MASTER OF INFORMATION TECHNOLOGY (MIT)
ICT Management
Application for 2025

Thank you for your interest in the MIT ICT Management (Stream A) degree at the University of Pretoria-Department of Informatics. This document contains information relating to the degree for 2025, including the purpose of the degree, the selection process, and how to apply. Please read all information carefully to prevent any disappointment.

The closing date for the 2025 intake is the 31st of October 2024.
International students' applications close on the 31st of August 2024.

Applications must include:
1. **An online application on the UP web page**
2. **Full portfolio e-mailed to Mrs Rhona van der Merwe (mitA@up.ac.za)**
3. **All certificates and academic records, SAQA (if international student), Customize CV, Employer letter must be uploaded on the online UP application system before your online application will be successfully submitted.**

Only applications that are complete, correct and received by the due dates will be considered.

PURPOSE

The graduate of the Master's degree in IT will have the knowledge and skills to manage and lead information and information technology-related activities in an organisation in strategic, operational and project environments. This degree provides a broad IT perspective as well as good research and reporting skills.
The MIT degree is ideal for a middle management officer in preparation for senior management. Half of the degree is course work and the other half a mini-dissertation.

SELECTION

A limited number of applicants are selected for admission into the MIT degree every year. Selection is based on **previous relevant education, work experience and the strength of submitted**

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portfolios. Applicants must meet the basic requirements for admission as stated below, but this does not guarantee admission, only admissibility. There is only one intake in January of every year.

Basic Requirements for Admission:

- Relevant honours degree with a cumulative weighted average of at least 65% for the honours degree **or** relevant four-year bachelor's degree with a cumulative weighted average of at least 65% for the degree
- Pass mark in Mathematics at NSC level or another qualification in Mathematics, Statistics, Mathematical Statistics or equivalent
- All postgraduate applications are subject to departmental admission processes.
- Admission is based on the content of and performance in the prior degree, bridging arrangements (where required), academic merit and prior work experience (if applicable).
- Recommendation letter from the employer/line manager, indicating a commitment that they will make time available for the employee to devote to the studies
- Essay/motivation letter regarding the interest in this degree
- Comprehensive CV (a template is available on the departmental website)
- A limited number of applicants are admitted to this degree.

These conditions apply subject to the stipulations of the general admission regulations of the University of Pretoria.

The results of the selection process will be available on the **13 December 2024** via e-mail from the Selection Committee. The Selection Committee reserves the right to limit numbers. The result of the selection is final and no correspondence will be entered into. If you are selected for 2025 and then for some reason decide not to pursue your studies in 2025, you will be required to go through the whole selection process again for any future MIT studies. Faculty administration will send you an official admissions letter during December 2024 via the UP Student Portal.

International Students:

Details about the procedure that international students should follow, is available by sending an e-mail to the University's Student Service Centre at ssc@up.ac.za or by visiting their website at http://www.up.ac.za/international-cooperation-division

You will be required to submit your qualifications to the South African Qualifications Authority (SAQA – www.saqa.org.za) for evaluation. The helpdesk number is 086 010 3188 and the switchboard number is +27 12 431 5000. Please **pay immediate attention** to this requirement as it is a long process and could postpone your studies by a year if the evaluation is not available in time for the selection.

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APPLICATION PROCESS

Application steps:

Step 1: First **apply online** on the official university application form. The Application system will open on 1 April 2024. Applicants are strongly advised and encouraged to submit their applications as soon as possible after 1 April 2024.

- **Official applications** are available at
  https://www.up.ac.za/online-application

- **Degree:** Please type in the plan code **12254015**.
- **Matric certificate**: Please also note that although the University does not normally require a copy of your Matric (school leaving) certificate for postgraduate study, we do require it, so that we can evaluate whether you have the required mathematical knowledge for the MIT degree. You are therefore required to submit your Matric certificate as part of your application.
- **Academic records**: It is also **very important** to include your **full academic record (reflecting passes and fails)** of previous degrees **and not just the certificates**.

Step 2: Submit your **Application Portfolio** (described below) to mitA@up.ac.za and also upload it on the UP online application system.

- **Student number**: Use the student number (provided after submission of the UP online application and payment of the application fee) and send the Application Portfolio by e-mail to mitA@up.ac.za before 31st of October 2024.

Step 3: Your **employer** should also send his/her reference letter directly to the same e-mail address: mitA@up.ac.za **no later than 30 September 2024.** Note this letter will also need to be uploaded on the online application system.

Application Portfolio:

You are required to submit a portfolio with your application. The portfolio should consist of the following two elements:

a) **Customised CV**: Use the template provided on the Department of Informatics website
https://www.up.ac.za/informatics/article/2075225/postgraduate-mit-ict-management-coursework-previously-stream-a

b) **Essay**: In not more than 350 words motivate why you should be selected for the MIT ICT Management degree. Use the essay as an opportunity to present a clear picture of yourself, your context and your aspirations. Also show in your essay why you think you meet the basic requirements for the degree. The selection committee will be looking for essays that are highly personalized, rather than general discussions. (Space is provided in the Customised CV template).

Your application portfolio must be in the form of **one Adobe PDF** document containing:

NB: NO HANDWRITTEN FORMS WILL BE ACCEPTED

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a) a cover page with your name and all contact details (including at least your email address, cell phone number and UP student number),
b) customised CV.

Please note : The email address on the cover letter and Customize CV will be the corresponding email address used for communications with students.

Submit your application portfolio by emailing it to mitA@up.ac.za by 31 October 2024.

No late, incorrect or incomplete portfolios will be accepted.

You will receive confirmation of receipt of your portfolio. If you do not receive confirmation of your portfolio, then you must assume that it has not been received and resend it.

Employer letter of reference:

Your employer must send a letter of reference to support your application. The requirements of this letter are stated in a document on the Department of Informatics website https://www.up.ac.za/informatics/article/2075225/postgraduate-mit-ict-management-coursework-previously-stream-a

The employer letter of reference must be emailed by the employer/line manager to mitA@up.ac.za by **30 September 2024.**

NB: Please make sure that the supporting documents (academic transcripts, (SAQA for International Students) Customized CV, Employer letter, matric certificate) are also uploaded on the Application system.

FEES

For Fees or estimate quotation / Invoice contact:

Client Service Centre : 012 420 5115 or 012 420 5110

Ms Komane Lehong
Komane.lehong@up.ac.za

Mrs Rose Malinga
Rose.malinga@up.ac.za

Ms Sophy Seefane
Sophy.seefane@up.ac.za

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FACULTY ADMINISTRATION

Faculty Administration Office (Engineering Building 1, Room 6-5, 6th Floor - UP Hatfield Campus)

Ms Helen Molapo
Helen.molapo@up.ac.za
Tel.: 012 420 3011

INTERNATIONAL OFFICE

International Office (Located Between IT Building and Student Centre – UP Hatfield Campus)

Mrs Jenny Lambinon
Jenny.lambinon@up.ac.za
Tel.: 012 420 4024

Mr Smart Maqubela
Smart.maqubela@up.ac.za

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