

**Faculty of Humanities**

Applied Social Sciences Cluster

Department of Psychology

**Application for Selection: 2018 intake**

MA Clinical, Counselling & Research Psychology (coursework)

**In this Document:**

* Important selection information
* Check list
* Application Form
* Referee Report

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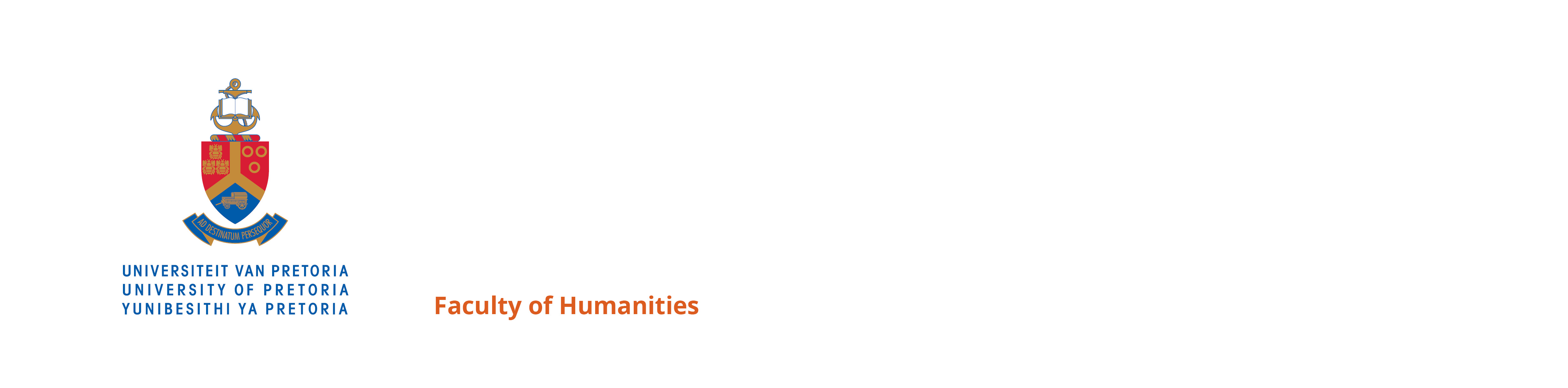
**Table of Contents**

Important Selection Information 3 & 4

Compulsory Check List 5

Departmental Application Form 6 to 9

Referee Report 10

01 March 2017

**Faculty of Humanities**

**Department of Psychology**

**2018 Intake:**

**Information Letter, Application Form & Referee Report**

# (Read this carefully before you complete the application form)

**The Selection Process: MA Clinical, Counselling and Research in Psychology**

This document provides information about the selection process to applicants for the professional Master's programmes of the Department of Psychology. Please note that each of the three programmes; clinical, counselling and research comprise of **one full-time** academic year of study. Masters students must complete this full-time academic year **before** they can enter the internship. The internship does not form part of the formal academic training programme.

**The selection process is divided into two basic sections**

**Section 1: The paper process**

In order to succeed in this section of the process candidates should:

**1. Submit all the correctly completed documents as mentioned below in point number 2**

**2. Compulsory application documents which need to be completed and supplied prior to applying for admission to the university are:**

* + - The Departmental Application Form (**typed on page 3 to 6**)
    - Two Referee Reports (in sealed envelopes or emailed to [nessa.augus@up.ac.za](mailto:nessa.augus@up.ac.za)) (**typed on page 7**)
    - Relevant Essay (**typed – information on page 5**)
    - Academic Record and complete your marks on **page 4** of the application form
    - Copy of your ID
    - Copy of your Matric Certificate

**3. The above mentioned documents must be accompanied by a R 150.00 handling fee (non-refundable) either as a:**

* + **Postal Order** from any post office or postnet made out to the University of Pretoria (**only**)
  + **Receipt** for all cash payments must be obtained at the University of Pretoria, Student Support Centre (SSC), Humanities Building, 3rd Floor (at the cashiers) with the following details:

- Cost Centre: A0U492

- Account: 03545

- Reference: Your initial and surname

**4. Personally deliver or courier (DHL, SkyNet etc.) your completed documents on or before 31 May 2017 to:**

Mrs Vanessa Augus

The MA Application Coordinator

University of Pretoria

Department of Psychology

Humanities Building (behind the security booms from Roper street – the tall white building)

11th Floor, Room 11 – 14

Lynnwood Road

Hatfield, 0083

**5. Submission Information**

* The office hours for delivery are from 08:00 to 15:00 (Mondays to Fridays)
* Please note that **NO** forms will be accepted by facsimile or email
* ONLY referee reports will be accepted via email (directly from the referees)
* The department is not responsible for applications mislaid in the post
* Late applications will not be considered
* Candidates must show evidence of meeting the set minimum academic criteria. This may vary from programme to programme and also may be re-determined each year.

**Section 2: Short Listing to the Interview Process**

## 1. The selection contact sessions (Interviews)

Candidates will be required to pass through several contact sessions and these may differ from programme to programme. The form and content of the sessions may change from year to year. There will be several contact sessions and candidates may be eliminated at the close of each session. At the end of each day successful candidates will be invited to the following session. The sessions may take the forms of individual interviews, a group process, and a panel interview or variations thereof. The **selection** for the Masters courses in Clinical, Counselling and Research Psychology **takes place** during the week of **21 – 25 August** **2017**. If your application for selection is successful, you are required to be available throughout the selection period. Your appointments will be arranged in accordance with the requirements of the selection programme. Appointment times cannot be negotiated by candidates.

## 2. Contact Sessions (Interviews) Correspondence

The department will contact selected candidates with their selection appointment times via email; however, it is your responsibility to **contact the department** between **27 and 28 July 2017** on 012 420 2329 to determine whether your application for selection was successful. Should you for any reason wish to withdraw from the selection, please notify the department of your decision by no later than **28 July 2017** on [nessa.augus@up.ac.za](mailto:nessa.augus@up.ac.za). Please take into consideration that it is expected from all selected candidates to be economically independent for the MA year. 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.

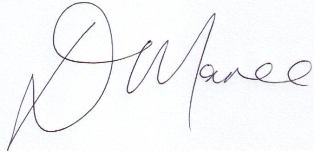
**3. Upon successful selection:**

Successful candidates must complete the **Official Application for Admission Form** obtainable from Client Services Centre (CSC) or online on [www.up.ac.za](http://www.up.ac.za/) accompanied by the postgraduate application for admission fee (paid at CSC). **PLEASE TAKE NOTE:** This process only happens **after** the selection process.

## 4. Applicants need to be aware of the following factors which will contribute to any decisions made by the selection panel:

* + Academic performance
  + Language competency in terms of the performance required at masters 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 thinking

Limited feedback may be provided on request for contact session (interview) candidates ONLY. There will be NO feedback on the paper selection process.

Kind regards,

**Prof David Maree**

**Head: Department of Psychology**

Check List:

Application for Selection into the MA Coursework Psychology Programmes **Year: 2018 (intake)**

**Go through the checklist to ensure completeness of your application form before submission. It is compulsory to submit this check list with your application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Have you checked the following?** | **Applicant: Yes / No** | **Office Use: Yes / No** |
| 1 | Have you made sure of the closing date of the programme for which you are applying? The closing date for submission: 31 May 2015 (last working day – 30 May - we are not open on weekends) |  |  |
| 2 | Have you made sure of the address to which the application form must be posted? The postal address is on page 1 of the information letter |  |  |
| 3 | Did you select the programme of choice? You may only apply for one programme |  |  |
| 4 | Did you complete your personal and contact information on the departmental application form? |  |  |
| 5 | Did you complete sections 4.1, 5 and 8 of the departmental application form? |  |  |
| 6 | Have you signed your departmental application form? |  |  |

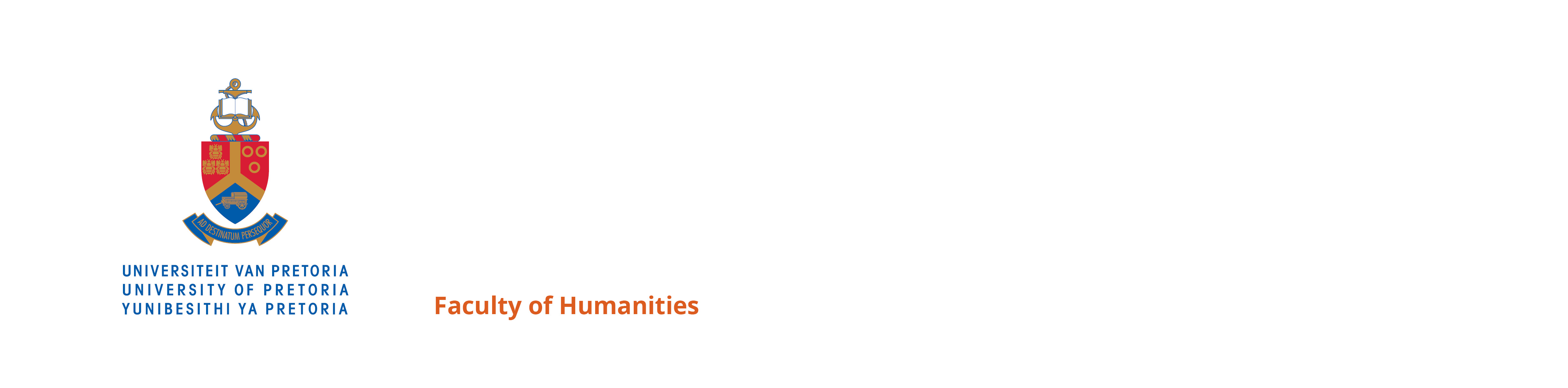
|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Did you include the following compulsory documents?** | **Applicant: Yes / No** | **Office Use:**  **Yes / No** |
| 1 | This Check List (**Compulsory**) |  |  |
| 2 | Departmental Application Form (**typed**) |  |  |
| 3 | Two (2) Referee Reports (**typed**) emailed to [nessa.augus@up.ac.za](mailto:nessa.augus@up.ac.za)) (**follow up with your referees**) |  |  |
| 4 | Relevant Essay (**typed**) |  |  |
| 5 | Copy of Honours degree in psychology (**Compulsory**) |  |  |
| 6 | Copy of Full Academic Record (**Compulsory**) |  |  |
| 7 | Copy of Matric Certificate (**Compulsory**) |  |  |
| 8 | Copy of ID (**Compulsory**) |  |  |
| 9 | Copy of Receipt (**received from SSC - Compulsory**) |  |  |

**Checked by**: (For Office Use)

NAME:

SIGNATURE:

DATE:



**COMPULSORY stick ONLY ID or Passport Photo here, NO posed photos will be accepted**

**Faculty of Humanities**

**Department of Psychology**

#### Departmental Application Form

###### Application for Selection into the MA Coursework Psychology Programmes for 2018

**Closing Date: 31 May 2017**

**Completion of all sections of this form is COMPULSORY. A limitation of only 3 application attempts for any of the three professional courses per student is allowed; no further applications will be considered. Non adherence to these stipulations will result in AUTOMATIC DISQUALIFICATION from the selection process! Please replace the X with your details by typing the information**

1. **PERSONAL & CONTACT INFORMATION OF APPLICANT (COMPULSORY, complete in full)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname:** | | **X** | | | | | | | | **Title:** | | **X** |
| **Names:** | | **X** | | | | **Race:** | | | | | **X** | |
| **Date of Birth:** | | **X** | | | | **Relationship Status:** | | | | | **X** | |
| **Identity Number:** | | **X** | | | | **Age in Years:** | | | | | **X** | |
| **Gender** (mark)**:** | | Male: | | Female: | | | | | | | | |
| **SA Citizen** (mark)**:** | | Yes: | | No: | | | | | | | | |
| **UP Student No:** | | **X** | | | **Other Student No:** | | | | **X** | | | |
| **Contact Numbers:** | **Cell:** | | **X** | | | | **Work:** | **X** | | | | |
| **Email Address: (NB!)** | **X** | | | | | | | | | | | |

**2. INSTRUCTIONS:**

* **READ** the **Departmental Information Sheet** before completing your application form
* Complete **ALL SECTIONS** by **REPLACING** the **X** with your details and / or answers by **TYPING** it in – delete the additional lines when done.
* **ATTACH** your **assignment, two referee reports, academic record, copy of your ID, copy of your matric results** and **R150.00** to this **Departmental Application Form**
* **Deliver** or **Courier** it **to**: Ms Vanessa Augus

The MA Applications Coordinator

University of Pretoria, Department of Psychology

Humanities Building

11th Floor, Room 11 – 14, Lynnwood Road, Hatfield

**3. SELECT THE PROGRAMME OF CHOICE** (**Indicate** only **ONE** programme you wish to apply for, selecting **more** than one will **result** in automatic **disqualification**):

|  |  |
| --- | --- |
|  | MA Clinical Psychology |
|  | MA Counselling Psychology (Specialising in Community Psychology) |
|  | MA Research Psychology |

3a. If you intend applying at any other university this year, mention these universities as well as the categories of application:

**X**

3b. Have you ever submitted an application for M-selection at the University of Pretoria? If yes, for which degree programme and which year?

**X**

**4. EDUCATION (Please list each 3rd year and Honours psychology module)**

**(This section is COMPULSORY, complete it IN ADDITION to attaching your academic record and work your AVERAGE out in the block SUPPLIED)**

**4.1. EDUCATION (COMPULSORY, complete the table with your psychology and research marks, but only calculate the average using your psychology marks and attach your academic record)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Undergraduate Qualification** | **Institution Where Obtained** | **Year Obtained** | **Psychology**  **Module Name** | **Final Module**  **Result in Percentage**  **(compulsory)** |
| **X** |  |  |  |  |
| **X** |  |  |  |  |
| **X** |  |  |  |  |
| **X** |  |  |  |  |
| **X** |  |  |  |  |
| **X** |  |  |  |  |
| **X** |  |  |  |  |
| **X** |  |  |  |  |
|  |  |  | **Average of Psychology Marks Only** |  |

**4.1.1. Honours Psychology Modules**

**(This section MUST be completed in full AND work your AVERAGE out in the block SUPPLIED)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Honours**  **Qualification** | **Institution Where Obtained** | **Year Obtained** | **Honours**  **Module Name** | **Final Module**  **Result in Percentage**  **(compulsory)** |
| **X** |  |  |  |  |
| **X** |  |  |  |  |
| **X** |  |  |  |  |
| **X** |  |  |  |  |
| **X** |  |  |  |  |
| **X** |  |  |  |  |
| **X** |  |  |  |  |
| **X** |  |  |  |  |
|  |  |  | **Average:** |  |

**4.2. Previous scholarships or bursaries received:**

**X**

**X**

**X**

**4.3. Other qualifications obtained:**

**X**

**X**

**X**

1. **RELEVANT WORK OR VOLUNTEER EXPERIENCE**

**(List ALL work / volunteer experience, insert more lines if needed and delete open lines when done)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Position** | **Years Employed** | **Details of Duties** |
| **X** |  |  |  |
| **X** |  |  |  |
| **X** |  |  |  |
| **X** |  |  |  |
| **X** |  |  |  |
| **X** |  |  |  |
| **X** |  |  |  |
| **X** |  |  |  |

**5.1. Other appropriate experience (Mention any other relevant experience, which you consider to have made a meaningful contribution to your development):**

**X**

**X**

**X**

**5.2. Positions of leadership and other achievements:**

**X**

**X**

**X**

1. **HEALTH – (COMPULSORY)**

Have you at any time in the past been treated, or are you currently being treated, for any psychiatric condition? If your response to the above is in the affirmative, kindly provide brief but pertinent details. Are there any personal factors or circumstances which may reasonably have a bearing on your suitability to be trained as psychologist, or which may otherwise reasonably be seen to render you unsuitable for the profession of clinical, counselling or research practice **(whichever applies to your programme choice, as indicated on the first page).**

**Type your answer to the above questions below:**

**X**

**X**

**7. ASSIGNMENTS: MA Clinical, Counselling and Research Psychology (Typed)**

On **separate sheets of paper - NO more than TWO TYPED pages** complete the following with your name and surname at the top of the page and attach it to the application form (maximum of two **TYPED** pages, **NO** hand written assignments will be accepted)

**7.1. Clinical Psychology Assignment**

Write a short essay on your life history in which you reflect on the meaning and impact of these experiences on you and how it shaped your view of yourself and the social world.

**7.2. Counselling Psychology Assignment**

Write a short essay on your life history in which you reflect on how your life history has influenced your decision to apply for selection in counselling psychology.

**7.3. Research Psychology Assignment**

Write a short paper (as if for a conference presentation) on the significance of psychological research for the development of communities in South Africa.

**8. REFERENCES**

Select two referees who are able to comment on your suitability as a candidate for the programme. Supply each with a **Referee Form** via email. Please ensure that your referees supply you with the confidential reports in sealed envelopes (attach these enveloped to this **Departmental Application Form**) or alternatively let them email it to [nessa](mailto:juanita.haug@up.ac.za).augus@up.ac.za. (**NB.** **Lecturers** in the Department of Psychology at the University of Pretoria (specific to the degree you are applying for), **family members** or **friends** **are not acceptable as referees**).

**Referee 1:**

|  |  |
| --- | --- |
| **Title, Initials & Surname** |  |
| **Capacity:** |  |
| **Institution:** |  |
| **E-mail address:** |  |

**Referee 2:**

|  |  |
| --- | --- |
| **Title, Initials & Surname** |  |
| **Capacity:** |  |
| **Institution:** |  |
| **E-mail address:** |  |

**9. DECLARATION (COMPULSORY)**

I, **X (name and surname)** hereby declare that the information provided in the Departmental Application Form is honest and truthful, and that the assignment is my own work and that I have not withheld any information that may have an influence on my acceptance into the programme.

I also declare that I understand that the training is a fulltime two (2) year academic programme as outlined in the yearbook.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE**  **DATE**



# Departmental Referee Form

**Candidate, please save this document & complete your name and the course you are applying for (by typing it) before emailing it to your referee:**

### CANDIDATE NAME: X

**COURSE APPLIED FOR: X**

The abovementioned candidate nominated you as a referee in an application for admission to the Masters Degree in Psychology. We assume that the candidate approached you in this respect. The application form, submitted by the candidate provides scant information regarding himself/herself. It is in this respect that you can provide the Selection Committee with important information concerning the applicant. Aspects that are considered as being important for this specific course, is how the candidate functions socially and copes with the demands of life, his/her self-esteem, as well as outstanding personal characteristics. The candidate’s life circumstances and how he/she handles specific incidents will provide us with useful information. Will you please, with your insight and knowledge of the candidate, answer the following questions as extensively as possible, thereby enabling us to reach a fair evaluation.

**Referee, please complete (TYPE) this section by replacing all the X with your text:**

1. In what capacity do you know the candidate, and for how long? And for what reason do you think you have been named as a referee?

### X

1. How will you describe the candidate as a person? Refer, where possible, to specific situations or incidents.

### X

1. Describe the social adaptability of the candidate by referring to specific situations and relationships.

### X

1. The profession in which the candidate wishes to qualify is a very demanding one. Can you, using your knowledge of the candidate, comment on this aspect.

### X

1. To what extent do you consider yourself competent to act as a referee for this candidate?

### X

**REFEREE NAME: X**

**INSTITUTION**: **X**

**TELEPHONE #: X**

**OCCUPATION**: **X**

**Referee, please email the referee report directly to the coordinator** [**nessa.augus@up.ac.za**](mailto:nessa.augus@up.ac.za)