



HIGHER DEGREE ADMINISTRATION

BROCHURE FOR MASTERS AND DOCTORAL APPLICANTS

2018/2019

Student Academic Life Cycle Administration (SALA)

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BROCHURE FOR MASTERS AND DOCTORAL APPLICANTS Applications 2018/2019

1 Continuators

Applicants who were registered at the NWU in 2017/2018 and who would like to pursue Masters and/or Doctoral studies in 2018/2019 must submit the following documents when applying for admission:

- Completed Application Form (online application, electronic application form or printed format); and
- Certified copy of identity document/passport.

2 Alumni (former students)

Applicants who were registered prior to 2017/2018 at the NWU and/or the PU for CHE, must submit the following documents when applying for admission:

- Completed Application Form (online application, electronic application form or printed format);
- Certified copy of Identity Document/Passport;
- **Application Fee:**¹
 - R150.00 non-refundable application fee for South African citizens; **or**
 - R550.00 non-refundable application fee for non-South African citizens.

¹ Application fee is correct at time of publication and may be amended without prior notice

- Certified copies of all academic transcripts of all relevant qualifications obtained from **other** tertiary institutions.

3 New Applicants

All applicants who apply at the NWU for the first time, must submit the following documents when applying for admission:

- Completed Application Form (online application, electronic application form or printed format);
- Certified copy of Identity Document/Passport;
- **Application Fee:**²
 - R150.00 non-refundable application fee for South African citizens; **or**
 - R550.00 non-refundable application fee for non-South African citizens
- Certified copies of all academic transcripts including final results of all qualifications obtained by the applicant;
- Certified copies of all certificates/diplomas/degrees;
- If the applicant's previous qualifications were obtained from a non-South African institution, the applicant must submit an evaluation certificate as issued by the South African Qualifications Authority (SAQA). Applicants can apply for the evaluation certificate from www.saqa.org.za
- Please note that if any of the above-mentioned documents were issued in the applicant's maiden name, the applicant must submit a certified marriage certificate.
- Additional information may be required by the relevant Faculty.
- **The issue of a student number/university number does not imply that the applicant has been accepted for the programme he/she applied for.** A student number/university number is issued for administrative purposes only.

Important Notice

- Applications will not be processed and/or considered if any of the above-mentioned documents are not submitted.
- All documents must be certified by a commissioner of oaths, attorney and/or university official.

4 THE APPLICATION PROCESS

Visit the NWU website at Postgraduate Studies at <http://jbossprd.nwu.ac.za/aaa-webclient/StudentWebCommand.do?sf=143369&lng=3#/top> for the online application process or -

Visit the NWU website at Postgraduate Studies to download the electronic application form: <http://studies.nwu.ac.za/sites/studies.nwu.ac.za/files/files/postgrad/2018.PostgradApply.pdf>

Electronic application forms may also be requested from HigherDegree-Enquiries@nwu.ac.za.

² Application fee is correct at time of publication and may be amended without prior notice

4.1 Submit your application (if you do not make use of the online application)

Please complete the application form in full and submit with all supporting documents:

E-mail:

The electronic format is automatically submitted via e-mail to HigherDegree-Enquiries@nwu.ac.za. Students may also submit the application form (in electronic or printed format), as well as all supporting documents by e-mail to the administrative faculty advisor (contact details are provided on page 7 and 8 of this document) or to HigherDegree-Enquiries@nwu.ac.za.

Personal:

If you are on campus and want to submit the documents personally, you can report to the following address:

North-WestUniversity

Mafikeng Campus

C/o Albert Luthuli and University Drive

Higher Degree Administration Office

A1 Admissions Building, Room 120/122/124

MMABATHO, 2745

North-WestUniversity

Potchefstroom Campus

11 Hoffman Street

Higher Degree Administration Office

Joon van Rooy Building (F1), Room 257

POTCHEFSTROOM, 2531

North-WestUniversity

Vaal Triangle Campus

Hendrik van Eck Boulevard

Higher Degree Administration Office

Building 24, Room G12

VANDERBIJLPARK, 1900

Courier:

Documents may be couriered to your faculty advisor at the address as mentioned above under Personal.

4.2 Payment of Application Fee

Banking Details:

Account Name:	NWU Online Registrations	Bank:	ABSA
Account Number:	4091691369	Branch Code:	632-005

Reference Number:

NWU Student number/university number **OR**

H + ID number if the applicant is a South African citizen e.g. H8401235057089 **OR**

H + date of birth and surname if the applicant is not a South African citizen e.g. H840123Jacobs

5 Financial Information

Please visit the website at http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-far/2014_BG%26FR_Web.pdf for more details.

Please note the following as per the NWU financial rules:

Maximum tuition periods – Masters and doctoral qualifications:

Tuition fees for masters and doctoral qualifications are calculated per qualification per year, with the exception of certain qualifications which are calculated per registered module.

6 Financial Support

Fundi (Eduloan): Should you require financial support, please contact Fundi at:

Telephone

+27 (0) 18 299 1007/8 or 0860 55 55 44

E-mail

botshelot@fundi.co.za

Website

<http://www.Fundi.co.za>

7 Bursaries

Please visit the website at <http://www.nwu.ac.za/student/bursaries-and-loans> for more information as well as for application forms.

8 Closing dates

Closing dates for applications are determined by the relevant Faculty. It is the responsibility of the applicant to contact the relevant Faculty for more information.

9 PhD students

Prospective PhD students must consult a prospective promoter under whose supervision the applicant would like to conduct research before submitting the application for admission. If the applicant is unsure under whose supervision he/she would like to conduct the research, the applicant must consult an administrative assistant at the relevant Faculty for assistance:

List of Administrative Assistants at the various Faculties			
Mafikeng Campus			
Faculty	Administrative Assistant	Telephone	E-mail
Theology	Ms Tlotlo Makhetha	018 389 2284	Tlotlo.Makhetha@nwu.ac.za
Health Sciences	Prof Abel Pienaar (Nursing)	018 389 2624	10962824@nwu.ac.za
	Ms Naane Mokgotsi (Psychology and Clinical Psychology)	018 389 2635	16814827@nwu.ac.za
	Mr Tuelo Masilo (Social Work)	018 389 2872	Tuelo.Masilo@nwu.ac.za
NWU School of Business and Governance	Ms Saleemah Abdul	018 389 2827	23145986@nwu.ac.za
Law	Ms Irene Ramoabi	018 389 2517	Irene.Ramoabi@nwu.ac.za
Humanities	Mr John Nchoe	018 389 2263	John.Nchoe@nwu.ac.za
Education	Ms Eliza Senne	018 389 2500	Eliza.Senne@nwu.ac.za
Economic and Management Sciences	Ms Dalene Vorster	018 389 2653	Dalene.Vorster@nwu.ac.za
Natural and Agricultural Sciences	Ms Musanchi Sichembe	018 389 2319	Musanchi.Sichembe@nwu.ac.za
Potchefstroom Campus			
Faculty	Higher Degree Administrators	Telephone	E-mail
Humanities	Ms Sonya Bekker	018 299 1484	Sonya.Bekker@nwu.ac.za
Natural and Agricultural Sciences	Ms Farzana Hussain	018 299 2816	Farzana.Hussain@nwu.ac.za
Natural and Agricultural Sciences (Environmental and Biological Sciences)	Mr JC van Rooyen	018 299 4069	JC.VanRooyen@nwu.ac.za
Theology	Mr Lee Trollip	018 299 1840	Lee.Trollip@nwu.ac.za
Education Sciences	Ms Erna Greyling	018 299 4656	Erna.Greyling@nwu.ac.za
	Ms Sonia Turkstra	018 299 4781	Sonia.Turkstra@nwu.ac.za
Economic and Management Sciences	Ms Louise Jansen van Rensburg	018 299 1347	Louise.Jansenvanrensburg@nwu.ac.za
Law	Ms Clarina Vorster	018 299 1952	Clarina.Vorster@nwu.ac.za
Engineering	Ms Tanya Fouché	018 299 4020	EngineeringPostgrad@nwu.ac.za
Health Sciences	Ms Susan Lindeque	018 299 4013	Susan.Lindeque@nwu.ac.za
MBA	Ms Wilma Pretorius	018 299 1419	Wilma.Pretorius@nwu.ac.za
PhD in Business Administration	Ms Wilma Pretorius	018 299 1419	Wilma.Pretorius@nwu.ac.za

Vaal Triangle Campus			
Faculty	Administrative Assistant	Telephone	E-mail
Economic and Management Sciences	Ms Angelica van Rensburg	016 910 3490	Angelica.VanRensburg@nwu.ac.za
Economic and Management Sciences UARM	Ms Helei Jooste	016 910 3498	Helei.Jooste@nwu.ac.za
Health Sciences OPTENTIA	Ms Marinda Malan	016 910 3515	Marinda.Malan@nwu.ac.za
Humanities Basic Sciences	Ms Lebo Serobane	016 910 3466	Magdelene.Serobane@nwu.ac.za
Humanities Languages	Ms Theresa Louw	016 910 3442	Theresa.Louw@nwu.ac.za
MBA	Ms Rhonda Ferreira	019 910 3011	Rhonda.Ferreira@nwu.ac.za

10 Website

Prospective applicants/students can visit the website below for information related to the application and admission process of the North-West University.

<http://studies.nwu.ac.za/postgraduate-studies/higher-degree-admissions>

11 Higher Degree Administration: Faculty Advisor Contact Details

Mafikeng Campus:

Faculty/Other	Advisor	Tel no	E-mail address
All faculties	Mr Eddy Masemola	018 389 2696	Eddy.Masemola@nwu.ac.za
All faculties	Ms Dipuo Maseng	018 389 2916	Dipuo.Maseng@nwu.ac.za
All faculties	Ms Tlotlo Makhetha	018 389 2284	Tlotlo.Makhetha@nwu.ac.za
HDA General Enquiries			MC-HigherDegrees@nwu.ac.za
HDA Coordinator	Mr Shuping Mokgothu	018 389 2699	Shuping.Mokgothu@nwu.ac.za

Potchefstroom Campus:

Faculty/Other	Advisor	Tel no	E-mail address
Humanities	Ms Ruth Kgabung	016 910 3025	13250337@nwu.ac.za
Natural and Agricultural Sciences	Ms Sandra Horn	018 299 4006	Sandra.Horn@nwu.ac.za
Theology	Ms Sandra Horn	018 299 4006	Sandra.Horn@nwu.ac.za
Education	Ms Lisnet Louw	018 285 2619	Lisnet.Louw@nwu.ac.za
Economic and Management Sciences	Ms Lisnet Louw	018 285 2619	Lisnet.Louw@nwu.ac.za
NWU School of Business and Governance	Ms Ruth Kgabung	016 910 3025	13250337@nwu.ac.za
Law	Ms Lisnet Louw	018 285 2619	Lisnet.Louw@nwu.ac.za

Engineering	Mr Thabang Mampe	018 285 2578	Thabang.Mampe@nwu.ac.za
Health	Mr Thabang Mampe	018 285 2578	Thabang.Mampe@nwu.ac.za
HDA General Enquiries	Ms Lisnet Louw Mr Godfrey Rapheso	018 285 2619 018 299 4044	HigherDegree-Enquiries@nwu.ac.za
HDA Coordinator Reception and Enquiries	Ms Marise du Plessis	018 285 2618	Marise.DuPlessis@nwu.ac.za
HDA Coordinator	Ms Lauren Delport	018 299 4274	Lauren.Delport@nwu.ac.za
HDA Section Head	Ms Marietjie Ackermann	018 299 4043	Marietjie.Ackermann@nwu.ac.za

Vaal Triangle Campus:

Faculty/Other	Advisor	Tel no	E-mail address
All faculties	Ms Jenny van der Walt	016 910 3340	VTC-HigherDegrees@nwu.ac.za
HDA General Enquiries			VTC-HigherDegrees@nwu.ac.za
HDA Coordinator	Ms Amanda Smith	016 910 3115	Amanda.Smith@nwu.ac.za