



# **GENERAL GUIDELINES FOR INTERNATIONAL STUDENTS**

**INTERNATIONAL OFFICE**

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# WELCOME

Dear Student

Welcome to the North-West University.

We realise that students take a major step in their lives by applying for a place at a university in a foreign country. They have to leave their home countries for long periods, travel considerable distances and undertake considerable expense.

In this guide you will find a lot of useful information about the University and about Potchefstroom. **In as much as we have tried to ensure that the information given is up-to-date, there may be some changes. It is therefore advisable to consider the information provided a general guide.** If you have any further questions, please do not hesitate to contact the International Office. It is our aim to make your stay as successful and pleasant as possible, and we will do the utmost to assist you.

## **Potchefstroom campus:**

Ms Annelishé van der Spoel (Campus related matters)

Tel: (018) 299 2919

## **Mafikeng campus:**

Mr. D Ramatshego

Tel: (018) 389 2025

## **Vaal Triangle campus:**

International students

Tel: (016) 9103111

# INTERNATIONAL OFFICE

In January 2001 the former Potchefstroom University for Christian Higher Education established an International Office at the campus in Potchefstroom to meet the demands of internationalisation and globalisation.

Our mission is to be a service provider in promoting and supporting internationalisation of the North-West University.

If you are an international student and would like to study/do research at the North-West University the International Office is your first port of call. A variety of advice and services are available, and you are invited to make use of them. This includes assistance with registration, accommodation, orientation on campus, the issue of a student card, the opening of a bank account etc. (For more information about these issues please see the relevant sections of this brochure.)

**It is essential that you call at the international office immediately after your arrival.**

## **Consulting hours:**

08:30-12:30 and 14:00–15:30, or contact us by phone/fax/e-mail to make an appointment

## **Contact Information**

Mrs Annelishé van der Spoel  
Potchefstroom Campus related matters  
Tel +27(0)18 299 1624  
E-mail: [Annelishe.vanderspoel@nwu.ac.za](mailto:Annelishe.vanderspoel@nwu.ac.za)

Fax: +27 (0) 18 293 0510

Internet: <http://www.nwu.ac.za>

## **Postal Address**

International Office (Potchefstroom Campus)  
North-West University  
Private Bag X6001  
POTCHEFSTROOM 2520  
Republic of South Africa

## **Physical Address**

Building E11  
20 Hoffman Street, Potchefstroom Campus

# **GENERAL INFORMATION ABOUT THE NORTH-WEST UNIVERSITY**

## **BACKGROUND**

On 1 January 2004 the former University of the North-West and the Potchefstroom University for Christian Higher Education were merged to form a new institution called the North-West University. The staff and students of the Sebokeng Campus of the former Vista University were incorporated into this new institution, thus making it South Africa's sixth largest university, with almost 40 000 students and a staff complement of more than 4 000.

The campuses in Mafikeng, Potchefstroom and the Vaal Triangle operate as business units with specific programmes. The geographical spread of the physical campuses and various other off-campus learning modes make learning accessible to many prospective students. The campuses are supported by an institutional head office and institutional management (headed by the Vice-Chancellor) situated in Potchefstroom.

## **INTERNATIONAL STANDARDS**

The University has links with a number of national and international universities. Quality research projects are undertaken in collaboration with various international organizations and universities. International quality forms the foundation of training and research at the Potchefstroom Campus. Quality assurance takes place on the basis of the following processes:

- An external international audit committee evaluated the quality promotion and expertise at the Potchefstroom Campus. They found that this Campus "is setting a leading example for South African universities" and that it "is positioning itself as an academic institution of international stature".
- Each focus area (13) is subjected to evaluation once every five years.
- Training programmes are regularly subjected to external monitoring in terms of syllabi, study guides, examination papers and marks allocation

## **RESEARCH FOCUS AREAS**

Research at the North-West University (Potchefstroom Campus), as tuition, is aimed at promoting prosperity and improving the quality of life of all South Africans through knowledge and improved technology. Although the University can never lose sight of its responsibility to contribute to international science, in a developing country a large proportion of the research endeavour must be problem-oriented and directed at relevant issues. In this respect the University's rendering of community services revealed fruitful new fields for research.

The North-West University (Potchefstroom Campus) places great emphasis on postgraduate studies and research, which are subjected to an ongoing process of external auditing. This standard of excellence has won the University international recognition.

Students can enrol in the following 13 research focus areas:

- Business Mathematics and Informatics
- Separation Science and Technology
- Language and Literature in the South African Contexts
- Decision-Making and Management for Economic Development
- Development in the South African Constitutional State
- Environmental Sciences and Management
- Sustainable Social Development
- Energy Systems
- Drug Research and Development
- Preventive and Therapeutic Intervention

- Reformed Theology and the Development of the South African Society
- Space Physics
- Teaching-Learning organisations

## **FACULTIES AND SCHOOLS**

Students can choose from a wide variety of courses offered by nine faculties at the Potchefstroom and Vaal Triangle Campus. The faculties consist of more than 30 schools, which offer students the opportunity to specialize in courses of their own choice and also to do research over a wide spectrum.

### **Faculty of Arts** (Campus Map F4)

- School of Languages (Campus Map E9)
- School of Social and Government Studies (Campus Map F4)
- School of Communication Studies (Campus Map F20)
- School of Music (Campus Map K1)
- School of Philosophy (Campus Map)

### **Faculty of Natural Sciences** (Campus Map G5)

- School of Chemistry and Biochemistry (Campus Map G6)
- School of Environmental Sciences and Development (Campus Map E6)
- School of Physics (Campus Map G5)
- School of Computer, Statistical and Mathematical Sciences (Campus Map G3)
- School of Sciences, Mathematics and Technology Education (Campus Map G5)
- Centre for Business Mathematics and Informatics (Campus Map G3)

### **Faculty of Theology** (Campus Map K13)

- School of Ecclesiastical (Church) Sciences (Campus Map K13)
- School of Biblical Studies and Bible Languages (Campus Map K13)

### **Faculty of Education Sciences** (Campus Map C1)

- Graduate School of Education (Campus Map C1)
- School of Educational Training (Campus Map C1)
- Potchefstroom College of Education (Campus Map C1)
- Teachers' Centre (Campus Map C1)
- School for Teachers' Training (Nature-oriented school subjects) (Campus Map C1)
- School for Teacher Training (School subjects: Human Sciences) (Campus Map C1)

### **Faculty of Economic and Management Sciences** (Campus Map E3)

- School of Accounting Sciences (Campus Map E3)
- School of Economics, Risk Management and International Trade (Campus Map E3)
- School of Human Resource Sciences (Campus Map E3)
- Potchefstroom Business School (Campus Map E3)
- School of Entrepreneurship, Marketing and Tourism Management (Campus Map E3)

### **Faculty of Law** (Campus Map F3)

The Faculty of Law offers a wide range of courses and degrees, including:

- BA (with Law Course Units) and Bcom (with Law Course Units)
- LLB; LLM; and LLD.

### **Faculty of Engineering** (Campus Map G15)

- School of Mechanical Engineering (Campus Map G15)
- School of Electrical and Electronic Engineering (Campus Map G4)
- School of Chemical and Minerals Engineering (Campus Map G10)

### **Faculty of Health Sciences** (Campus Map G16)

- School of Pharmacy (Campus Map G16)
- School of Bio kinetics, Recreation and Sports Science (Campus Map K3)
- School of Psychological Behavioural Sciences (Campus Map E8)
- School of Nursing (Campus Map F8)
- School of Physiology, Nutrition and Consumer Sciences (Campus Map F12)

### **Vaal Triangle Campus**

- School of Educational Sciences
- School of Modelling Sciences
- School of Languages
- School of Behavioural Sciences
- School of Economic Sciences
- School of Basic Sciences

### **FACULTY CONTACTS**

The following list gives you the names and contact details of the Administrative Managers of the faculties:

| Faculty:                           | Contact:                 | Building:                  | Tel 299-                 | @nwu.ac.za         |
|------------------------------------|--------------------------|----------------------------|--------------------------|--------------------|
| Arts                               | Prof Johnna Kruger       | Building Room G02          | F4, 1484                 | johnna.kruger      |
| Natural Sciences                   | Linda Grimbeek           | Building Room G22          | G5, 2304                 | linda.grimbeek     |
| Theology                           | Antoinette Moerdyk       | Building Room G16          | K13, 1847                | antoinette.moerdyk |
| Educational Sciences:              | Prof Monty Monteith,     | ENAN Building (1) Room 204 | 1885                     | monthy.montheith   |
| Economics and Management Sciences: | Prof Fanus van der Merwe | Building Room 115          | E3, 1399                 | fanus.vandermerwe  |
| Law:                               | Miss Alpha Marais        | Building Room 119          | F5, 1922                 | alpha.marais       |
| Engineering:                       | Mrs Retha Potgieter      | Building Room G02          | G15, 1534                | retha.potgieter    |
| Health Sciences:                   | Corrie Postma            | Building Room 207          | G16, 2221                | corrie.postma      |
| Vaal Triangle:                     | Mrs Freda Harley         | Building Room 107          | No 7, Tel (016) 910 3711 | dvdadfh            |

### **COURSE IN AFRIKAANS FOR INTERNATIONAL STUDENTS**

International students who are interested in learning Afrikaans may enrol for an introductory course in Afrikaans. The aim of the course is to enable students to participate in conversations in Afrikaans. The course includes pronunciation exercises, and students will also be able to read basic texts in Afrikaans. The length of the course is 40 hours, and it is offered each semester, if enrolments warrant it. Full details can be obtained from the Centre for Language Practice in the Frans du Toit Building (Room 243/241), tel. 299 1553/60.



# APPLICATIONS AND FEES

## APPLICATIONS

Detailed information about the application procedure and all the necessary documents is sent out on request.

International post graduate students are responsible to have their academic qualifications evaluated by the South African Qualifications Authority. SAQA; Email: [ngumbe@saqa.co.za](mailto:ngumbe@saqa.co.za), Internet [www.saqa.org.za](http://www.saqa.org.za). Applicants from non-English speaking countries must submit the results of an English language proficiency test, either the TOEFL score sheet or results of the University of Cambridge International English Language testing system.

Please note that it might take up to six months to finalize an application.

## FEES

In terms of a University Council decision, most tuition fees are determined per course unit, and the compilation of curricula is the determinant of the exact tuition amount payable annually.

Each (degree) student is expected to pay an application fee of R350 and a registration fee that currently amounts to R700. (This is only an estimate of fees) **Please note that prices are subject to change**

### SAQA

[www.saqa.org.za](http://www.saqa.org.za)

The approximate SAQA tariffs are: R360 for general evaluations (30 working days), R540 for urgent evaluations and R720 for priority evaluation.

- **Students have to pay the SAQA tariffs themselves**
- **These tariffs are increased annually.**
- **International students deal with SAQA themselves**
- **Please send certified copies to SAQA**

## GRANTS

Please note that the North-West University (Potchefstroom Campus) does not offer grants, bursaries or scholarships to international students, though grants may be available for students participating in exchange programmes between their respective home institutions and our University. Awards for academic excellence may also be available to postgraduate students within special research groups or focus areas.

## STUDY PERMITS

International students are required to obtain a study permit for the purpose of attending a South African university. The South African Department of Home Affairs (<http://www.home-affairs.gov.za>) and South African diplomatic missions abroad are responsible for the issue of study permits. A study permit (exchange students) costs ±R 450.00. Applications should be submitted to the nearest South African Embassy, Consulate or High Commission in the country of residence or origin. The completed application form BI-159 must be accompanied by the following:

- Application fee
- Confirmation of acceptance by the educational institution concerned

- Proof of sufficient available funds for the period of your stay
- Repatriation guarantee
- Proof of medical health insurance cover for the period of your stay
- Passport
- Please note that it can take up to two months to have an application processed and make sure that you apply in good time. You cannot apply from within South Africa.
- You also need to hand in proof of financial means at the International office to indicated that you have sufficient funds for living costs, accommodation and tuition fees as stipulated by the Department of Home Affairs.
- The International offices suggest that you make copies of any relevant information that you handed in at the Department of Home Affairs in your home country in hand it in upon arrival at the International Office.
- The International Office will assist you with an invitation letter to apply for a visa and the following information is of great importance before issuing a invitation letter
  - Passport number
  - Passport valid till
  - Full names
  - Duration of stay
  - Residential address in your home country
  - Postal address
  - Fax number where we can send your invitation letter to
  - Proof of sufficient funds to undertake studies (bank statements 3 months)

**Important:**

- You will not be permitted to enter South Africa without a study permit.
- You cannot be registered at a South African University until you have produced your study permit.
- A tourist/visitor's visa cannot be converted into a study permit once you have entered the country.
- If you are in possession of a work permit, you are still required to apply for a change of conditions. You are allowed to partake in part time studies if you are in possession of a work permit but it still has to reflect on your visa “ to partake in part time studies” at the NW University.

Students are responsible to maintain the validity of their study permits. You must make sure that your study permit is valid at all times and renewed before the expiry date. Applications for renewal of study and work permits should be submitted to the Department of Home Affairs, 50A Oliver Tambo Street, Klerksdorp, phone (018) 469 1231, **at least six weeks before the expiry date**. The cost for the renewal of a permit currently amounts to R 425 for renewal more than 30 days before the expiry date. If it is less than 30 days no extension will be given and you need to return to your home country.

Application forms are available at the International Office, but must be handed in at the Department of Home Affairs, Oliver Tambo Street 50 A, Room 209, in Klerksdorp.

The student is personally responsible to submit the following documents:

1. Application form (BI-159: G)
2. Proof of registration/acceptance  
(Student may not change course or institution)
3. Progress report/academic record
4. Application fee
5. Proof of repatriation guarantee (for first extension)
6. Proof of sufficient funds (3 months)
7. Passport
8. Proof of medical cover
9. Undertaking to return to country of origin after completion of studies

Important: Once a permit has expired, no applications for extensions will be accepted. Applicants must then leave the Republic of South Africa and apply from their country of residence or origin. You can't be registered at a South African University without a valid permit.

## **Medical Cover**

### **Legislation**

- In terms of the *Immigration Amendment Act 19 of 2004* any prospective student to the public of South Africa, must provide proof of medical cover with a medical scheme registered in terms of the *Medical Schemes Act, 1998 Act 131 of 1998*.
- The Department of Home Affairs issued a Directive in terms of which the University may refuse registration if proof of membership of comprehensive South African medical cover cannot be provided.
- Also, in terms of *Section 37 of the Higher Education Act 101 of 1997* the University may determine the admission requirements to the University.
- Foreigners are not entitled to receive health care cover in South African Public Hospitals. Since private medical costs are high, comprehensive cover is essential.

In order to comply with the above requirements, and since private medical costs are high, the University requires proof of full medical cover with a South African based medical aid scheme. Cover must be for the duration of a student's stay in South Africa and paid in advance.

### **The Council for Medical Schemes in South Africa**

Appropriate medical cover should be registered in terms of the *Medical Schemes Act* of South Africa.

You are welcome to visit the website of the Council for Medical Schemes in South Africa to explore other medical cover options. Please take note that you will only be able to join a particular medical scheme if it is open to the public.

| <b>Company</b>              | <b>Web Address</b>  | <b>Contact Numbers</b>          |
|-----------------------------|---|---------------------------------|
| Council for Medical Schemes | <a href="http://www.medicalschemes.com/">http://www.medicalschemes.com/</a> | 0861 123 267 or<br>012 431 0500 |

## **ADMISSION AND REGISTRATION**

### **GENERAL INFORMATION**

If you want to enrol as a degree student at the North-West University (Potchefstroom Campus), please visit the following offices in the following order:

1. International office
2. Admissions
3. Finance (payment of fees)
4. Registration
5. Protection Services (issue of university card)

**International students must first contact the International Office. No International students will be admitted by the NWU admission offices without a control sheet issued by the International Office.**

## **DATES**

Applications for admissions provisionally close at the end of November.

A certificate of English language proficiency (either the TOEFL score sheet or results of the University of Cambridge International English Language Testing system) must be submitted together with the application documents.

First-time registration takes place as follows:

|                        |                          |
|------------------------|--------------------------|
| Undergraduate studies: | January                  |
| Honours degrees:       | January                  |
| Masters' degrees:      | January to (end of) June |
| Doctorates:            | January to (end of) June |
| TL:                    | mid-January              |

## **CONTACTS**

The Admissions Office is in the Perskor Building (Administration), Building F20, in Hoffman Street. Please contact the following people:

Undergraduate students go to the Perskor Building, Building F20, in Hoffman Street (Ground floor)

➤ **Faculty of Health Sciences / Faculty of Natural Sciences**

Hester Freeke

Phone: 0027 18 299-2635

Email: [hester.freeke@nwu.ac.za](mailto:hester.freeke@nwu.ac.za)

Anne-Lize Booyens

Phone: 0027 18 299-4217,

Email: [annelize.booyens@nwu.ac.za](mailto:annelize.booyens@nwu.ac.za)

➤ **Faculty of Educational Sciences**

Barbara Nolte

Phone: 0027 18 299-4122,

Email: [barbara.nolte@nwu.ac.za](mailto:barbara.nolte@nwu.ac.za)

➤ **Faculty of Economics and Management Sciences/ Faculty of Law**

Daleen Visagie

Phone: 0027 18 299-4029,

Email: [daleen.visagie@nwu.ac.za](mailto:daleen.visagie@nwu.ac.za)

Eurika Jansen van Rensburg

Phone: 0027 18 299-4033

Email: [eurika.jansenvanrensburg@nwu.ac.za](mailto:eurika.jansenvanrensburg@nwu.ac.za)

➤ **Faculty of Arts /**

Naomi Fourie

Phone: 0027 18 299-2642,

Email: [naomi.fourie@nwu.ac.za](mailto:naomi.fourie@nwu.ac.za)

➤ **Faculty of Theology / Faculty of Engineering / Hons Health Sciences**

Hannari Lamprecht

Phone: 0027 18 299-4154

Email: [hannari.lamprecht@nwu.ac.za](mailto:hannari.lamprecht@nwu.ac.za)

## Contact Information: Admissions Office, Master's and Doctorate Studies

### Potchefstroom Campus: Officials responsible for Master's and Doctorate Students

|                                     |                          |  |
|-------------------------------------|--------------------------|--|
| Coordinator                         | Elize Henning            | Tel: 018 299-4005<br>Fax: 018 293-5284 |
| Arts<br>Natural Sciences<br>MBA     | Marietjie Ackermann      | Tel: 018 299-4049<br>Fax: 018 293-5247 |
| Economic and Management<br>Sciences | Farzana Hussain          | Tel: 018 299-2465<br>Fax: 018 293-5354 |
| Theology<br>Education Sciences      | Maggie Parkin            | Tel: 018 299-2632<br>Fax: 018 293-5277 |
| Engineering<br>Health Sciences      | Melleney Campbell-Jacobs | Tel: 018 299-2629<br>Fax: 018 293-5217 |

Submit the following documents:

- Control sheet issued by the International Office
- letter of provisional acceptance
- passport
- study permit
- fees:
  - R550 application fee, if not already submitted with application form
  - R600 registration fee
  - Tuition fees as per course
  - Proof of medical insurance

### UNIVERSITY CARD

Without the university card, life is difficult. Please have your card issued as soon as possible. Degree students must have their cards issued after enrolment. Visiting and exchange students must register with the International Office as soon as they have arrived on campus and can then have their cards issued. Please note that it normally takes up to 24 hours to have the card activated.

The university card is issued by the Department of Protection Services, Building F17, Phone: (018) 299-2055. Please take your passport, proof of registration or letter of confirmation and R60.

#### Admission function

The student card gives you access to the campus and all places/buildings to which a student has right of access.

#### • What do I do if the card does not work?

Report it immediately to the Department of Protection Services, Building F17, Phone: (018) 299-2055, and have your card tested and reactivated there.

- **What do I do if the card is lost or stolen?**

Report it immediately to the Department of Protection Services, Building F17, Phone: (018) 299-2055 (office hours and after hours), pay R60 and get a new card.

## **ACCOMMODATION**

Please note that on-campus accommodation is limited and generally not available for families. Students will be assisted after they have filled in an application form applying for accommodation. Please note that you will sign a lease agreement with the Landlord for accommodation on campus.

### **STUDENT HOUSES**

Currently there are two international student houses on campus, which offer accommodation to approximately 12 students. In these self-catering houses, each student has a room and shares the rest of the house (living room, kitchen, bathroom/shower and toilets) with others. The houses are furnished and equipped with a telephone, TV, washing machines and dryers. You only need to bring your own pillow (optional) and towels.

**Enquiries can be directed to:**

Mrs Annelishé van der Spoel,  
International Office  
Tel: (018) 299-2919,  
Email: [Annelishe.vanderspoel@nwu.ac.za](mailto:Annelishe.vanderspoel@nwu.ac.za)

### **STUDENT FLATS**

In the Minjonet Residence, some self-catering flats are available for international students. Each flat has a kitchen, a bathroom and two rooms. The flats are furnished. Public phone facilities, washing machines and dryers are available. You only need to bring your own pillow (optional) and towels.

**Enquiries can be directed to:**

Mrs Annelishé van der Spoel,  
International Office  
Tel: (018) 299-2919,  
Email: [Annelishe.vanderspoel@nwu.ac.za](mailto:Annelishe.vanderspoel@nwu.ac.za)

### **RULES FOR (INTERNATIONAL) STUDENTS LIVING IN RESIDENCES**

A copy of the rules and regulations for the residences can be obtained from your house father/mistress in this case the International office.

- You have to obey the rules of the residences/student houses/student flats.
- Make sure that you are able to stay in your residence/student house/student flat during the holiday periods, and make sure that you know which services are provided during these periods.
- Accommodation application forms available electronically at the International Office.
- Long term international students are responsible for their own pots and pans for cooking.

### **RULES FOR INTERNATIONAL STUDENTS LIVING IN STUDENT HOUSES AND FLATS**

- It is expected of international students, residing in houses or flats on campus, to behave in such a way that the character of the University is not detrimentally affected.
- Residents must always keep in mind that they are on campus for study purposes. Disturbance of peace for fellow residents is unacceptable. This also implies that the sound of television sets and radios should be kept at an acceptable level. Fines of R300 per person could be issued for disturbance of peace.

- **No parties** at 16 and 20 Jooste Street are allowed. And no permission will be granted by the International Office to have parties at abovementioned addresses.
- Rooms are for the exclusive use of a particular student. No family, children, friends or other guests may stay overnight. Visitors can make use of the overnight facilities on campus. Tariffs are available on request. Enquiries can be directed to the Manager Guest Accommodation: (018) 299-1123 (office hours) and (018) 299-2215 (after hours),
- No family, children, friends or other guests may have access to your room or house by means of keys that is to be in your possession or a disturbance for your housemates or roommates.
- Rooms may under no circumstances be sublet to or occupied by other students/visitors, particularly during university holidays or other absences.
- No linen, blankets, furniture or any other equipment may be removed from a particular room or house.
- Equipment in a particular house, such as washing machines, is for the exclusive use of the allocated residents of that house or residence.
- Any defects or irregularities must be reported directly to the Manager at the International Office.
- Cleaning staff render services twice a week in order to ensure that the property of the University is properly maintained. Residents in the houses and flats are responsible for the tidying up of the kitchen, living room, private room and bathrooms after use.
- Protection arrangements, the locking of cupboards, rooms and outside doors as well as switching of lights are the responsibility of the residents.
- Firearms must be handed in at the Department of Protection Services – Tel: (018) 299-2215.
- Any damages to NWU and International Office property will be for the account of the resident who is responsible for the damage.
- Residents are responsible for payment of the full residential fee per month.
- Departure times, as agreed upon, as well as the handing in of keys must again be confirmed at least two days in advance with the person in charge of the house or residence.
- International students who own a car and want to park on campus need to register their vehicle with the Protection Services on campus.
- Payments for rent are made at the Joon van Rooy Building and **not** the International Office.
- Payments due will reflect on your **student account** if you have a student number and if you don't have a student number and invoice will be handed over to you for payments to be made on a **debit number**.
- Please use your **student number/debit number** to make payments at the Joon van Rooy building.
- The original payment slip has to be handed in at the International Office where a copy will be made and placed on your personal file relating to accommodation fees.
- Payments are due before the 7<sup>th</sup> of each month and in full before the end of July as stipulated in the Universities financial rules and Fees payable. Booklet is available on the University's website at [www.puk.ac.za/gelde](http://www.puk.ac.za/gelde)
- If Internet banking is used a copy also has to be handed in at the International Office
- Before departure a student has to inform the International Office that all payments due are paid in full

#### Bursary students:

- Due to the fact that it sometimes takes a long time to receive your bursary, you have to make arrangements at the International Office. Please submit a written statement stating when you will receive the bursary and when you expect to make the first payment. Not fulfilling your agreement will result in the fact that you have to vacate your room for a paying student.

International students are still responsible for their accommodation fees whether they are sponsored students or not. Please keep that in mind.

Non-compliance with these rules may constitute an offence in terms of the Statute of the North-West University that may lead to disciplinary steps which include expulsion from residential facilities.

## STUDENT SERVICES

### ACADEMIC SUPPORT SERVICES

The Academic Support Services are situated in the J Chris Coetzee Building, Building E8, and can be contacted during office hours from 08:00 until 16:30, Tel: (018) 299-2721.



### LIBRARY

Foreign students are allowed to make use of the library facilities.

#### ***The Library Services***

The Ferdinand Postma Library consists of a Main Library, which is situated on the central campus, Building E7, and four Branch Libraries:

- The Jan Lion Cachet Library (Faculty of Theology) in Molen Street.
- The Music Library (Conservatoire, near the Fanie du Toit Sports Grounds, Van der Hoff Road).
- The Natural Sciences Library (Natural Sciences Building, Building G1, Third Floor).
- The Vaal Triangle Campus Library on the Vaal Triangle Campus of the University in Vanderbijlpark.

#### ***Registration***

If you are an enrolled/registered student at the university you are automatically registered at the library.

If you are a temporary guest or visiting student not registered at the University, you must first obtain a “Diverse” university card through the International Office and Protection Services. With this card you can be registered individually at the library. An introductory letter by your academic supervisor or by the International Office may be requested.

#### ***Services***

Registered library users can borrow library material, with the exception of periodicals and reference books. The number of books that can be borrowed depends on the category in which you are registered, according to your course/situation. Post-graduate students can borrow 15 books for a period of a month, with the option to renew a loan. Graduate students or temporary guests/visiting students can borrow 6 books for two weeks, with the option to renew the loan.

Only registered M and D students are allowed to make use of the Inter Library Loan facility

Coin-operated machines are available to make photocopies.

M and D students can apply for the use of study cubicles at the Library  
[Please contact Mrs Henriette Groenewald, Tel: (018) 299-2794]



Information services, assistance with searches on national and international databases and the use of Internet can be arranged according to the level of your study or research.  
[Visit the Library's Information Section or contact Mrs Ria Adelaar, Tel: (018) 299-2802].

## **SPORT BUREAU**

The Sport Bureau is located in Building F7. The North-West University (Potchefstroom Campus) has some of the most modern and best-equipped sport facilities in the country and offers sport to every student in his/her own measure: from fun and games to achievement at the highest level. The Fanie du Toit Sport Grounds house the University's outdoor facilities, including rugby, hockey (astro field), soccer, soft ball and cricket fields as well as tennis and netball courts, swimming pools (one of Olympic standard) and an athletics track. Indoor facilities are available in the sport centre in the Hennie Bingle Student Centre, Building F14. Here students may also use the well-equipped gym, squash courts and saunas for recreation. Classes in karate (JKA), Aikido and Tae Kwan do may be attended after 17:00.

Opening hours of the sport centre:

Monday-Friday: 05:00 – 22:00

Saturday: 08:00 – 18:00

If you do not want to spend the night in the Sport Centre, make sure you get out before closing time, because there is an automatic locking system.

There are lockers available in the building.

- R30 a year
- R20 per semester

For more information you can always call the following numbers

Sport Bureau: 018-299 2905

Indoor Sport Centre: 018-299 2914

Athletics: 018- 299 2834

Cricket: 018-297 1236

Soccer: 018-299 4210

Ladies sport: 018-299 2911  
(canoeing, corf ball, netball, scuba, swimming, tennis)

Hockey: 018-299 2988

Rugby: 018-299 2429

## **DEPARTMENT OF CULTURE**

The Department of Culture is situated in the Heimat Building, Building F9. Enquiries regarding any cultural affairs and activities can be directed to:

Mr Horst-Peter Bütow,  
Head of Department of Culture  
Tel: (018) 299-2843,  
Email: [sbkhp@puk.ac.za](mailto:sbkhp@puk.ac.za)

Mrs Christa Cloete,  
Secretary  
Tel: (018) 299-2844  
Email: [sbkcc@puk.ac.za](mailto:sbkcc@puk.ac.za)

Mpho Modupe  
Assistant  
Tel: (018) 299 2844



## ORIENTATION ON CAMPUS

It is not always easy to find your way in an unfamiliar environment. Especially not when most of the orientation signs and maps are in Afrikaans! The following list is meant to help you orientate yourself on campus. It gives some Afrikaans expressions and their English equivalents:

| Afrikaans:                            | English:                                  | Function/Services:  |
|---------------------------------------|---|---|
| Internasionale Kantoor                | International Office                      | General guidance  |
| Joon van Rooy<br>(Administrasiegebou) | Joon van Rooy (Administration building)   | Registration, finances  |
| Perskorgebou                          | Perskor Building                          | Admissions  |
| Beskermingsdienste                    | Protection services                       | Issue of university card, protection services                                     |
| Ferdinand Postma Biblioteek           | Ferdinand Postma Library                  | Main library  |
| Hennie Bingle<br>Studentesentrum      | Hennie Bingle Student Centre              | Student Council, cafeteria, coffee house, restaurant, copy shop, sport centre/gym |
| Hoofgebou                             | Main building                             | Law Faculty   |
| Heimatgebou/<br>Kultuurkantoor        | Heimat building/<br>Department of Culture | Department of Culture   |
| Konservatorium                        | Conservatory                              | Music department, concert venue   |
| Fakulteit                             | Faculty                                   |   |
| Lettere en Wysbegeerte                | Arts                                      |   |
| Natuurwetenskappe                     | Natural Sciences                          |   |
| Teologie                              | Theology                                  |   |
| Opvoedkunde                           | Education Sciences                        |   |
| Ekonomiese en Bestuurswetenskappe     | Economic and Management Sciences          |   |
| Regte                                 | Law                                       |   |
| Ingenieurswese                        | Engineering                               |   |
| Gesondheidswetenskappe                | Health Sciences                           |   |
| Vaaldriehoek                          | Vaal Triangle                             |   |
| Wetenskap(pe)                         | Science(s)                                |   |
| Studentedekaan                        | Dean of Students                          |   |
| Sportdienste/Sportburo                | Sport Services/Sport Bureau               |   |
| Tegniese Dienste                      | Technical Services                        |   |
| Swembad                               | Swimming pool                             |   |
| Botaniese Tuin                        | Botanical Gardens                         |   |
| Inwoning en Voedseldienste            | Accommodation and Food Services           |   |
| Akkommodasie:                         | Accommodation:                            |   |
| Dameskoshuis(e)                       | Women's residence(s)                      |   |
| Manskoshuis(e)                        | Men's residence(s)                        |   |
| Gastehuis                             | Guest house                               |   |

In addition, you might find it useful to know/learn the following words:

| <b>In the streets</b>  | <b>Road signs</b>   |
|--|---------------------|
| straat = street  | Regs = right        |
| laan = lane, avenue  | Links = left        |
| weg = road, way, path  | gesluit = closed    |
| gebou = building   | oop = open          |
| kerk = church  | slegs = only        |
| huis = house   | gevaar = danger     |
|  | verbode = forbidden |
| <b>Inside buildings</b>  |                     |
| skool = school   |                     |
| kantoor = office, kantoorure = office hours                      |                     |
| lesingsaal = lecture hall  |                     |
| departement = department   |                     |
| kamer = room (seminaarkamer = seminar room, teekamer = tea room) |                     |
| eetsaal = dining hall/room                                       |                     |
| <b>People</b>  |                     |
| visekanselier = vice chancellor                                  |                     |
| viseprinsipaal = vice-principal                                  |                     |
| kampusrektor = campus rector                                     |                     |
| institusioneel - institutional                                   |                     |
| registrateur = registrar   |                     |
| dekaan = dean  |                     |
| sekretaris/sekretaresse = secretary                              |                     |
| prof (professor) = Professor                                     |                     |
| Dr (Doctor) = Dr   |                     |
| mnr (meneer) = Mr  |                     |
| mev (mevrouw) = Mrs  |                     |
| mej (mevrouw) = Miss   |                     |
| Me = Ms  |                     |
| Ds (dominee) = Reverend  |                     |
| adv (advokaat) = advocate  |                     |
| Mans = gentlemen   |                     |
| dames = ladies   |                     |

### Some useful words and phrases

| English                   | Afrikaans               | Setswana                                |
|---------------------------|-------------------------|---|
| Good morning              | Goeiemôre               | Dumêla/ahêê                             |
| Good afternoon            | Goeiemiddag             | Dumêla/ahêê                             |
| Good evening              | Goeienaand              | Dumêla/ahêê                             |
| How are you?              | Hoe gaan dit?           | O kae?/O tsogile jang?                  |
| Fine, thank you. And you? | Goed, dankie. En met u? | Ke tsogile sentlê. Wena o tsogile jang? |
| Goodbye                   | Totsiens                | Sala sentlê                             |
| Excuse me                 | Ekskuus                 | Intshwarêlê                             |
| Please                    | Asseblief               | Tswêêtswêê/ Ka kopô                     |
| Thank you                 | Dankie                  | Ke a leboga                             |
| Yes                       | Ja                      | eê                                      |
| No                        | Nee                     | nnyaa                                   |
| I do not understand       | Ek verstaan nie         | Ga ke tlhologanyê                       |

The Department of Afrikaans and Dutch at the School of Languages, Building E9, offers Afrikaans language courses.

The Department of African Languages at the School of Languages, Building E9, offers Setswana courses.

For details about these courses please contact the relevant department.

## LIVING IN POTCHEFSTROOM

### LOCATION

Potchefstroom is located in the North West Province of the Republic of South Africa. It is about 1½ hour's drive away from Johannesburg International Airport. The city is situated on the main road and rail link between Johannesburg, Cape Town and Namibia, where almost 50% of the Republic's retail turnover and total personal income is generated. It is situated in the agricultural (maize) and mining (gold) heartland of South Africa. Potchefstroom has a fairly diverse (civil and defence) industrial growth point.

The University can arrange for transport, at a fee of R400 per person, from/to Johannesburg International Airport, provided that the International Office and/or the relevant Faculty are informed in good time about arrival/departure.

### A BRIEF HISTORY OF THE CITY

Potchefstroom is the oldest town in what was called the Transvaal Province. It was established in 1838 by a group of Voortrekkers led by Andries Hendrik Potgieter who settled on the banks of the Mooi River. Until 1860 it was the capital of the old South African Republic of which the first president, Marthinus Wessel Pretorius, was sworn in at Potchefstroom.

Now Potchefstroom has a population of about 250 000. With its three tertiary institutions (North-West University, Technical College, Agricultural Centre) Potchefstroom remains an important academic, religious and cultural centre. It is also an important commercial centre in the eastern half of the North West Province, and the silos that tower over the town are evidence of the importance of the agricultural activities of the region.

## GOING OUT IN POTCH

Because of the large population of students in Potchefstroom there are lots of fun places to go out. There is a great mix of bars, pubs and clubs with different ranges of music, but whatever you prefer you'll find somewhere to feel comfortable. The best area to go is probably "The Bult" (Business Centre comprising Borchard Street, Tom Street and Esselen Street). Here you have everything ranging from coffee shops to popular student clubs. There are also a couple of places in the town centre that are worth checking out, like Midnights and Impala (for the slow dancing fanatics!). Here's a list with just a few of the best places to eat, drink and dance:

### EATING:

|                           |                           |                               |  |
|---------------------------|---------------------------|-------------------------------|--|
| Restaurant                | Beef Boys Grill           | Shop 19 Cachet Park           | T (018) 293 2838<br>C 082 373 0979 / 083 2977667 |
| Restaurant                | Café Fiori                | Borchard Street Die Bult      | T(018) 297 0708<br>C 082 6956689                 |
| Restaurant                | Havana Lounge             | 25a Cachet Park               | T (018) 293 3197                                 |
| Italian restaurant        | Picasso                   | Tom Street Die Bult           | T (018) 297 8542                                 |
| Restaurant                | Fishmonger                | Cachet Park Centre            | T (018) 294 3949/ (018) 294 3959                 |
| Restaurant                | Montana Spur Steak Ranch  | Lombard Street (Near JHB N12) | T (018) 297 1018                                 |
| Restaurant                | Die Akker                 | 86 Tom Street Die Bult        | T(018) 2945038                                   |
| Restaurant                | Ommihoek                  | Borchard Street               | T (018) 294 3080                                 |
| Restaurant                | 82b Tom Street            | Tom Street                    | T (018) 293 3416                                 |
| Restaurant                | F@K                       | Borchard Street               | T (018) 293 2438                                 |
| Restaurant                | Dros                      | 82 Mooirivier Ave             | T (018) 297 0762/0264/0764                       |
| Take away                 | Steers                    | Tom Street Die Bult           | T  |
| Italian Take away         | Italian Pizza             | 90 Church Street              | T (018) 294 8329                                 |
| Chinese & Sushi Take Away | Chinese & Sushi Take Away | Esselen Street                | T (018) 297 5419                                 |

### DRINKING/ DANCING:

|             |              |                               |                  |
|-------------|--------------|-------------------------------|------------------|
| Pub         | Bourbon Str. | Tom Street                    | T (018) 293 0226 |
| English Pub | O' Hagans    | C/o Von Wielligh & Tom Street | T (018) 294 8700 |
| Pub         | Castillions  | Tom Street                    | T (018) 297 4387 |
| Bar/ Lounge | Pablo's      | Tom Street                    | T (018) 297 8542 |
| Dancing     | Impala       | 70 Church Street              | T (018) 297 3954 |
| Dancing     | Midnights    | Lombard Street                |                  |

## THE CLIMATE

The climate in and around Potchefstroom is fairly pleasant throughout the year. In summer (December, January, February), the days are hot.

In winter (June, July, August), the nights can be quite cold, even below zero, but during the day the sun shines with temperatures up to 25°C. Rainfall is to be expected from October to March but the dry climate of the African interior high plateau is dominant.

## **COST OF LIVING**

The following figures represent an estimated budget and serve as a guideline only, giving you a brief overview of average monthly living costs for a single adult:

- Housing: from R 24000.00 per year, self-catering
- Off-campus starting from R2500.00 per month
- R200.00 non-refundable key deposit
- Food: R1 000 — R2 200 per month
- Entertainment: from R35 per movie ticket, from R30 per concert or theatre ticket

## **COMMUNICATION**

### Mail

The following rates currently apply:

| Category             | Airmail         |                   |
|----------------------|-----------------|-------------------|
|                      | Southern Africa | Rest of the world |
| Postcard (medium B5) | R3.45           | R3.45             |
| Small letter         | R1.70           | R4.00             |
| Medium letter        | R3.45           | R13.25            |
| Large letter         | R4.35           | R22.50            |

### **Please note that prices are subject to change**

For a full list of up-to-date prices and other services, please enquire at the nearest post office, which is in 5 Esselen Street, Noordbrug, Tel: (018) 294-5191. Business hours are: 08:30 – 16:30.

### Telephone

The international dialling code for South Africa is +27, for example +27 (0)18-299-2919.

There are coin and card phones. Coin phones operate with 50c, R1, and R2 coins. Telephone cards (R20, R50 and R100) can be bought at any post office and in most shops.

Campus numbers start with 299-. If you call somebody on campus, using a campus phone, you only need to dial the last four digits, e.g. 299-**2919**.

### E-mail:

If you are a registered student, you will automatically be given Internet access and an E-mail address. The address consists of either your student number or a combination of the faculty's/school's abbreviation and your initials. All university addresses end in @nwu.ac.za

Internet Cafes are available on campus and in its immediate surroundings. Short-term visitors can make use of the E-mail facilities in the International Office.

## **OPENING OF A BANK ACCOUNT**

If you are in Potchefstroom for a few months or longer, it might be necessary to open a bank account. The University deals mainly with ABSA bank (visit [www.absa.co.za](http://www.absa.co.za)).

An ABSA branch is located in 94 Tom Street, Tel: (018) 293-8700, Fax: (018) 297-6653. The ABSA Student Bureau is in the same building on the first floor.

The main branch is in 185 Church Street, Tel: (018) 293-8700, Fax (018) 2970-1012. Business hours are: 08:30 – 15:30. There is an ATM on campus, at the Hennie Bingle Student Centre, Building F14.

International students are only allowed to open one bank account in SA and therefore the International Office will issue a letter to an international student so he or she could open a bank account. You need to bring your passport to the International Office.

**Before you open a bank account come and see the international office first!**

You will need the following documents to open an account:

- Passport, address, student card

**Travellers' cheques/foreign currencies**

Travellers' cheques and foreign currency can be exchanged at the branch in Tom Street. Please remember to take your passport with you when you want to exchange cheques and/or money.

**Lost/stolen cards**

If your ABSA card is lost or stolen, please call 0800 11 11 55 (toll free).

**STUDENT LIFE**

The Bult is synonymous with student life in Potchefstroom. This is where you find a post office, a bank, numerous shops and plenty of restaurants and other eating-places. (See going out in Potchefstroom)

Tom Street, which forms part of the oak avenue, is lined by oak trees and adds to the picturesque atmosphere of the Bult area.

Potchefstroom is essentially a student town. When the students leave, it gets quiet, which is especially noticeable during the summer break in December until the end of January.



**CHURCHES AND SERVICES**

There are a great variety of churches of different denominations in Potchefstroom. Most of the services are conducted in Afrikaans. However, some churches also have services in English, for example:

**Reformed Church Potchefstroom North**

Contact: Reverend Fanie Coetzee

Tel: (018) 293-3789, Email: [faniec@mweb.co.za](mailto:faniec@mweb.co.za)

Place: Corner of Molen and Borchard Streets

Time: Sundays 09:30 and 18:00 (Afrikaans) and 10:45 (English)

**Methodist Church**

Pastor Charles Kühn, Tel: (018) 294-3553

Pastor Andrew Coles, Tel: (018) 2943469

Place: Corner Lombard and Luke Streets (opposite King Pie)

Time: Sundays 09:45 – 10:45 ("traditional"), Sundays 18:30 – 19:45 ("contemporary")

**Catholic Church**

Contact: Father W. Joy

Tel: (018) 294-3829

Place: 76 Van Riebeeck Street, Potchefstroom

Time: Saturdays 17:30, Sundays 09:00

### **St Mary's Anglican Church**

Contact: Father Huskins

Tel: (018) 294-8066

Place: 12 Greyling Street, Potchefstroom

Time: Sundays 09:00, Wednesday 09:00

### **Potchefstroom Interdenominational Students Fellowship (PISF)**

Contact: Tommy

Cell: 083 473 1105

Place: Potchefstroom Campus, next to the De La Rey Hall

Time: Sundays 10:00 – 12:00

The PISF is a student congregation, and students also run the services.

### **His People Christian Church**

Contacts: Pastor JJ Uys, Pastor Ester Uys

Phone: (018) 299-2586 Fax: (018) 293-3126

Email: campus@hispeople.co.za

Internet: <http://www.hispeople.org>

Place: Concert Hall of the Conservatory, Van der Hoff Road, Potchefstroom

Time: Sundays 9:00 and 17:00 Afrikaans, Sundays 10:45 and 19:00 English.

A hint: If you are invited for Sunday lunch – don't stay the whole afternoon unless you are invited to do so. It is customary in South Africa that Sunday afternoon is a time of rest and relaxation for many people.



### **SPORTS**

Sport enthusiasts are well catered for and provided with ample facilities for almost every sport imaginable. The Potchefstroom Campus has a very modern sports complex where students can engage in more than 34 indoor and outdoor sports activities (see section on Sport Bureau). The Potchefstroom Country Club with its 18-hole golf course also has facilities for tennis, bowls and squash. Water sports enthusiasts will find a variety of facilities in the Lakeside Holiday Resort, including swimming, waterskiing, canoeing and angling.

### **EVENTS**

- Rag (Jool), annually (February)
- Film Festival, annually (April)
- Intervarsity Competition, annually (August)
- Alabama Student Company revue, annually (August)
- Aardklop National Arts Festival, annually (September/October)
- Art market, monthly, City Council gardens: home industries
- Conservatory: numerous concerts throughout the year
- Sanlam Auditorium Theatre: regular performances of local and other artists
- Cachet Kleinteater: performances throughout the year

### **SOME SIGHTS**

#### *Museums*

Potchefstroom Museum with a Main Museum, the Totius House Museum, the President Pretorius Museum and the Goetz / Fleischack Museum.

#### *City Hall*

Inaugurated in 1909; Edwardian Classicist design; one of the two oldest existing city halls north of the Vaal River.

#### *Dutch Reformed Church*

Oldest existing church building north of the Vaal River, national monument.



### *Mosque*

Built in 1925; situated in the Central Business District.

### *Potchefstroom Oak Avenue (Tom Street)*

6,48 km long; the longest of its kind in South Africa and the Southern Hemisphere, national monument.

### *Potchefstroom Dam*

Lakeside holiday resort.

### *OPM Prozesky Bird Sanctuary*

Reserve (60 hectares) with nearly 200 bird species; Mooi River trail.

## **TOURISM**

For detailed information about tourist attractions and destinations please contact Potchefstroom Tourism Information, Potgieter and Church Streets, PO Box 912, Tel: (018) 293-1611, Fax (018) 299-5133.

A travel bureau (Flight Specials) is situated in Cachet Park, near the friendly Grocer and chemist. PO Box 19746, Tel: (018) 297-6594, Fax: (018) 297-8642.

Another travel bureau (Sure Astra Travel) is situated in the Pick 'n Pay Centre on the corner of Church and Retief Street near the city centre. PO Box 142, Tel: (018) 297-5226, Fax: (018) 294-6032.

Porcupine Tours and Transfers is a tour operator, which is run by (former) students. They offer tour packages and are also willing and able to do individual tours. The contact persons are Mr Peet van der Merwe, Cell/Mobile 082 926 9240, Fax: (018) 299-1812, Email: [ontpvd@muk.ac.za](mailto:ontpvd@muk.ac.za) and Pieter cell 082 257 1178.

For backpacking travel in South Africa contact Coast to Coast, PO Box 564, Simon's Town, Tel (021) 786-1742, Fax (021) 786-2081, Email: [info@coastingafrica.com](mailto:info@coastingafrica.com).

## **TRANSPORT**

Potchefstroom does not have a public transport system. Students will have to rely on their feet, bicycles and cars. There are a number of car and cycle dealers in town.

Minibus-taxis, which are predominantly used by black South Africans, operate all over the region. They are the cheapest means of transport and offer a frequent service. However, the minibus-taxis sometimes have a reputation for being overloaded and/or not roadworthy. **Make sure that you do not travel by yourself.**

Although there are daily train services, international students who are not familiar with local circumstances should avoid travelling alone.

Intercity buses (Greyhound, Translux, Intercape) operate between the main South African cities, some passing through Potchefstroom, and offer a comfortable and inexpensive means of travel. Contact Sure Astra Travel, Tel: (018) 297-5226 or Flight Specials, Tel: (018) 297-6594.

Avis car rental 018-290 8535 Baillie Park

Budget car rental 018-2971010 Willows Hotel



## DRIVING LICENCE

International students and academics are entitled to use the licences obtained in their home countries in South Africa as long as they are in English. If the original licence is not in English, a translation/certificate of authenticity must accompany it. It is however recommended that an international driving licence be obtained in your own country before departure.

If you would like to obtain a driving licence in South Africa, please contact any driving school for more details and information. There is also a driving school on campus (Building C14, Tel: (018) 299-1985).

## ACCIDENTS

Please note that all accidents must be reported to the police. It is important that you get a case number from the police, which you will need when claiming from your insurance. Depending on the scale of the accident, the following has to be done:

If nobody has been injured or killed, you have to report the accident to the police within 24 hours. If you leave the scene, make sure that you get all the information from the other party involved, including car registration number, contact details of driver and vehicle owner (name, address, telephone and fax numbers), identification document number (all South Africans must be in possession of their ID document), contact details of witnesses, if any.

If somebody is injured or killed, you may under no circumstances leave the scene. Call the police immediately.

Never sign anything except your statement at the police station. Before you sign, read the document carefully and make sure that you are satisfied with it.



## GENERAL SAFETY AND SECURITY

Safety is a very important issue in South Africa. Unlike most big cities Potchefstroom is rather safe, especially on campus. However, crime does happen. According to the annual report on campus crime, theft (particularly bicycle theft), injury of property and burglary are among the top five offences.

Please take note of the following to avoid trouble and stay safe.

- Keep your room/apartment/flat/house locked at all times, particularly when you are away.
- Do not leave any documents and bags unattended anywhere.
- Beware of pickpockets and purse-snatchers.
- Lock your bicycle.
- Lock your car and keep valuables out of sight.
- Do not display any money, jewellery or other valuable items.
- Do not walk in lonely places, particularly at night.
- Learn what parts of town you should avoid.
- Use caution with strangers that are too friendly, offer gifts or ask you to accompany them to unknown places.
- Avoid confrontations.
- Do not hitchhike.
- Do not drink and drive.

- Do not accept any drinks from strangers in a pub.
- Keep emergency numbers and the contact details of the International Office and your country's nearest embassy/consulate at hand.
- If a crime is committed, report it at the International Office. Your statement will be taken and the local authorities will be informed.

## HEALTH

It is obligatory for all international students to have medical cover for the full period of their stay in South Africa. Health insurance policies can be taken out in your home country, but preferably in South Africa. Consult the International office about local schemes or [www.medicalschemes.com](http://www.medicalschemes.com).

Please note that you are not entitled to free health care facilities in South Africa.

Medical aid is available in South Africa, but students have to keep in mind that it is very expensive. When you decide on a medical scheme in South Africa for students it is only for the basic needs like hospitalisation which is very expensive and for visits to a local doctor. It does not cover specialist fees, optometrists etc.

The North-West University (Potchefstroom Campus) does have a Health Service on campus, phone: 018-2994345. For a list of general practitioners, dentists, hospitals etc. please consult the International Office, Tel: +27 (0) 18 299-2919.

For minor complaints you can consult a community health nurse at the Link Pharmacy Campus, Cachet Park, Corner Meyer and Hoffman Streets, Tel: (018) 294-4072. The nurse's office hours are from Monday to Friday, between 08:00 and 16:00.



## HIV/AIDS

You should be aware of the fact that South Africa has a high rate of HIV/Aids infections. Please remember that risk of infection relates closely to individual social behaviour.

HIV/Aids can be spread from one person to another:

- by having unprotected sex with an infected person
- through contact with infected blood
- from an infected mother to her unborn or new-born baby

You cannot be infected with HIV in other ways, i.e. by touching or hugging people.

It is important to realize that in many cases you cannot tell whether a person is infected just by looking at him/her.

An HIV/Aids blood test can be done at some clinics and by most doctors. You can also make use of the services of the Lancet Corner Laboratory near campus, 25 Cachet Building, Bult, Tel: (018) 297-6004. You cannot be forced to have your blood tested. Test results are confidential.

If you have any questions about HIV/AIDS you can phone the free 24-hour AIDS Helpline at 0800 012 322 or you may contact Mrs Elana Olivier, who is the HIV/Aids Co-ordinating Officer on campus, Tel: (018) 299-4380, Building E16, 14 Jooste Street, Potchefstroom Campus.

## USEFUL ADDRESSES AND SERVICES

|                                 |                                    |
|---------------------------------|------------------------------------|
| Protection services (on campus) | (018) 299-2055                     |
|                                 | (018) 299-2211 (emergencies)       |
| Police                          | 10111, (018) 294-7476/7            |
| Crime Stop                      | 0800 11 12 13                      |
| Fire Brigade                    | (018) 299-5347 (enquiries)         |
|                                 | (018) 293-1111/2 (emergencies)     |
| Ambulance                       | (018) 293-1111/2, (018) 293-1122   |
| Electricity                     | (018) 299-5350                     |
| Water                           | (018) 299-5448                     |
| HIV/AIDS Helpline               | 0800 012 322 (free call, 24 hours) |
| Child & Family Care             | (018) 293-0425/6                   |
| Child in Need                   | (018) 297-4000                     |
| Child line                      | 0800 055 555                       |
| Child Protection Unit           | (018) 299-7318                     |

For telephone directory enquiries, please dial:

|                          |         |
|--------------------------|---------|
| RSA (the Phone Book)     | 1023    |
| The Talking Yellow Pages | 10 11 8 |
| International            | 0903    |

## PRE-PRIMARY SCHOOLS & CRÈCHES

| Name                                      | Tel            |
|---|----------------|
| Asjassies Pre-primary school              | (018) 284 7302 |
| Dippe Dap Pre-primary school              | (018) 290 7444 |
| Hasie Hop Pre-primary school              | (018) 294 5662 |
| Kekkel & Kraai Pre-primary school         | (018) 203 0115 |
| Kiddo                                     | (018) 294 7295 |
| Liewe Heksie Nursery School               | (018) 293 0968 |
| Little Saints Nursery School              | (018) 293 0239 |
| Mooirivier Rep en Roer Pre-primary school | (018) 294 5104 |
| Potchefstroom Nursery School              | (018) 297 4737 |
| Potchefstroom Toddler and Day Care        | (018) 290 6113 |
| Sonskynhoekie Pre-primary school          | (018) 294 4634 |
| Woel en Werskaf Pre-primary school        | (018) 290 5851 |

## PRIMARY SCHOOLS

|  |                |
|--|----------------|
| Central Primary School<br>95 Kruger Street | (018) 297 3860 |
| Moorivier Primary School<br>Rissik Street  | (018) 293 0309 |

Specific information on Potchefstroom and the region can be obtained from:

### **Potchefstroom Tourism Info & Development Centre**

Potgieter and Church Streets  
PO Box 912  
Potchefstroom 2520  
Tel: (018) 293-1611  
Fax: (018) 299-5133

### **Potchefstroom City Council**

Communications Section  
44 Potgieter Street  
PO Box 113  
POTCHEFSTROOM  
2520  
Tel (018) 299-5132  
Fax (018) 299-5133  
Email: potch\_mun@hotmail.com  
Internet: <http://www.potch.co.za>

### **Potchefstroom Gateway**

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

# GUIDE TO CAMPUS MAP

## **BLOCK A:**

1. De Wilgers Men's Residence
3. Kom-en-Gaan ('Come-and-Go')

## **BLOCK B:**

1. Hombré Men's Residence
2. Bennie Pienaar Hall
3. Caput Men's Residence
4. Eikenhof Women's Residence
5. POK School
6. LO Building (Physical Education Building)
7. Swimming Pool

## **BLOCK C:**

1. ENAN Building
2. Laureus Men's Residence
6. Main Building POK
7. De La Rey Hall
8. Ratau Lebone Men's Residence
9. Huis Republiek Women's Residence
10. Minjonet Women's Residence

## **BLOCK D:**

1. Senrio Building

## **BLOCK E:**

1. Oosterhof Women's Residence
2. Klawerhof Women's Residence
3. Economics and Management Sciences
5. De Klerk Guest House
6. JS van der Merwe Building
7. Ferdinand Postma Library
8. J. Chr Coetzee Building
8. Dawie du Plessis Lecture Hall
9. Frans du Toit Building
10. Dutch Reformed Church PUK Kandelaar
11. International Office
12. Reformed Church Cachet / His People Church

## **BLOCK F:**

1. Joon van Rooy Building (Administration)
2. Botany Building
3. Biochemistry Building
4. LJ du Plessis Building
5. Main Building PUK
6. Totius Memorial Hall
6. Sport Bureau
8. Nursing
9. Heimat Building
10. Uitspan Building
11. Fanus du Plessis Building
12. Physiology Building
13. Social Sciences Building
14. Hennie Bingle Student Centre
15. Sanlam Auditorium

16. Perskor Building  
 Academic Administration F1  
 Academic Support Services E8  
 Accounting Sciences (School of) E3  
 Administration PUK (Joon van Rooy Building) F1  
 Administration South Campus (ENAN Building) C1  
 Admissions F20  
 Alabama Student Company F9  
 Alumni Hall F14  
 Alumni Office (PUK Alumni) F21  
 Amfi Theatre F14  
 Animal Testing Centre G19  
 Anneks Guest Accommodation H3  
 Archive E7  
 Art Collection E7  
 Art History F2  
 Athletics clubhouse K5  
 ATKV School for Creative Writing E9  
 Auditorium F14  
 Bellatrix Women's Residence F14  
 Bennie Pienaar Hall B2  
 Biblical Studies and Bible Languages (School of) K11  
 Biokinetics (Institute for) (Cachetpark) Block D  
 Biokinetics, Recreation and Sport Science (School of) K3/K4  
 Boston Business College G2  
 Botanical Gardens H5  
 Boulevard Harmonists F9  
 Bowls clubhouse K8  
 Bursaries and Study Loans F19  
 Business Mathematics and Informatics (Centre for) G3  
 Business School E3  
 C5 Lecture Hall Complex  
 Cachet Small (Klein) Theatre(Cachetpark, Block D)  
 Caput Men's Residence B3  
 Car-Park A4  
 Cashiers F1  
 CENETS C14  
 CENQAM G16  
 Central and Meetings Administration F1  
 Centre for advanced manufacture G15  
 Chemical and Minerals Engineering (School of) G10  
 Chemistry and Biochemistry (School of) G6  
 Chief Director: Operational management F4  
 Child Law (Centre for) F5  
 Church Sciences (School of) K11  
 Communication Studies (School of) F20  
 Communication Studies Auditorium F20  
 Computer, Statistical and Mathematical Sciences (School of) G3  
 Conservatoire K1  
 Consumer Sciences F15  
 Corfball clubhouse K15  
 Creativity Training (Centre for) F2  
 Cricket clubhouse K9  
 Cultural Office (Heimat Building) F9  
 Dampad Dining hall H4  
 Dawie du Plessis Lecture Hall E8  
 De Jonge Akker F14

De Klerk Guest Accommodation E5  
 De Wilgers Men's Residence A1  
 Dean Faculty of Arts F4  
 Dean Faculty of Economic and Management Sciences E3  
 Dean Faculty of Educational Sciences B10  
 Dean Faculty of Engineering G15  
 Dean Faculty of Health Sciences G16  
 Dean Faculty of Law F5  
 Dean Faculty of Natural Sciences G5  
 Dean Faculty of Theology K11  
 Dean of Research E8  
 Dean of Students F19  
 Decision-making and Management for Economic Development (Unit for) E3  
 DelaRey Hall C7  
 Dennepark K13  
 Development of the South African Constitutional State F5  
 Dinki Women's Residence F14  
 Drakenstein Restaurant G12  
 Dressing rooms for E, F & G rugby fields K19  
 Drug Research and Development G16  
 Dutch Reformed Church PUK-Kandelaar E10  
 Economics, Risk Management and International Trade (School of) E3  
 Educational Training and Development (School of) B10  
 Eikenhof Women's Residence B4  
 Electrical and Electronic Engineering (School of) G4  
 Electrical workshop C3B  
 Electron Microscopy G10  
 Electronic Services G5  
 ENAN Building C1  
 Energy Systems G15  
 Enquiries F1  
 Entrepreneurship, Marketing and Tourism Management (School of) E3  
 Environmental Management (Centre of) D1  
 Environmental Sciences and Development (School of) E6  
 Examination Section F4  
 Excelsior Men's Residence J4  
 Faculty of Economic and Management Sciences E3  
 Faculty of Educational Sciences C1  
 Faculty of Engineering G15  
 Faculty of Health Sciences G16  
 Faculty of Law F5  
 Faculty of Natural Sciences G1  
 Faculty of Theology K11  
 Faith and Scholarship (Centre for) F13  
 Fanie du Toit Sports Grounds ZONE K  
 Fanus du Plessis Building F11  
 Ferdinand Postma Library E7  
 Financial Administration F1  
 Financial Support Services F19  
 Fitting and turning workshop C3C  
 Foyer (Sanlam Auditorium) F14  
 Frans du Toit Building E9  
 G20 Lecture Hall Complex  
 Gereformeerde Kerk Cachet E12  
 Graduate School of Education E8  
 Graphic Design F2  
 Graphic Services (studio) E8



Heide Women's Residence J8  
 Heimat Building F9  
 Heimat Hall F9  
 Heimat Men's Residence F14  
 Hennie Bingle Student' Centre F14  
 His People Christian Church E12  
 Hockey Academy L1  
 Hombré Men's Residence B1  
 HTTF Laboratory G15  
 Huis Republiek Women's Residence C9  
 Human Resource Sciences (School of) E3  
 Information F1  
 Information Technology and Management (ITB) G3  
 Institutional Management (IM) F1  
 Instrument making G15  
 Internal Audit and Management Information F1  
 International Office E11  
 J Chris Coetzee Building E8  
 Johannes van der Walt Building K3  
 Joon van Rooy (Administration) F1  
 JS van der Merwe Building E6  
 Karlien Women's Residence J7  
 Kasteel Women's Residence J13  
 Klawerhof Women's Residence E2  
 Klipoog Cafeteria F14  
 Kom en Gaan A3  
 Languages (School of) E9  
 Languages and Literature in the South African Context E9  
 Laureus Men's Residence C2  
 Library Services E7  
 Life Sciences E6  
 Lipide Clinic G17  
 LJ du Plessis Building F4  
 Mail Section F1  
 Main Building (PUK Hoofgebou) F5  
 Main Building (South Campus) C6  
 Marketing and Communications Department (BEK) F21  
 Mechanical and Materials Engineering (School of) G15  
 Minjonet Women's Residence C10  
 Multimedia Theatre (Communication Studies) F20  
 Museum E7  
 Music (School of) K1  
 Natural Sciences, Mathematics and Technology Education (School of) G5  
 Netball clubhouse K7a  
 North-West Institute of Sport K21  
 Nursing (School of) F8  
 Nursing (Telematic Learning Systems) F10A  
 Old Senate Hall F4  
 Oosterhof Women's Residence E1  
 Opiuk Offices (Fanus du Plessis Building) F11  
 Oppirif J1 & J16  
 Over de Voor Men's Residence (Overs) J2  
 Patria Men's Residence H2  
 PBMR Offices (Fanus du Plessis Building) F11  
 Perskor Exhibition Area F20  
 Personell Services F1  
 Pharmacy (School of) G16

Physical Infrastructure and Planning G14  
 Physical Science B6  
 Physics (School of) G5  
 Physiology, Nutrition and Consumer Sciences (School of) F12  
 Piet Malan Building K2  
 Potchefstroom Business School (PBS) E3  
 Potchefstroom Christian School B5  
 Potchefstroom College of Education (POK) B10  
 Pretland K3  
 Pretorius Music Studio K1  
 Principal/Rector (Potchefstroom campus) F1  
 Psychological Behavioural Sciences (School of) E8  
 Psychotherapy and Guidance (Institute for) E8  
 PU Kana Museum and Exhibition Hall E7  
 PUK Choir F9  
 PUK Hockey Academy L1  
 PUK Rugby Institute K2  
 PUK Town F16A & B  
 Radio PUK F14  
 Rag farm ("Joolplaas") K20  
 Ratau Leboné Men's Residence C8  
 Reformed Theology and the Development of the South African Society K11  
 Research Institute for Industrial Pharmacy G2  
 Residence and Catering Services (Department for) E4  
 Roof Garden (Joon van Rooy Building) F1  
 Room 147 (Principal's Dining Hall) F1  
 Rugby clubhouse K10  
 Rugby Institute K2  
 Sanlam Auditorium F14  
 Sasol Centre for Chemistry G6  
 Scholarly Journals (Bureau for) F4  
 Science centre F16  
 Security Services F17  
 Senate Hall (Joon van Rooy Building) F1  
 Separation Science and Technology G6  
 Serenaders F9  
 Small Business Advisory Bureau (SBAB) E3  
 Soccer dressing rooms K17  
 Social and Government Studies (School of) F13  
 Soetdorings K12  
 South Campus Administration Building C1  
 South Campus Library C1  
 South Campus Main Hall C6  
 Space Physics (Unit for) G5  
 Sport Science and Sport Development (Institute for) K3  
 Sports Bureau (PUK Sport) F6  
 Sports Centre F14  
 Sports Grounds (Fanie du Toit) ZONE K  
 Sports Shop (PUK Hockey Academy) L2  
 Staff Clubhouse F22  
 Stand for E, F & G rugby fields K19  
 Standard Bank Hall K14  
 Statistical Consultation Service G3  
 Store (Magasyn) G11  
 Student Guidance Services F18  
 Students' Centre F14  
 Students' Council F14

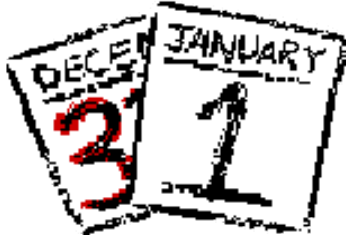
Students' Dean F19  
Study guide distribution store F23  
Subject Group Natural Sciences C4  
Sustainable Social Development F13  
Switch Board F21  
Teacher's Centre C1  
Teaching-learning Organisations B10  
Technical Services G14  
Technika B9  
Telematic Learning Systems (Nursing) F10A  
Tennis clubhouse K6  
Theological School K11  
Totius Hall F6  
Tourism (Institute for) E3  
Training Co-ordination (Section for) D1  
Transnet Hall E9  
UNISA students (E6)  
Vehicle workshop C3A  
Vergeet-my-nie Women's Residence J11  
Veritas Men's Residence H1  
Vice-Chancellor F1  
Vice-Chancellor's residence (1 Calderbank Avenue)  
Video Services E8  
Villagers Mens' Residence F14  
Voorhuis J12  
Wag-'n-bietjie Women's Residence J10  
Wanda Women's Residence J14  
Weet-en-Sweet J6  
Welding workshop C3C  
Wildlife-Economics (Centre for) E3  
Xerox F1

## Notes

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## CALENDAR

The academic year is divided into two semesters.  
Starts in mid-January and ends at the beginning



of December, with recess periods in March/April (fall),  
July (winter) and September/October (spring) – the exact dates vary  
from year to year. From the middle of December until the middle of January the University is closed  
for the Christmas holiday and summer break.

**SEMESTER DATES** See Attached Document

### PUBLIC HOLIDAYS IN SOUTH AFRICA

|              |                       |
|--------------|-----------------------|
| 1 January    | New-Years Day         |
| 21 March     | Human Rights Day      |
| 14 April     | Good Friday           |
| 17 April     | Family Day            |
| 27 April     | Freedom Day           |
| 1 May        | Workers' Day          |
| 16 June      | Youth Day             |
| 9 August     | National Women's Day  |
| 24 September | Heritage Day          |
| 25 September | Public Holiday        |
| 16 December  | Day of Reconciliation |
| 25 December  | Christmas Day         |
| 26 December  | Day of Goodwill       |