

## Important Instruction Letter regarding the MA Research Psychology Application Process for the 2025 Intake

### Compulsory Application Process

- It is important to complete both Step ONE and TWO.
- Follow the instructions carefully to avoid disqualification due to incomplete applications.
- Active Links are displayed in **BLUE**

### Step ONE: Online Application for Admission to UP

- **Prospective Students from other institutions:** First complete the **Compulsory Online Application for Admission** to UP 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 Portal >> Student Centre >> Internal Application**

You are required to submit a **concept proposal** using the specified template (link below). Please upload the concept proposal along with other supporting documents on the **Online Application** by the specified due date of **31 May 2024 at 23:59**.

As part of the supporting documents to upload in the online application you need to **write a Concept Research Proposal (maximum 5 pages)** on a **topic linked to the Department of Psychology Research Topic Areas**.

- [Concept Research Proposal Template](#) (template will download to your computer)
- [Departmental Research Themes and Focus Areas](#) (link will open in a new window)

Follow the referencing techniques and other technical requirements and style guidelines of the most recent edition of the Publication Manual of the American Psychological Association (APA 7).

### Step TWO: Online Departmental Application Process

Secondly, and only once you have completed the UP-Admission Process (Step ONE), you have complete the **Compulsory Online Departmental Application Process**, which consists of TWO parts:

#### 1. Part ONE: Online Departmental Application:

This **online departmental application** needs to be completed via a **Google Form Platform** available at <https://forms.gle/4hhi4cxeiRL6rQeM9>. It is essential to complete all sections. Instructions are built into the form in all sections to guide you through the process.

#### 2. Part TWO: Referee Report

You, as a student, are required to capture the referee information on the **Online Departmental Application** (link above in part ONE). You also need to follow up with your referees to ensure they submit the completed form via the **Google Form Platform** available at: <https://forms.gle/xS3y4ry7fWg9ho3y7> by the specified due date of **31 May 2024 at 23:59**.



Faculty of Humanities

Fakulteit Geesteswetenskappe  
Lefapha la Bomotho

Department of Psychology



## Selection Process Information

Read this carefully before you complete the application form

### The Selection Process for MA Research Psychology Programme

Dear Applicant,

Thank you for taking an interest in and applying to the Master of Arts (MA) in Research Psychology degree programme, in the Department of Psychology at the University of Pretoria (UP).

The Department of Psychology offers the MA Research Psychology programme, which leads to registration as a Research Psychologist with the Professional Board of Psychology of the Health Professions Council of South Africa. The programme comprises 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. This document provides important information about the selection process (**STEPS**) to applicants applying for the MA Research Psychology programme of the Department of Psychology.

### Outline of the Application & Selection Process

The following information outlines the application and selection process to be followed when applying for the MA Research Psychology programme.

- **Step 1** outlines the minimum academic requirements to submit an application for the MA in Research Psychology degree at the UP
- **Steps 2 and 3** focus on application-related information
- **Steps 4 and 5** outline the selection process

**Step 1:** First, the applicant must ensure they meet the minimum academic requirements to submit an application for the MA in Research Psychology at the UP.

**Step 2:** Second, and only after the criteria for Step 1 are successfully met, the applicant must complete the [UP Online Application for Admission to Study](#) process.

The **Online Application for Admission** requires an applicant to upload a set of supporting documentation (listed below). The following supporting documentation needs to have been **pre-prepared, available, and in an electronic format so that you can upload them when required by the application system:**

- Concept research proposal (link to template on page 1)
- Certified Copy of your ID
- Certified Copy of your FULL ACADEMIC RECORD, **showing/indicating your cumulative weighted average**
- Certified Copy of your UNDERGRADUATE DEGREE
- Certified Copy of your HONOURS DEGREE, if completed
- Certified Copy of ADDITIONAL QUALIFICATIONS, where applicable, **scanned together as a single document**
- Certified Copy of your SAQA Certificate (for Non-South African Qualifications)
- Certified copy of your MATRIC certificate

Failure to upload these documents will result in an application being designated incomplete and not undergoing further processing. The required supporting documentation will only be accepted via the Online Application for Admission Form, and will not be accepted via email, courier, or facsimile. This step should be completed before the closure of the application process on **31 May 2024 at 23:55**.

**Step 3:** Third, and only after Step 2 is successfully completed, can the applicant then complete the **Online Departmental Application Form** via Google Forms at <https://forms.gle/4hhi4cxeiRL6rQeM9>.

**PLEASE NOTE that this application needs to be completed in ONE SITTING. You will not be able to log back in if you exit while completing the Google Application Form.**

It is essential to complete all sections. Ensure that you complete the correct Online Application Form e.g., the MA Research Psychology Departmental Application Form designated specifically for use by applicants who wish to apply for the MA in Research Psychology programme. Students also need to ensure that they **share the link to the Referee Report** with their respective referees available at: <https://forms.gle/xS3y4ry7fWg9ho3y7>. It is the Applicant's responsibility to ensure that the Referee report is completed by the due date (before 31 May 2024 at 23:59).

**Step 4:** This step entails an internal shortlisting process as part of which suitable applicants are identified and invited to participate further in the selection process.

**Step 5:** Shortlisted applicants are invited to participate in the selection process at the UP.

## Steps of the Application Process

### Step ONE

#### Step 1: Minimum Academic Requirements to Submit an Application for the MA in Research Psychology

The minimum academic requirements to submit an application for the MA in Research Psychology degree are based on the minimum requirements ultimately needed for admission into the degree, as approved by the UP, namely: (1) an accredited BSocSciHons in Psychology, or BA Hons in Psychology, or relevant Honours degree; and (2) a cumulative weighted average of **at least 70%** for said Honours degree.

**In this regard, the following candidates are eligible to apply:**

- Students who are currently enrolled in an Honours degree in Psychology:** Students currently in progress with an Honours degree in Psychology at an accredited and recognised higher education institution should ensure: (1) that the cumulative weighted average for their undergraduate degree is **no less than 70% (i.e., 70% or more);** and (2) that the Honours degree for which the applicant is currently enrolled will be completed by the end of the academic year.
- Students who have completed an Honours degree in Psychology:** Students who have completed an Honours degree in Psychology at an accredited and recognised higher education institution should have graduated this degree with a cumulative weighted average of **no less than 70% (i.e., 70% or more).**

**Please Note:**

- Prospective applicants should **not** proceed with an application if they do not meet the above-mentioned minimum academic requirements for admission into the MA in Research Psychology.
- Prospective applicants should **not** proceed with an application if they are not a citizen of the Republic of South Africa.
- Prospective applicants should not proceed with an application if they have already applied for admission to this degree at the UP more than twice before (i.e. three or more times).

### Steps TWO and THREE

#### Step 2: Online Application for Admission to the UP

- Prospective students from other institutions/Unenrolled students:** It is compulsory for all prospective students to first complete the **Online Application for Admission** process before completing the **Online Departmental Application Form**. This process can only be completed online. Go to <https://www.up.ac.za/online-application> to complete the online process, and ensure that all supporting documents are uploaded where requested
- Currently enrolled students:** Currently enrolled students of the UP need to complete the compulsory **Internal Application** process through the **Student Portal >> Student Centre >> Internal Application**, and ensure that all supporting documents are uploaded where requested

It is **crucial** to ensure that the following supporting documentation has been uploaded as part of the Online Application for Admission Process:

- Concept research proposal
- Certified Copy of your ID
- Certified Copy of your FULL ACADEMIC RECORD
- Certified Copy of your UNDERGRADUATE DEGREE
- Certified Copy of your HONOURS DEGREE, if completed
- Certified Copy of ADDITIONAL QUALIFICATIONS, where applicable
- Certified Copy of your SAQA Certificate (for Non-South African Qualifications)
- Certified copy of your MATRIC certificate

**Please Note:**

1. Prepare the documents before starting the Online Application Processes
2. Applicants cannot proceed to Step 3 without completing the online application for admission. Completion of the online application for admission does not mean automatic acceptance into the MA Research Psychology programme

**Step 3: Online Departmental Application Form for the MA in Research Psychology**

- a. After completing Step 2 all applicants must complete the **Online Departmental Application Form** via <https://forms.gle/4hhi4cxeiRL6rQeM9>
- b. This form requires additional information relevant to the selection process

**Please Note:**

1. NO supporting documentation will be accepted via facsimile, email or courier
2. The Referee Forms must be completed by the respective Referees via the Online Google Form platform <https://forms.gle/xS3y4ry7fWg9ho3y7> on or before **31 May 2024 at 23:59**
3. Applications that are not fully completed are considered incomplete and will not undergo further processing or consideration
4. Late applications will not be processed
5. Applicants who do not meet the minimum academic requirements for admission into the MA in Research Psychology will not be considered for selection

**Steps FOUR and FIVE**

**Step 4: Screening, Evaluation and Shortlisting of Applicants**

- a. The MA Research Psychology Selection Committee follows a shortlisting process
- b. Each application is considered and any incomplete applications will be excluded from the selection process

**Please Note:** The Department of Psychology will contact the shortlisted applicants with their invitation to participate in the selection process via email. Should an applicant not be contacted by the Department of Psychology by **28 June 2024 (between 08:00 and 15:00)**, the applicant should consider their application unsuccessful.

**Step 5: The Selection Process at the UP**

- a. The selection process for the MA in Research Psychology is scheduled to take place from **19 - 26 August 2024**, in the Department of Psychology at the UP
- b. Applicants who accept the offer to participate in the selection process must present themselves virtually on **19 and 20 August 2024** for interviews, virtually on **22 August 2024** for a literacy assessment, and in-person at the UP on **26 August 2024** to participate in specific activities

**Please note that the selection process will be conducted online AND in-person (unless otherwise specified). It is, therefore, the personal responsibility of each invited applicant to ensure that they:**

- have access to a suitable internet-enabled device that is in good working condition and has a fully operational video camera, microphone and speaker facility to facilitate their full and uninterrupted participation in the various stages and activities of the selection process
- have access to and are familiar with the **Google Meets** virtual platform and are able to receive **Google Meets** invites and operate their video camera, microphone and speaker through the **Google Meets** platform
- are able to make themselves available online on **19 and 20 August 2024** at the specified times which will be communicated to them during the course of the selection process
- are able to make themselves available online on **22 August 2024** at the specified time which will be communicated to them during the course of the selection process; and
- are able to travel to the UP and make themselves available on **26 August 2024** from 07:30 until 17:00.

**Please note: An invited applicant will automatically disqualify themselves from further participation should they be unable to meet any of the above-mentioned conditions during any point of the online and in-person selection process. Rescheduling and/or other accommodations will not be possible under any circumstances**

**Selection Process**

**Phase 1: Individual Online Interviews for Invited Applicants**

- **Day 1 and Day 2 on 19 and 20 August 2024: Individual Interview via Google Meets**
- **Day 3 on 22 August 2024: Online Literacy Test (TALPS)**

**Breakdown of Phase 1:**

- A designated time will be shared with each applicant (invited to the interview)
- Two selection committee members will interview each applicant for about 10 – 15 minutes

- At the end of day 2, all applicants are scored and ranked in a shortlisting process by the selection committee
- All the invited short-listed applicants will be informed by **email** on 21 August 2024 by 12pm whether they have been selected for phase 2 of the selection process
- Only shortlisted applicants will receive further instructions to proceed to Phase 2, taking place on **26 August 2024**

### Phase 2: In-person selections at the UP only for those applicants who progress into Phase 2

- **Day 4 on 26 August 2024:** In-person assessment, group assignment and individual presentation (details to be confirmed)

#### Breakdown of Phase 2:

- All short-listed applicants will participate in the final phase of the selection process, which consists of an individual assessment, a group assignment and an individual presentation to a panel
- Final instructions will be communicated via email

### Selection Feedback

- No feedback will be provided to applicants in person, via e-mail or telephone during or after the selection process
- Applicants need to be aware of the following factors taken into consideration, which 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 research competency
  - Ability to reason, argue and engage in critical thinking

#### Please take the following into consideration:

- Applicants are **expected to be financially independent** for the duration of the MA Research Psychology Programme
- Applicants are **responsible for the financial obligations associated with registration in this programme**
- If a **student cannot pay registration and tuition fees (or have historic debt that cannot be settled)** they will not be able to participate in the programme
- Please refer to the [Postgraduate Tuition Fees per Faculty](#) for an estimate of tuition fees
- This programme falls under "**Coursework Masters Programme**", not **Research Masters 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

#### Please Note:

- 1) Please notify the Department of Psychology (Ms Augus), should you wish to withdraw from the selection process, at [psych.coursework@up.ac.za](mailto:psych.coursework@up.ac.za) no later than **28 June 2024**
- 2) Applicants who accept the invitation to participate in the selection process at the UP are expected to absorb the costs of any accommodation or travel expenses which may be incurred as a result of participation in the selection process

### Queries Regarding the Application Process

The application process for the MA in Research Psychology is administratively coordinated by Ms. Vanessa Augus, and queries regarding this process can be directed to her at [psych.coursework@up.ac.za](mailto:psych.coursework@up.ac.za), alternatively consult the Department of Psychology webpage for the [Professional Master's Programmes](#) for more information.

Kind regards,

**Dr Jacomien Muller**

**Programme Manager: MA Research Psychology**