers’. As a training number issued by the HPCSA becomes vacant /available, the HoD of the relevant clinical department will invite applications. Follow the directions in applying.

If you are selected, you will be sent a letter of appointment letter from hospital (including start and end dates) and the clinical department offering you placement and stipulating the start and end dates of your training and the HPCSA training number. This constitutes your hospital placement as registrar.

*Note: This appointment letter is not an offer of a study place in the MMed programme. You also need to apply to UCT. See 4 below.*

1. **FWMP and Form 12 registration with the HPCSA (ONLY International candidates and candidates holding foreign qualifications)**

International candidates need to have their credentials verified by the Educational Commission for Foreign Medical Graduates (ECFMG). Your clinical department will provide detail. Once your credentials have been verified, you need to approach the MMed administrator in the Faculty Office to apply for registration with the Department of Health (DoH) as a foreign worker. The Faculty Office administrator will specify the various documents needed (including your verified credentials) and payment when you apply.

The FO facilitates your application as a foreign worker with the DoH. The process takes about six weeks. Once you have been registered with the DoH as a foreign worker, you need to apply for registration with the HPCSA as a medical practitioner and supernumerary registrar.

Please consult the MMed administrator in the Faculty Office for detail. Your application to the HPCSA will be facilitated through the Faculty Office (the ‘Form 12’ process).

1. **Application for admission to UCT**

Only once you have the letter from the HoD of the clinical department and the letter from the province (stating start and end dates of your placement) can you apply for admission to the MMed.

Applications are made online on the student system (PeopleSoft) from the UCT website.

PeopleSoft is used for all student transactions, so it is important that you set your password as directed when you apply to ensure you are able to log in again.

You will be required to upload a number of documents listed in the interface – including inter alia the letters from the Province/hospital and the HoD of the clinical department stating the start and end dates of your training. Please check that you upload all the documents to avoid delays. You application will be sent back to you if it is incomplete.

If your application is complete and in order, the Faculty Office will send you an offer of a place in the MMed. You can also monitor the progress of your application on PeopleSoft self-service.

Where a pass in the Part I CMSA exam is a requirement for admission, you must upload this on PeopleSoft so that the Faculty Office will pass a credit and exemption against the result provided by the CMSA. to PYou do however, need to check after registration that this credit is showing on your record.

Once you have an offer of a place in the MMed from the Faculty Office, you must register as advised.

1. **Registration**

**You must register for the MMed immediately when you start your training to ensure that your hospital training time and MMed registration run concurrently. Your registration must be renewed annually (before the end of February). You may not be on the clinical platform as a registrar without being registered as an MMed student.**

International students need to complete the pre-registration clearance each time before registering – this is a requirement of the Department of Home Affairs.

**4.1 Pre-Registration (Clearance of international candidates)**

International citizens must complete a pre-registration step with the International Academic Programmes Office (IAPO) before being allowed to register for the MMed.

International students must complete a pre-registration step with the International Academic Programmes Office (IAPO).  This step includes checking your study permit, the payment of fees in advance and the medical insurance.   It is important that your study visa is endorsed for UCT, and your medical aid cover is from a South African medical aid scheme, valid for the full duration of the visa and study programme, renewed annually (specifically for holders of study visas). Please note that this applies to all students on study visa, including MMeds. (This is a requirement of the SA Department of Home Affairs and the University cannot vary it).

Until you have complied with these requirements you will not be able to register in the MMed programme.

Please consult the FAQs at

<https://uct.ac.za/international/faqs/pre-registration-faqs>

For email inquiries please use:

Iapo-finance@uct.ac.za for international students’ Fee enquiries;

visa-immigration@uct.ac.za for visa/immigration enquiries

iapo@uct.ac.za  for general enquiries.

* 1. **Registration as a MMed student**

Registration is done online. It does not require coming into the Faculty Office nor any paper. You will find the registration as a ‘task tile’ on your People Soft self-service, and when you open it, you will find your registration task.

Complete all the steps in your registration task. (It you need help navigating PeopleSoft, see 9 below.)

As you progress through the registration tasks, you will be directed to the memorandum of understanding (MoU) which must be in place between the student and supervisor *before* completing the online registration. For your first registration you will be completing an abridged MoU with the programme convener as your supervisor will not yet have been assigned to you. (Your programme convener will provide detail on how to complete the MoU)

One of the final registration tasks is to make your courses selection for the year, and then ‘submit’ this to the programme convener for approval. The programme convener will have advised you of the courses for which you need to register. The full curriculum is also available in the Faculty Postgraduate handbook.

If your course selection is complete and correct, the programme convener approves your selection, and you then click ‘submit’. As you submit, the courses are entered on your academic record. As fees are charged per course enrolment, you will also be able to check your fee account online immediately after registration.

If you had a credit and exemption due for a Part I College exam, that will also show on your academic record. Please check this after registration.

The results for Part 1 and Part 2 exams are sent to the Faculty Office by the CMSA and the results are captured on your record.

The training time requirement is reflected on your transcript as a course (DOM7000W) for the purpose of holding the record and showing when you have completed the training requirements. It has no fee and no credit value. While you are still in training, the annual result for this course will be GIP and when you have fulfilled the training requirements, it will show a result of PA (pass).

1. **The MoU for the minor dissertation course.**

The MoU sets out the expectations of both the student and the supervisor for the year ahead, and is used at the end of every academic year to monitor your progress. At first registration, most MMed students do not yet know who their supervisor will be – or the topic of their minor dissertation. In such cases, you will be required to complete the ‘abridged MoU’ before registration and then later in the year, the substantive MoU. The MoU is completed on PeopleSoft self-service. Please follow the guidance from your programme convener before completing the Abridged MoU. If you have not completed the (abridged) MoU, you will not be able to register.

The MoU must be renewed annually before registration. In subsequent years It Is called the annual PPA (planned progress and activity) report rather than an MoU.

1. **Tuition Fees**

UCT charges course-based tuition fees. International students from outside the SADC region pay an additional ‘International Term Fee’ (ITF).

To get a pro-forma invoice of what your fees will be, please go to:

<https://publicaccess.uct.ac.za/psc/public/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL>

If you have a fee debt from a prior year when the new academic year starts in February, this will block you from re-registering. It is thus important that you plan for your fees across the duration of the programme.

1. **Funding for international students**

International students must pay the ITF and tuition fees upfront before being allowed to register. Please ensure that you have the funds before registration.

The Faculty offers limited financial support in the form of a Faculty International Student Bursary (FISB) to international students in need. You must apply for this in advance – inquire from the MMed administrator in the Faculty Office. If the FISB is granted by the Faculty, you must present the letter confirming the FISB to IAPO so that you do not need to pay the ITF as part of the clearance by IAPO before registration. The FISB may not be used to clear fee debt from a prior year.

1. **Annual registration with the HPCSA as a ‘registrar’ (all registrars)**

All registrars must register with the HPCSA as and renew this registration annually. The clinical department will initiate this annual renewal with the registrars in their programmes, and when they have the completed and signed form from you, liaise with the MMed administrator in the Faculty Officewill facilitate the HPCSA registration and renewal (the ‘Form 9’ process).

1. **Support and help**

To ensure you get the help you need, please go direct to the office concerned. If in doubt where to go, you could ask the MMed officer in the Faculty Office.

|  |  |
| --- | --- |
| **Nature of query**  | **Support**  |
| Navigation and access to PeopleSoft,Technical difficulties | Call centre 021 650 5227 sss-helpdesk@uct.ac.za  |
| Curriculum or courses specific queries | Programme convener |
| Tuition Fees | Fees OfficeSylvia.prime@uct.ac.za |
| Visas, fees for international students or medical insurance, and FAQs International fee enquiries visa/immigration enquiries | <https://uct.ac.za/international/faqs/pre-registration-faqs> Tel 021 650 2822iapo-finance@uct.ac.zavisa-immigration@uct.ac.za  |
| Applying online for the MMed, queries about anything on your academic record(self-service transcript) registration with the HPCSA FISB applications application to register with the DoH in the Foreign Workforce Management Programme | Faculty Office MMed administrator:Keasha.Cloete@uct.ac.za Manager of postgraduate section: Nonds.Khanyile@uct.ac.za  |

**Banking details for UCT and HPCSA**

|  |  |
| --- | --- |
| University of Cape Town  | Health Professions Council of South Africa |
| Bank Standard BankAccount 071 503 854Branch 025009/Rondeboschaccount type cheque SWIFT Code SBZA ZAJJreference Initials & Surname | Bank Name Absa BankAccount Number 061 0000 169Branch Code 632005/ ArcadiaSWIFT CODE ABSA ZAJJReference Passport No |

KvH / December 2023

1. The term registrar is used in this document, irrespective of the funding. The HPCSA makes a distinction between ‘registrar’ and ‘supernumerary registrar’. [↑](#footnote-ref-1)