



# **Higher Degree Administration**

Guidelines for First Masters and Doctoral Registration

2019

Student Academic Life Cycle Administration (SALA)

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# GUIDELINES FOR FIRST MASTERS AND DOCTORAL REGISTRATION 2019

## 1 Registration Dates

The closing date for registration is **30 April 2019**, with the exclusion of selection courses where the relevant faculty determine registration dates.

## 2 Registration Process

Registration is an annual process and the responsibility lies with the student. If you do not use the web registration process, the registration form must be requested from your faculty advisor (contact details are provided on page 5 and 6 of this document). The completed and signed registration form accompanied by proof of payment (deposit slip or internet printout, or an official letter from a bursar and/or establishment) must be submitted to your faculty advisor at the Higher Degree Administration office. The registration process is completed only when you receive a Proof of Registration 2019.

**Registration can only take place when the completed registration form and proof of payment have been submitted.**

## 3 Registration Form

The registration form comprises of the following sections:

- **Personal details:**  
Outdated and/or inaccurate information must be amended on the registration form.
- **Contact Details:**
  - Outdated and/or inaccurate information must be amended on the registration form. Communication is mainly done electronically, therefore the correct e-mail address and cell phone number is of the utmost importance.
- **Post-school academic transcript:**
  - The student's qualifications are presented in this section.
- **Official decisions/academic transcript and qualification summary per program:**
  - For information purposes only.

- **Module Selection Section:**

- Please ensure that you have been accepted for the correct qualification, as you will be registered accordingly. Students must clearly specify the modules they wish to register for in the case of structured qualifications.
- Only modules that will be taken in the specific academic year must be indicated on the module selection form. Please indicate whether it is a major/electives or additional module.
- If you are uncertain about selecting modules, please contact your faculty advisor.

- **Other Modules Completed:**

- For information purposes only.
- **It is very important that the student sign the Agreement at the bottom of the last page.** Students will not be registered without this signature.

**Please note that all outstanding documents and/or information relating to the application for admission must be submitted before/during registration.**

#### **4 Submission of registration document and/or outstanding documents and/or information**

##### **Web registration:**

Web registration opens on 9 January 2019: <http://jbossprd.nwu.ac.za/str-webclient/#/top>

Please note the following:

- You will not be able to register via the web if you are repeating any subjects
- You will not be able to register via the web if any money is outstanding or if you are exceeding the study period

**Students are reminded to always mention their student number/university number in all correspondence with the University.**

##### **E-mail:**

Students may submit the registration form, as well as all other relevant documents by e-mail to the administrative faculty advisor (contact details are provided on page 5 and 6 of this document).

##### **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.

## 5 Financial information

- **Tel:** Mafikeng Campus 018 389 2503 / 2478; Potchefstroom Campus 018 299 2667 / 2668 / 2669 / 2670 / 2671 / 2672 / 2673; Vaal Triangle Campus 016 910 3234 3156 / 3167.
- **E-mail:** [MC-Studyfees@nwu.ac.za](mailto:MC-Studyfees@nwu.ac.za) (Mafikeng Campus) [PC-Studyfees@nwu.ac.za](mailto:PC-Studyfees@nwu.ac.za) (Potchefstroom Campus) [Vaalaccounts@nwu.ac.za](mailto:Vaalaccounts@nwu.ac.za) (Vaal Triangle Campus)
- **Website:** <http://services.nwu.ac.za/sites/services.nwu.ac.za/files/files/sffs/payable-fees.pdf>

### Method of payment:

The pre-defined account “**NWU STUDENT**” must be selected from your bank’s list of beneficiaries. A direct bank deposit or electronic payment can be made into any of the bank accounts of the North-West University at:

- **ABSA:** (internet beneficiary is: **Account payments**)
- **First National Bank:** (internet beneficiary is: **Public Recipients**)
- **Nedbank:** (internet beneficiary is: **Bank-approved beneficiaries**)
- **Standard Bank** (internet beneficiary is: **Companies list**)

Screenshots of these setups are available at <http://www.nwu.ac.za/content/screen-prints>. Only the student’s **8-figure university number** will be accepted as beneficiary reference. **The relevant account numbers are:**

<b>ABSA</b>	40-7009-9350	<b>Branch code</b>	632-005
<b>FNB</b>	6216-190-7335	<b>Branch code</b>	240-438
<b>Nedbank</b>	1713-378-531	<b>Branch code</b>	171-338
<b>Standard Bank</b>	33-038-446-5	<b>Branch code</b>	052-838
<b>FNB Namibia</b>	6224-883-9823	<b>Branch code</b>	281-174

## 6 Bursaries

On-line applications only: <http://studies.nwu.ac.za/studies/bursaries-and-loans>

## 7 International Students (Foreign Students)

- International students who reside in South Africa must report at the Global Engagement Office (Mafikeng Campus: A1 Admissions Building, Room 120; Potchefstroom Campus: Building E11; Vaal Triangle Campus: Building 24, Room G12) when visiting the campus.
- A Clearance Form is issued to the student by the Global Engagement Office and must be presented at the time of registration.
- All international students must pay the full amount for their proposed study and relevant costs in advance before registration can be finalised.

### Contact persons:

#### Mafikeng Campus

E-mail: [Eddy.Masemola@nwu.ac.za](mailto:Eddy.Masemola@nwu.ac.za)

Tel: +27 18 389 2696

#### Potchefstroom Campus

E-mail: [Annelishe.VanDerSpoel@nwu.ac.za](mailto:Annelishe.VanDerSpoel@nwu.ac.za)

Tel: +27 18 299 2919

E-mail: [Tasha.Willemse@nwu.ac.za](mailto:Tasha.Willemse@nwu.ac.za)

Tel: +27 18 299 2948

#### Vaal Triangle Campus

E-mail: [VTC-HigherDegrees@nwu.ac.za](mailto:VTC-HigherDegrees@nwu.ac.za)

Tel: +27 16 910 3340

## 8 Higher Degree Administration: Faculty Advisor Contact Details

HDA Section Head	Ms Marietjie Ackermann	018 299 4043	<a href="mailto:Marietjie.Ackermann@nwu.ac.za">Marietjie.Ackermann@nwu.ac.za</a>
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### Mafikeng Campus:

Faculty/Other	Faculty Advisor	Tel no	E-mail address
All	Mr Eddy Masemola	018 389 2696	<a href="mailto:Eddy.Masemola@nwu.ac.za">Eddy.Masemola@nwu.ac.za</a>
All	Ms Dipuo Maseng	018 389 2916	<a href="mailto:Dipuo.Maseng@nwu.ac.za">Dipuo.Maseng@nwu.ac.za</a>
All	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		018 389 2699	

### Potchefstroom Campus:

Faculty/Other	Faculty Advisor	Tel no	E-mail address
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 Melleney Campbell Jacobs	018 299 2629	<a href="mailto:Melleney.CampbellJacobs@nwu.ac.za">Melleney.CampbellJacobs@nwu.ac.za</a>
Education	Ms Lisnet Louw	018 299 2465	<a href="mailto:Lisnet.Louw@nwu.ac.za">Lisnet.Louw@nwu.ac.za</a>
Economic and Management Sciences	Ms Bonolo Kgokong	018 299 4044	<a href="mailto:33426775@nwu.ac.za">33426775@nwu.ac.za</a>
NWU School of	Ms Ruth Kgabung	016 910 3025	<a href="mailto:13250337@nwu.ac.za">13250337@nwu.ac.za</a>

Business and Governance			
Law	Ms Lisnet Louw	018 299 2465	<a href="mailto:Lisnet.Louw@nwu.ac.za">Lisnet.Louw@nwu.ac.za</a>
Engineering	Ms Yolandie Combrink	018 299 4124	<a href="mailto:Yolandie.Combrink@nwu.ac.za">Yolandie.Combrink@nwu.ac.za</a>
Health	Mr Thabang Mampe	018 285 2578	<a href="mailto:31643949@nwu.ac.za">31643949@nwu.ac.za</a>
HDA General Enquiries	Ms Bonolo Kgokong	018 299 4044 018 285 2619	<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 Delpont	018 299 4274	<a href="mailto:Lauren.Delpont@nwu.ac.za">Lauren.Delpont@nwu.ac.za</a>

**Vaal Triangle Campus:**

<b>Faculty/Other</b>	<b>Faculty Advisor</b>	<b>Tel no</b>	<b>E-mail address</b>
All	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>