

File reference: 1Pr/1.1.4

INFORMATION MANUAL

North-West University

(as required in terms of section 14 and 51 of the Promotion of Access to Information Act, Act 2 of 2000)

1 Structure and functions

The Statute of the North-West University describes governance structures and other structures of the university in Chapter 2.

The Statute was published in the Government Gazette Nr 27872 on 8 August 2005 and describes the structure and functions of the university. The Statute of the North-West University is available at <http://www.nwu.ac.za/gov-man/statute/index.html>, or contact the department Records Management and Administration at (018) 299 4942 or amanda.vandermerwe@nwu.ac.za for a copy.

2 Contact details of information officer and deputy information officers and head of the body

2.1 Information Officer

Name: Dr T Eloff, Vice-Chancellor
Street Address: 54 Borchard Street, Potchefstroom
Postal Address: Private Bag X 1290
Potchefstroom
2520
Telephone Number: 018-299 4902
Facsimile Number: 018-299 4910
Electronic Mail: theuns.eloff@nwu.ac.za

2.2 Deputy Information Officer

Name: Prof NT Mosia, Institutional Registrar
Street Address: 53 Borchard Street, Potchefstroom
Postal Address: Private Bag X 1290
Potchefstroom
2520
Telephone Number: 018-299 4917
Facsimile Number: 018-293 5352
Electronic Mail: themba.mosia@nwu.ac.za

3 The Human Rights Commission Guide

The guide (containing information on how to gain access to information for any person who wishes to exercise any right contemplated in the Act), is available from the South African Human Rights Commission.

The contact details are as follows:

- www.sahrc.org.za
- paia@sahrc.org.za
- jsteffers@sahrc.org.za or hkhumalo@sahrc.org.za

4 Request for access to information

All persons wanting to make application for access to records held by the NWU may obtain the prescribed application form (as published in the Government Gazette (Govt. Notice R187-15 February 2002 Form A) from the Institutional Registrar's office, whose details are as follows:

Street Address: 53 Borchard Street, Potchefstroom
Postal Address: Private Bag X 1290
Potchefstroom
2520
Telephone Number: 018-299 4917
Facsimile Number: 018-293 5352
Electronic Mail: themba.mosia@nwu.ac.za

or alternatively visit the NWU web site at: <http://www.nwu.ac.za/gov-man/policy/index.html>

5 Description of the subjects on which this institution holds records and categories of records held on each subject

The NWU records management policy (available at <http://www.nwu.ac.za/gov-man/policy/index.html>) as well as the NWU file plan and disposal schedule (available on request from the Records Manager) provide an indication of the records the NWU keep and the manner in which they are managed.

Please note that not all records listed in the NWU file plan and disposal schedule will necessarily be made available on demand, seeing that certain records are fully or partially confidential and your request for access thereto is subject to the right you are protecting or exercising, as well as the internal disposal procedures followed by the NWU.

Please note that all records that have exceeded their retention period and which has a D instruction in the file plan, are destroyed and recorded in the NWU's destruction register. Your right of access to the information is legitimately limited/restricted by the NWU file plan and disposal schedule.

Please contact the records manager of the university amanda.vandermerwe@nwu.ac.za or (018) 299 4942 if you require more information.

6 Categories of records available without a person having to request access thereto [Section 15]

All information/records published on the internet at www.nwu.ac.za are available without a person having to request access.

7 Description of the services available to members of the public from the body and how to gain access to those services

The core business of the University is the provision of quality teaching, research and the implementation of expertise. A comprehensive list of qualifications and programmes is contained in the University's calendars. Alternatively the services of the University can be viewed by visiting the NWU web site at <http://www.nwu.ac.za>.

8 Participation in policy- or decision-making bodies of the University [section 14(g)]

Students and staff may participate in policy- and decision-making processes of the University in accordance with the provisions of the Higher Education Act, Act 101 of 1997, as amended, as well as in terms of the Statute and those internal procedures as agreed with student and staff representative bodies from time to time. Other interested persons may submit their comments or proposals in writing to the Institutional Registrar at the address stated in paragraph 4 above.

9 A description of all remedies available in respect of an act or failure to act by the University

- 9.1 A student or member of the public may lodge a complaint in writing with the Institutional Registrar.
- 9.2 The University's internal Grievance Procedure may be utilised by staff members.
- 9.3 If the complaint is in respect of an act, or a failure to act, in terms of the Promotion of Access to Information Act, Act 2 of 2000, the complainant may take such steps as provided for in sections 74 to 82 of this Act.

10 Other information

For any other information not contained in this manual, kindly contact the Information Officer or Deputy Information Officer, whose contact details are given in paragraph 2 above. Alternatively visit our University's web site at <http://www.nwu.ac.za>.

This manual is also available in Afrikaans and in Setswana at <http://www.nwu.ac.za/gov-man/policy/index.html>

This manual will be updated annually.

Records Management and Administration 2009-11-30

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