



RHODES UNIVERSITY

Grahamstown • 6140 • South Africa

ACADEMIC ADMINISTRATION

Tel: +46 6038219/8276 • Fax: +46 603 8127 • e-mail AcademicAdmin@ru.ac.za

INFORMATION FOR POSTGRADUATE HONOURS AND POSTGRADUATE DIPLOMA STUDENTS 2008

Welcome to Rhodes University. This leaflet contains some useful information to assist you in your application and registration procedures at Rhodes.

Closing Date for applications

The closing date for honours and postgraduate diploma applications is 1 November. Please note that the part-time Bachelor of Education (Honours) degree is a two-year degree offered every other even-numbered year e.g. 2008, 2010, etc. In addition, **Bachelor of Education (Honours)** candidates are required to write a placement test on a date to be arranged by members of the Education Department. Only candidates who successfully complete the test are admitted to the programme.

A non-refundable application fee of R75 must accompany an initial application from a new student for admission to the University. Students who have previously been registered at Rhodes do not pay this fee. All honours applicants are required to submit with the application form, a certified copy of a full official academic transcript reflecting detailed results, including percentage marks of all previous qualifications. Applicants, who at the time of application are completing a degree required for admission, should submit all available academic results. **However, final approval for admission will only be given on receipt of confirmation of award of the outstanding degree.**

THE ONUS IS ON THE STUDENT TO ENSURE THAT THE FINAL ACADEMIC TRANSCRIPT IS SENT TO THE ACADEMIC ADMINISTRATION OFFICE REFLECTING THE AWARD OF THE DEGREE.

In the case of **Married women**, where previous qualifications are in a maiden name, a copy of the marriage certificate is required for record purposes.

The first meeting in the academic year for honours students normally takes place no later than the week prior to the registration of first year students (4 February 2008), but as some Honours courses commence towards the end of January, successful candidates should contact the relevant department regarding the date and time of the first meeting of the class.

PAYMENT OF FEES

New and returning South African students but not for students currently registered at Rhodes

Acceptance deposits

A non-refundable **academic deposit** of **R450** secures an academic place at the University.

A non-refundable **residence deposit** of **R550** secures an allocated room in a residence if required.

Payment Options

- A student who pays full fees by 11 January 2008 qualifies for a 5% discount (cheque or cash payments only). **Please apply for this concession in writing.**
- A minimum initial payment (MIP) of either R10 100.00 (Tuition only) or R21 850 (Tuition and Residence) is payable prior to registration; and the balance of fees to be paid by 31 May 2008. ***This option is not available to foreign students.***

- Payment of fees may be arranged by debit order prior to 4 January 2008, of 10 monthly instalments from 1 February to 1 November. Debit order forms are available from the Student Bureau.
- Master/Visa credit card facilities are available for all payments, however no discount may be claimed when this method is used.

Due to the high incidence of cheque fraud, it is recommended that payment of fees be made by direct bank deposit or electronic transfer.

FEES MAY BE PAID DIRECT INTO ANY BRANCH OF THE STANDARD BANK LIMITED.

Rhodes University Banking Details

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|------------------------|------------------------------------|
| Bank: | Standard Bank |
| Branch: | Grahamstown (Church Square) |
| Account name: | Rhodes University |
| Account number: | 082 000 689 |
| Branch number: | 050917 |
| Swift code: | SB ZA ZA JJ |

Important details required on deposit slip:

STUDENT INITIALS

STUDENT SURNAME

STUDENT NUMBER

STATE REASON FOR PAYMENT (FEES, MIP etc)

Please FAX a copy of the deposit slip to (046) 622 2770

Details of fees may be found online at www.ru.ac.za/fees. If you are not in possession of a fees booklet, please contact the Student Bureau for details of fees and a copy of the fees booklet.

Registration

- A student is required to register **both administratively and academically before the commencement of lectures**. Students are requested to contact the Student Bureau for registration dates.
- Registration for South African students is not possible if your Minimum Initial Payment (MIP) of R21 850.00 has not been cleared. (Tuition: R10 100.00 and Residence R11 750.00). ***International students are required to pay full fees before registration.***

Please ensure that you have the following;

- Your student number
- Your full academic transcripts
- ID book for South African students
- Passport, study visa and proof of medical insurance (international students only)
- A copy of the deposit slip if you have deposited money into the University account
- A copy of your letter of award of bursary or scholarship **which should be faxed to the student fees office before 4 January 2008.**

Please refer to the Rhodes on-line student service (ROSS) on www.ru.ac.za/studentzone to locate your residence & MIP details quoting your student number at all times.

International Students

International students, including students from countries whose borders are not contiguous with South Africa, are required to be in possession of a valid study permit. **It is important to note that full fees (in the region of R40 000.00) must be paid in advance, in which case a discount of 5% is allowed. Please apply for this**

concession in writing. If this is not possible then the fees office must clear payment arrangements before the 11th January 2008.

English Language Proficiency

As English is the medium of instruction at Rhodes University, we require that applicants whose primary language is not English, to have a certain level of proficiency in English before they register.

To receive more information about the Language Proficiency test, please contact the following:

On-line: www.toefl.org, or

TOEFL, PO Box 6155, Princetown, New Jersey 08541 6155 USA

TOEFL, 7th Floor, Broadway Centre, Hertzog Boulevard, Foreshore, Tel: (021) 425 3510

TOEFL, Empire Park, Block C, Ground Floor, 55 Empire Road, Parktown, Tel: (011) 482 3510

TOEFL, Global Consulting Network, Penthouse Suite, Boland Building, 75 Crampton Street, Pinetown

Tel: (031) 709 1170

Evaluation of Foreign Qualifications

The aim of the evaluation process is to compare foreign qualifications with South African qualifications in order for a level of recognition to be recommended. To receive more information about SAQA, please contact the following:

On-line: www.saqa.org.za or

SAQA 1067 Arcadia Street, Hatfield Forum West, Hatfield, Pretoria, Tel: (012) 431 5000

Important telephone numbers

| | |
|----------------------|----------------|
| Student Bureau | (046) 603 8276 |
| International Office | (046) 603 8225 |
| Assistant Accountant | (046) 603 8165 |

Important Fax numbers

| | |
|--------------------------------|--------------------------|
| Academic Administration Office | (046)603 8127 / 603 8104 |
| International Office | (046) 603 8209 |
| Student Bureau | (046) 603 8300 |
| Fees Office | (046) 622 2770 |
| Assistant Accountant | (046) 622 2770 |

E-mail addresses

academicAdmin@ru.ac.za
internationaloffice@ru.ac.za
d.kotze@ru.ac.za
d.wicks@ru.ac.za

General enquiries
Enquiries - non South African students
Fees and MIP queries
Residence enquiries

Dates of Terms 2008

| | | | |
|----------------------|---------------------|---|--------------------|
| 1 st Term | Monday 11 February | - | Friday 14 March |
| 2 nd Term | Monday 31 March | - | Friday 20 June |
| 3 rd Term | Monday 21 July | - | Friday 5 September |
| 4 th Term | Monday 15 September | - | Friday 12 December |