

Important Instruction Letter regarding the MA Counselling Psychology Application Process for the Programme for the 2025 intake

Compulsory Application Process

It is important to complete both Step ONE and TWO and the two parts in Step TWO. Follow the instructions carefully to avoid disqualification as a result of an incomplete application.

A shortened version of the process are explained below. Refer to pages 2 to 4 for the comprehensive information.

Step ONE: Online Application for Admission to UP

- Prospective Students:** First complete the **Compulsory Online UP Application for Admission** via the online link at <https://www.up.ac.za/online-application>
- Current UP Students:** First complete the **Compulsory Internal Application** via your **Student Portal >> Student Centre >> Internal Application**

Step TWO: Online Departmental Application Process

Secondly, and only once you, the applicant, completed the Online UP Application for Admission Process (Step ONE), do you complete the **Compulsory Online Departmental Application Process** (additional compulsory information required), which consists of TWO parts:

Part ONE: Online Departmental Application:

- This **Online Departmental Application** needs to be completed through the **Google Form Platform** available at <https://forms.gle/jYP6QT8MWij6FwNs8> on or **before 31 May 2024 at 23:59**
- It is essential to complete all the Google Form Sections. Instructions are built into the form in all sections to guide you through the process. NO late Departmental Application Forms will be accepted

Part TWO: Referee Report:

- You, the applicant, are required to email the Referee Report (Google Form) link (<https://forms.gle/cdubFyGk33ryLi7k7>) to the two individuals you identified to act as your referees as part of your MA Counselling Psychology Departmental Application Process
- You, the applicant, are also required to capture the details of the two referees identified on the Online Departmental Application (link in Part One – Point 1) under Section 10 of the Departmental Google Application Form
- You, the applicant, also need to follow up with the identified referees to ensure they submitted the completed Referee Google Form on or **before 31 May 2024 at 23:59**

Selection Process Information on pages 2 to 4)

Selection Process Information

Read this carefully before you complete the application form

The Selection Process for MA Counselling Psychology Programme

The Department of Psychology offers the MA Counselling Psychology programme, which leads to registration as a Counselling Psychologist with the Professional Board of Psychology of the Health Professions Council of South Africa (HPCSA). The programme comprises of **one full-time** academic year of study, followed by a full-time internship year, during which students also complete their mini-dissertations. Students must complete the full-time academic year **before** they can enter the internship.

Please take into consideration that it is expected from all selected candidates to be economically independent for the MA Counselling programme. It is a **FULL-TIME** course, and it is not possible for you to be in permanent, temporary, or part-time employment during this period.

The Selection Process is Divided into THREE Steps

It is compulsory to complete both step ONE and TWO and submit all the stipulated documents before your application to the MA Counselling Psychology programme will be completed. Familiarise yourself with the process before starting the UP Online Application Process and the Departmental Online Application Process to avoid disqualification.

Step ONE: Online Application (both Prospective and UP Students)

1. It is compulsory for all **Prospective Students** to first complete the **Online UP Application for Admission Process** at www.up.ac.za/online-application before completing the Departmental Online Application (process and link in Step TWO).
2. It is compulsory for all **Currently Enrolled Students** at the University of Pretoria to complete the compulsory **Internal Application Process** at **Student Portal >> Student Centre >> Internal Application**, before completing the Online Departmental Application (process and link in Step TWO).

It is your responsibility to ensure that you meet the **minimum academic requirements** before applying for the MA Counselling Psychology programme. Failure to meet the minimum academic requirements will result in disqualification. Please familiarise yourself with the requirements available on the [Programme Information and Application Process](#) webpage.

Please take note of the submission information for the online application to study

- Only applicants with an overall minimum average of 70% for their Honours modules will be considered for the MA Counselling Psychology selection process
- Please ensure that you have all your supporting documents ready to upload before starting your online application. Missing documentation will deem your application incomplete and will be disqualified.

Compulsory Documents Required for the Successful Completion of the Application Process:

- Certified copy of ID
- Certified copy of your full academic record (including your undergraduate and honours marks)
- Current honours students should submit proof of registration and progress/assignment/test marks together with their academic record
- Certified copy of Undergraduate Degree (if not available, please submit a copy of your graduation letter OR Full Academic Record)
- Certified copy of Honours Degree (if completed)
- Additional qualifications (if any)
- South African Qualifications Authority (SAQA) certificate for qualifications obtained at a non-South African institute, outside of South Africa in another country (e.g., UK, USA, Botswana etc.). Please visit [SAQA Evaluation of Foreign Qualifications](#) webpage for more information and the application process to obtain a SAQA certificate)
- NO hard copies will be accepted (delivered via email or in person)

A limitation of only two application attempts for the MA Counselling Psychology programme per student is allowed.

Step TWO: Departmental Application Process (both Prospective & UP students)

Secondly, and only once you, the applicant, completed the Online UP Application for Admission Process (Step ONE), do you complete the **Compulsory Online Departmental Application Process** (additional compulsory information required), which consists of TWO parts:

Part One: Online Departmental Application:

1. All applicants should submit the compulsory, and correctly completed **Online Departmental Application Form before 31 May 2024 at 23h59** via the following Google Form Platform available at <https://forms.gle/jYP6QT8MWij6FwNs8>
2. **Each applicant will need to prepare and submit a Life History Essay that must be submitted with the Departmental Application, via the Google Form (link above in point 1).** The instructions for the Life History Essay is listed below:

In Microsoft Word, write a Life History Essay of no more than two typed pages, following the instructions below:
 - The heading for this essay should read “Life_History_Name_Surname”
 - It should be typed in **font Times New Roman, font size 12**, with **1.5 line spacing**, in **MsWord format**.
 - Inability to adhere to these writing conventions will result in the Personal Essay being designated 'incomplete'
3. Your Life History Essay should be a brief but rich description of your life history, or particular focal aspects thereof, in which you reflect on the meaning and impact on experiences which have not only shaped who you are and your perspectives of and relations with the world, but, moreover, how these experiences have brought you to be interested in the profession of Counselling Psychology. It is essential to complete all sections. Instructions are built into the form in all sections to guide you through the process.

Part Two: Referee Report:

1. You, the applicant, are required to email the Referee Report (Google Form) link (<https://forms.gle/cdubFyGk33ryLi7k7>) to the two individuals you identified to act as your referees as part of your MA Counselling Psychology Departmental Application Process
2. You, the applicant, are also required to **capture the details of the two referees identified** on the **Online Departmental Application** (link in Part One, point 1) under **Section 10** of the Departmental Google Application Form
3. You, the applicant, also need to follow up with the identified referees to ensure they submit the completed Referee Google Forms on or **before 31 May 2024 at 23:59**
4. NO later Referee Forms will be accepted

Step THREE: Shortlisting for Selection Process (both Prospective and UP students)

1. Paper Screening:

The selection panel screens all applications with an overall minimum average of 70% or more for their Honours **and** Undergraduate Psychology modules. Applicants whose marks are below 70% will be excluded. A limited number of candidates will be shortlisted.

2. Invitation to selection week:

Applicants who have been **shortlisted are invited to participate** in the **selection week** of the MA Counselling Psychology programme:

- **28 and 29 August 2024:** Virtual Interviews
- **02 to 06 September 2024:** Preparation and Submission of Written Tasks
- **09 to 13 September 2024:** Contact Selection Activities

Participants have to be available for all days indicated and you will be informed if your presence is required on the following day, at the end of each day.

The Department will contact the shortlisted candidates with their selection interview times via email.

Should you for any reason decide to withdraw from the selection process after having submitted your application, please inform the Department of Psychology immediately via psych.coursework@up.ac.za

3. The following criteria will contribute to any decisions made by the selection panel:

- Academic performance
- Language competency in terms of the performance required at master's level
- Limited space available on the programme
- Consideration of candidates from designated groups
- The composition of the final group selected
- Performance on the selection tasks
- Consideration of previous life experience
- Ability to reason, argue and engage in critical and reflexive thinking

Kind regards,

Dr Kamilla Rawatlal
Programme Manager: MA Counselling Psychology