



# **HIGHER DEGREE ADMINISTRATION**

## **BROCHURE FOR MASTERS AND DOCTORAL APPLICANTS**

**2019/2020**

**Student Academic Life Cycle Administration (SALA)**

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## **BROCHURE FOR MASTERS AND DOCTORAL APPLICANTS Applications 2019/2020**

### **1 Continuators**

Applicants who were registered at the NWU in 2018/2019 and who would like to pursue Masters and/or Doctoral studies in 2019/2020 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 2018/2019 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:**<sup>1</sup>
  - R550.00 non-refundable application fee for International applicants.
- Certified copies of all academic transcripts of all relevant qualifications obtained from **other** tertiary institutions.

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

### 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:**<sup>2</sup>
  - R550.00 non-refundable application fee for International applicants;
- 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](http://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

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| <ul style="list-style-type: none"><li>• Applications will not be processed and/or considered if any of the above-mentioned documents are not submitted.</li><li>• All documents must be certified by a commissioner of oaths, attorney and/or university official.</li></ul> |
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### 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/postgraduate-studies/higher-degree-admissions>

Electronic application forms may also be requested from [HigherDegree-Enquiries@nwu.ac.za](mailto:HigherDegree-Enquiries@nwu.ac.za).

#### 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](mailto: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](mailto:HigherDegree-Enquiries@nwu.ac.za)

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

**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 (International applicants only)**

**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 + date of birth and surname e.g. H840123Jacobs

## 5 Financial Information

Please visit the website at <http://services.nwu.ac.za/sites/services.nwu.ac.za/files/files/sffs/payable-fees.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	E-mail	Website
+27 (0) 18 299 1007/8 or 0860 55 55 44	<a href="mailto:botshelot@fundi.co.za">botshelot@fundi.co.za</a>	<a href="http://www.Fundi.co.za">http://www.Fundi.co.za</a>

## 7 Bursaries

Please visit the website at <http://studies.nwu.ac.za/studies/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:

<b>List of Administrative Assistants at the various Faculties</b>			
<b>Mafikeng Campus</b>			
<b>Faculty</b>	<b>Administrative Assistant</b>	<b>Telephone</b>	<b>E-mail</b>
Theology	Ms Tlotlo Makhetha	018 389 2284	<a href="mailto:Tlotlo.Makhetha@nwu.ac.za">Tlotlo.Makhetha@nwu.ac.za</a>
Health Sciences	Prof Abel Pienaar (Nursing)	018 389 2624	<a href="mailto:10962824@nwu.ac.za">10962824@nwu.ac.za</a>
	Ms Naane Mokgotsi (Psychology and Clinical Psychology)	018 389 2635	<a href="mailto:16814827@nwu.ac.za">16814827@nwu.ac.za</a>
	Mr Tuelo Masilo (Social Work)	018 389 2872	<a href="mailto:Tuelo.Masilo@nwu.ac.za">Tuelo.Masilo@nwu.ac.za</a>
NWU School of Business and Governance	Ms Saleemah Abdul	018 389 2827	<a href="mailto:23145986@nwu.ac.za">23145986@nwu.ac.za</a>
Law	Ms Irene Ramoabi	018 389 2517	<a href="mailto:Irene.Ramoabi@nwu.ac.za">Irene.Ramoabi@nwu.ac.za</a>
Humanities	Mr John Nchoe	018 389 2263	<a href="mailto:John.Nchoe@nwu.ac.za">John.Nchoe@nwu.ac.za</a>
Education	Ms Eliza Senne	018 389 2500	<a href="mailto:Eliza.Senne@nwu.ac.za">Eliza.Senne@nwu.ac.za</a>
Economic and Management Sciences	Ms Dalene Vorster	018 389 2653	<a href="mailto:Dalene.Vorster@nwu.ac.za">Dalene.Vorster@nwu.ac.za</a>
Natural and Agricultural Sciences	Ms Musanchi Sichembe	018 389 2319	<a href="mailto:Musanchi.Sichembe@nwu.ac.za">Musanchi.Sichembe@nwu.ac.za</a>
<b>Potchefstroom Campus</b>			
<b>Faculty</b>	<b>Higher Degree Administrators</b>	<b>Telephone</b>	<b>E-mail</b>
Humanities	Ms Sonya Bekker	018 299 1484	<a href="mailto:Sonya.Bekker@nwu.ac.za">Sonya.Bekker@nwu.ac.za</a>
	Ms Bernice Mackenzie	018 299 1249	<a href="mailto:Bernice.Mackenzie@nwu.ac.za">Bernice.Mackenzie@nwu.ac.za</a>
Natural and Agricultural Sciences	Ms Farzana Hussain	018 299 2816	<a href="mailto:Farzana.Hussain@nwu.ac.za">Farzana.Hussain@nwu.ac.za</a>
Natural and Agricultural Sciences (Environmental and Biological Sciences)	Mr JC van Rooyen	018 299 4069	<a href="mailto:JC.VanRooyen@nwu.ac.za">JC.VanRooyen@nwu.ac.za</a>
Theology	Mr Lee Trollip	018 299 1840	<a href="mailto:Lee.Trollip@nwu.ac.za">Lee.Trollip@nwu.ac.za</a>
Education Sciences	Ms Erna Greyling Ms Sonia Turkstra	018 299 4656 018 299 4781	<a href="mailto:Erna.Greyling@nwu.ac.za">Erna.Greyling@nwu.ac.za</a> <a href="mailto:Sonia.Turkstra@nwu.ac.za">Sonia.Turkstra@nwu.ac.za</a>
Economic and Management Sciences	Ms Louise Jansen van Rensburg	018 299 1347	<a href="mailto:Louise.Jansenvanrensburg@nwu.ac.za">Louise.Jansenvanrensburg@nwu.ac.za</a>
Law	Ms Clarina Vorster	018 299 1952	<a href="mailto:Clarina.Vorster@nwu.ac.za">Clarina.Vorster@nwu.ac.za</a>
Engineering	Ms Tanya Fouché	018 299 4020	<a href="mailto:Tanya.VanDerWesthuizen@nwu.ac.za">Tanya.VanDerWesthuizen@nwu.ac.za</a>
Health Sciences	Ms Susan Lindeque	018 299 4013	<a href="mailto:Susan.Lindeque@nwu.ac.za">Susan.Lindeque@nwu.ac.za</a>
MBA	Ms Wilma Pretorius	018 299 1419	<a href="mailto:Wilma.Pretorius@nwu.ac.za">Wilma.Pretorius@nwu.ac.za</a>
PhD in Business Administration	Ms Wilma Pretorius	018 299 1419	<a href="mailto:Wilma.Pretorius@nwu.ac.za">Wilma.Pretorius@nwu.ac.za</a>

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

## 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

HDA Manager	Dr Bertus le Roux	018 299 4019	<a href="mailto:Bertus.LeRoux@nwu.ac.za">Bertus.LeRoux@nwu.ac.za</a>
HDA Section Head	Ms Marietjie Ackermann	018 299 4043	<a href="mailto:Marietjie.Ackermann@nwu.ac.za">Marietjie.Ackermann@nwu.ac.za</a>

### Mafikeng Campus:

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

### Potchefstroom Campus:

<b>Faculty/Other</b>	<b>Advisor</b>	<b>Tel no</b>	<b>E-mail address</b>
Humanities	Ms Ruth Kgabung	016 910 3025	<a href="mailto:13250337@nwu.ac.za">13250337@nwu.ac.za</a>
Natural and Agricultural Sciences	Ms Sandra Horn	018 299 4006	<a href="mailto:Sandra.Horn@nwu.ac.za">Sandra.Horn@nwu.ac.za</a>
Theology	Ms Sandra Horn	018 299 4006	<a href="mailto:Sandra.Horn@nwu.ac.za">Sandra.Horn@nwu.ac.za</a>
Education	Ms Lisnet Louw	018 285 2619	<a href="mailto:Lisnet.Louw@nwu.ac.za">Lisnet.Louw@nwu.ac.za</a>

Economic and Management Sciences	Ms Lisnet Louw	018 285 2619	<a href="mailto:Lisnet.Louw@nwu.ac.za">Lisnet.Louw@nwu.ac.za</a>
NWU School of Business and Governance	Ms Ruth Kgabung	016 910 3025	<a href="mailto:13250337@nwu.ac.za">13250337@nwu.ac.za</a>
Law	Ms Lisnet Louw	018 285 2619	<a href="mailto:Lisnet.Louw@nwu.ac.za">Lisnet.Louw@nwu.ac.za</a>
Engineering	Mr Thabang Mampe	018 285 2578	<a href="mailto:Thabang.Mampe@nwu.ac.za">Thabang.Mampe@nwu.ac.za</a>
Health	Mr Thabang Mampe	018 285 2578	<a href="mailto:Thabang.Mampe@nwu.ac.za">Thabang.Mampe@nwu.ac.za</a>
HDA General Enquiries	Ms Lisnet Louw Mr Godfrey Rapheso	018 285 2619 018 299 4044	<a href="mailto:HigherDegree-Enquiries@nwu.ac.za">HigherDegree-Enquiries@nwu.ac.za</a>
HDA Coordinator Help Desk	Ms Marise du Plessis	018 285 2618	<a href="mailto:Marise.DuPlessis@nwu.ac.za">Marise.DuPlessis@nwu.ac.za</a>
HDA Coordinator	Ms Lauren Delport	018 299 4274	<a href="mailto:Lauren.Delport@nwu.ac.za">Lauren.Delport@nwu.ac.za</a>

### Vaal Triangle Campus:

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