



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:**¹
 - R550.00 non-refundable application fee for International applicants.
- Certified copies of all academic transcripts of all relevant qualifications obtained from **other** tertiary institutions.

¹ 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:**²
 - 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
- 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 -

Electronic application forms may be requested from 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. 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

² 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

VAN DER BIJLPARK, 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	botshelot@fundi.co.za	http://www.Fundi.co.za

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:

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
	Ms Bernice Mackenzie	018 299 1249	Bernice.Mackenzie@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	Ms Antoinett Moerdyk	018 299 1847	Antoinett.Moerdyk@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	Prof Helene Combrink	018 299 1948	Helene.Combrinck@nwu.ac.za
Engineering	Ms Tanya Fouché	018 299 4020	Tanya.VanDerWesthuizen@nwu.ac.za
Health Sciences	Ms Susan Lindeque	018 299 4013	Lindeque.Susan@nwu.ac.za
MBA	Ms Christie Munro	018 299 1419	Christie.Munro@nwu.ac.za
PhD in Business Administration	Ms Christie Munro	018 299 1419	Christie.Munro@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 Rachele Paver	016 910 3515	Rachele.Paver@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

HDA Section Head	Ms Marietjie Ackermann	018 299 4043	Marietjie.Ackermann@nwu.ac.za
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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		018 389 2699	

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 Melleney Campbell Jacobs	018 299 2629	Melleney.CampbellJacobs@nwu.ac.za
Education	Ms Lisnet Louw	018 299 2465	Lisnet.Louw@nwu.ac.za

Economic and Management Sciences	Ms Bonolo Kgokong	018 299 4044	33426775@nwu.ac.za
NWU School of Business and Governance	Ms Ruth Kgabung	016 910 3025	13250337@nwu.ac.za
Law	Ms Lisnet Louw	018 299 2465	Lisnet.Louw@nwu.ac.za
Engineering	Ms Yolandie Combrink	018 299 4124	Yolandie.Combrink@nwu.ac.za
Health	Mr Thabang Mampe	018 285 2578	31643949@nwu.ac.za
HDA General Enquiries	Ms Bonolo Kgokong	018 299 4044 018 285 2619	HigherDegree-Enquiries@nwu.ac.za
HDA Coordinator Help Desk	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

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