

**DEPARTMENT HUMAN RESOURCE MANAGEMENT**

**APPLICATION FOR THE PHD IN MANAGEMENT SCIENCES PROGRAMME**

**2019**

**CLOSING DATE FOR APPLICATIONS FOR** **SOUTH AFRICAN CITIZENS: 30 SEPTEMBER 2018**

**CLOSING DATE FOR APPLICATIONS FOR INTERNATIONAL APPLICANTS: 30 JUNE 2018**

1. Before applying, refer to the UP General regulations, Faculty Economic and Management Sciences regulations and Departmental admission requirements as published in the respective yearbooks which are all available on the UP website.

2. Currently registered UP students do not need to apply for re-admission to the UP campus.

3. UP alumni who interrupted their studies need to apply for re-admission to the UP campus.

4. Apply on-line for admission to the University of Pretoria (UP) via the UP website using the specific plan code of the degree, as well this application form.

5. After receiving an official UP reference number, complete this application form and email it with the necessary supporting documentation (see #8 below) in *ONE ATTACHMENT*, to the Dept Human Resource Management programme administrator, Mrs Christa Smit, at christa.smit@up.ac.za.

6. Your application will not be considered without the UP reference number.

7. Applicants outside South Africa or abroad should comply with all UP entry requirements before starting the application process. Familiarise yourself with South African visa requirements and study permits too. Access the webpages of the UP international office for more information about the UP application process and closing dates for application: <http://www.up.ac.za/international-students>

8. Attach the following documents to your application form

8.1 Comprehensive Curriculum Vitae

8.2 An academic writing sample limited to 5 pages (see PART 2 of this application form)

8.3 Academic transcripts of formal degrees obtained as well as an explanation of the grading system and/or symbols

9. Applicants should adhere to all requirements for selection before the selection panel convenes in November. The selection process will include an interview. Applicants NOT complying with all stated prerequisites will NOT be considered for selection.

10. Information about study fees and bursaries are available on the UP website: <http://www.up.ac.za/fees-and-funding>

11. The outcome of your application will be communicated to you by Faculty Economic and Management Sciences (FEMS), Postgraduate Student Administration no later than the last week of November of each academic year.

**FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES**

**PHD PROGRAMME IN MANAGEMENT SCIENCES**

**DEPARTMENT HUMAN RESOURCE MANAGEMENT**

**APPLICATION FORM**

**2019**

|  |  |
| --- | --- |
| **UP REFERENCE NUMBER** |  |
| NAME of PHD or D DEGREE FOR WHICH YOU ARE APPLYING |  |

**PART 1 - APPLICATION DETAIL**

**1. BIOGRAPHICAL DATA**

|  |  |
| --- | --- |
| TITLE |  |
| INITIALS |  |
| SURNAME |  |
| MAIDEN NAME |  |
| NAME |  |
| MOBILE NUMBER |  |
| TELEPHONE NUMBER (WORK) |  |
| E-MAIL ADDRESS |  |
| IDENTITY / PASSPORT NUMBER |  |
| AGE |  |
| NATIONALITY |  |
| POSTAL ADDRESS |  |
|  | POSTAL CODE |  |
| PHYSICAL ADDRESS |  |
|  | POSTAL CODE |  |

**2. LANGUAGE PROFICIENCY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LANGUAGE | SPEAK(🗸) | WRITE(🗸) | READ(🗸) | UNDERSTAND(🗸) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

**3. ACADEMIC QUALIFICATIONS**

**Attach academic transcripts and explanation of grades for all degrees conferred**

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| **UNDERGRADUATE: DEGREE 1** |
| NAME OF THE DEGREE |  |
| TERTIARY INSTITUTION |  |
| STUDENT NUMBER |  |
| YEAR OF FIRST REGISTRATION |  |
| YEAR OF COMPLETION |  |

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| **UNDERGRADUATE: DEGREE 2** |
| NAME OF THE DEGREE |  |
| TERTIARY INSTITUTION |  |
| STUDENT NUMBER |  |
| YEAR OF FIRST REGISTRATION |  |
| YEAR OF COMPLETION |  |

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| **UNDERGRADUATE: DEGREE 3** |
| NAME OF THE DEGREE |  |
| TERTIARY INSTITUTION |  |
| STUDENT NUMBER |  |
| YEAR OF FIRST REGISTRATION |  |
| YEAR OF COMPLETION |  |

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| **POSTGRADUATE DEGREE 1** |
| NAME OF THE DEGREE |  |
| AT WHICH TERTIARY INSTITUTION? |  |
| STUDENT NUMBER |  |
| YEAR OF FIRST REGISTRATION |  |
| YEAR OF COMPLETION |  |
| TITLE OF RESEARCH REPORT |  |

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| **POSTGRADUATE DEGREE 2** |
| NAME OF THE DEGREE |  |
| AT WHICH TERTIARY INSTITUTION? |  |
| STUDENT NUMBER |  |
| YEAR OF FIRST REGISTRATION |  |
| YEAR OF COMPLETION |  |
| TITLE OF RESEARCH REPORT |  |

Any other degrees the selection committee should take note of?

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**4. RESEARCH COMPETENCY/EXPERIENCE**

* State the title of your Masters dissertation
* Provide a one-page summary including research methodology and results of your Masters dissertation

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**5. MOTIVATE YOUR INTEREST IN PURSUING A PHD**

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**6. DESCRIBE THE GENERAL TOPICAL AREA THAT YOU ARE INTERESTED IN STUDYING. CREATE LINKS TO CURRENT DEPARTMENT/ FACULTY RESEARCH EXPERTISE AS APPROPRIATE**

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**7. ACADEMIC REFERENCES**

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| --- | --- | --- |
| 1 | NAME |  |
| TITLE |  |
| UNIVERSITY |  |
| RELATIONSHIP |  |
| TELEPHONE NUMBER |  |
| E-MAIL ADDRESS |  |

|  |  |  |
| --- | --- | --- |
| 2 | NAME |  |
| TITLE |  |
| UNIVERSITY |  |
| RELATIONSHIP |  |
| TELEPHONE NUMBER |  |
| E-MAIL ADDRESS |  |

**8. WORK EXPERIENCE**

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| **CURRENT EMPLOYER** |
| NAME OF THE EMPLOYER |  |
| JOB DESCRIPTION |  |
| PERIOD |  |
| NAME OF REFERENCE  |  |
| REFERENCE TELEPHONE NUMBER |  |
| REFERENCE E-MAIL |  |

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| **PREVIOUS EMPLOYER 1** |
| NAME OF THE EMPLOYER |  |
| JOB DESCRIPTION |  |
| PERIOD |  |
| NAME OF REFERENCE  |  |
| REFERENCE TELEPHONE NUMBER |  |
| REFERENCE E-MAIL |  |

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| **PREVIOUS EMPLOYER 2** |
| NAME OF THE EMPLOYER |  |
| JOB DESCRIPTION |  |
| PERIOD |  |
| NAME OF REFERENCE  |  |
| REFERENCE TELEPHONE NUMBER |  |
| REFERENCE E-MAIL |  |

I declare that the information in the application form is correct. I accept the final outcome of the selection process.

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Signature

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Date

**E-mail** the application form with the supporting documentation in **ONE ATTACHMENT** to christa.smit@up.ac.za

**OR**

submit in hard copy to the

Department Human Resource Management, Economic and Management Sciences Building, Level 3, Entrance 2,

clearly marked

2019 PhD application, for attention Christa Smit

**PART 2 – ACADEMIC WRITING SAMPLE**

**PLEASE SUBMIT THIS WITH YOUR APPLICATION:**

**Maximum length: 5 pages**

For your PhD studies, you will have to complete an independent research study in the form of a thesis. For the purpose of evaluating your academic writing potential, please provide a sample of your academic writing. This could be an excerpt from your dissertation or another university-level assignment. Please make it clear on your title page the type of assignment for which this was written. If you do not have an appropriate writing sample, an original 5-page submission may be drafted.

The following **criteria** will be used to evaluate your writing sample:

 **1. Structure and integration**

The ability of the candidate to structure thoughts logically. This includes:

* An introduction/background
* Logical sequencing
* Appropriate links between sentences, paragraphs and sections

**2. Technical care and presentation**

The application of academic writing principles (including the use of a proper referencing system such as APA or Harvard) as well as the ability to properly apply the general principles of English written language (i.e., grammatical and spelling rules) are important.

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**OR**

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