



NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT

®

HIGHER DEGREE ADMINISTRATION

Guidelines for First Masters and Doctoral Registration

2018

Student Academic Life Cycle Administration

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GUIDELINES FOR FIRST MASTERS AND DOCTORAL REGISTRATION 2018

1 Registration Dates

The closing date for registration is **31 March 2018**, with the exclusion of selection courses where the relevant faculty determine registration dates.

2 Registration Process

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 2018.

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Outdated and/or inaccurate information must be amended on the registration form.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- Outdated and/or inaccurate information must be amended on the registration form.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 15 January 2018. A link will be available on the landing page of the NWU website <http://www.nwu.ac.za/>

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-West University
 Mafikeng Campus
 C/o Albert Luthuli and University Drive
 Higher Degree Administration Office
 A1 Admissions Building, Room 120/122/124
 MMABATHO, 2745

Please turn over for the addresses of Potchefstroom and Vaal Triangle Campus.

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 2020; Potchefstroom Campus 018 299 2667 / 2668 / 2669 / 2670 / 2671 / 2672 / 2673; Vaal Triangle Campus 016 910 3234.
- **E-mail:** Pule.Pule@nwu.ac.za (Mafikeng Campus) PC-Studyfees@nwu.ac.za (Potchefstroom Campus) Vaalaccounts@nwu.ac.za (Vaal Triangle Campus)
- **Website:** http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-far/2014_BG%26FR_Web.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:**

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

6 Bursaries

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

7 International Students (Foreign Students)

- International students who reside in South Africa must report at the International 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 International 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

Tel: +27 18 389 2696

Potchefstroom Campus

E-mail:
Annelishe.VanDerSpoel@nwu.ac.za

Tel: +27 18 299 2919

E-mail:
Tasha.Willemse@nwu.ac.za

Tel:+27 18 299 2948

Vaal Triangle Campus

E-mail: 25459848@nwu.ac.za

Tel: +27 16 910 3340

8 Higher Degree Administration: Faculty Advisor Contact Details

Mafikeng Campus:

Faculty/Other	Advisor	Tel no	E-mail address
All	Mr Eddy Masemola	018 389 2696	Eddy.Masemola@nwu.ac.za
All	Ms Dipuo Maseng	018 389 2916	Dipuo.Maseng@nwu.ac.za
All	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

Please turn over for the contact details of faculty advisors at Potchefstroom and Vaal Triangle Campus.

Potchefstroom Campus:

Faculty/Other	Advisor	Tel no	E-mail address
Humanities	Ms Ruth Kgabung	018 299 4049	Ruth.Kgabung@nwu.ac.za
Natural and Agricultural Sciences	Ms Mandy Havenga	018 285 2578	Mandy.Havenga@nwu.ac.za
	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 Sandra Horn	018 299 4006	Sandra.Horn@nwu.ac.za
Economic and Management Sciences	Ms Melleney Campbell-Jacobs	018 299 2629	Melleney.CampbellJacobs@nwu.ac.za
NWU School of Business and Governance	Ms Ruth Kgabung	018 299 4049	Ruth.Kgabung@nwu.ac.za
Law	Ms Melleney Campbell-Jacobs	018 299 2629	Melleney.CampbellJacobs@nwu.ac.za
Engineering	Ms Mandy Havenga	018 285 2578	Mandy.Havenga@nwu.ac.za
Health	Ms Ilse Botha	018 299 2632	Ilse.Botha@nwu.ac.za
HDA General Enquiries	Ms Lisnet Louw	018 285 2619 018 299 4044	HigherDegree-Enquiries@nwu.ac.za
HDA Coordinator	Ms Marise du Plessis	018 285 2618	Marise.DuPlessis@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	Ms Jenny van der Walt	016 910 3340	25459848@nwu.ac.za
HDA General Enquiries			25459848@nwu.ac.za
HDA Coordinator	Ms Amanda Smith	016 910 3115	Amanda.Smith@nwu.ac.za