

**DEPARTMENT HUMAN RESOURCE MANAGEMENT (DHRM)**

APPLICATION FOR THE PHD IN MANAGEMENT SCIENCES PROGRAMME

2021

**CLOSING DATE FOR 2021 APPLICATIONS: 30 AUGUST 2020**

(For South African as well as non-South African applicants)

1. Admission requirements for the PhD Human Resource Management and PhD Organisational Behaviour: Relevant Master’s degree with an average of at least 65%

Admission requirements for the PhD in Industrial and Organisational Psychology: Relevant accredited Master’s degree at the Health Professions Council of South Africa (HPCSA) and with an average of at least 65%

2. Before applying, refer to the UP General Regulations, Faculty of Economic and Management Sciences (FEMS) regulations and Department of Human Resource Management (DHRM) admission requirements as published in the respective yearbooks which are all available on the UP website.

3. Currently registered UP students do not need to apply for re-admission to the UP campus but need to apply via the UP Student Portal.

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

5. Apply on-line for admission to the University of Pretoria (UP) via the UP Online application portal (<https://www.up.ac.za/online-application>) using the specific plan code of the degree. These codes are on the UP website.

6. After receiving an official UP reference number, complete the Departmental application form too (this application form) and email the completed form with all the required supporting documentation (see #9 below) in *ONE ATTACHMENT*, to Mrs Christa Smit at christa.smit@up.ac.za

7. Your application will not be considered without the UP reference number or any reference that you have applied online via the UP Online application portal.

8. Applicants outside South Africa 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 at <https://www.up.ac.za/international-cooperation-division>

9. Attach the following documents to your Departmental application form:

9.1 Comprehensive Curriculum Vitae

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

9.3 Full academic record/transcripts with results (add explanation of grading system/grading codes of the respective tertiary institutions where you completed your previous degrees if the degree was obtained from a non-South African university)

9.4 SAQA verification of qualification if degree/(s) was/were obtained from non-South African universities (<http://saqa.org.za/show.php?id=5741>)

10. The selection process will include an interview and assessment on campus; attendance is required. Applicants NOT complying with all stated prerequisites will NOT be considered for selection.

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

12. The outcome of your application will be communicated by Faculty Economic and Management Sciences (FEMS) on the UP Portal, Admission status.

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COMPLETE THIS CHECKLIST **BEFORE** YOU COMPLETE THE DEPARTMENTAL APPLICATION FORM:

|  |  |  |
| --- | --- | --- |
|  | Checklist items | Indicate ✓ or 🗶 |
| 1. | Do you have above 65% average for your Master’s degree? |  |
| 2. | Do you have above 65% average for the research module/s and your master’s research report/dissertation/mini-dissertation during your Master’s degree? |  |
| 3. | Before you complete this Departmental application form, did you apply online on the UP Online application page? |  |
| 4. | Did you receive a UP reference number after you submitted your UP online application? |  |
| 5. | Did you submit all the required documentation to the UP Online application office?  (Submit the same documents all in one attachment with this Departmental application form too.) |  |
| If your answer to the questions are all ✓, continue to complete this Departmental application form | | |

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

PHD PROGRAMME

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

**PhD DEPARTMENTAL APPLICATION FORM**

**2021**

PART 1 - APPLICATION DETAIL

|  |  |  |  |
| --- | --- | --- | --- |
| **UP REFERENCE NUMBER:**  (Received after you have applied on the UP online application portal) |  | | |
| PhD DEGREE FOR WHICH YOU ARE APPLYING FOR (✓) | HRM | IOP | OB |

1. APPLICANT BIOGRAPHICAL DATA

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

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**FOR OFFICE USE**

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| Documentation provided: | | |
|  | | Comment: |
| UP application form |  |  |
| DHRM application form |  |  |
| Academic transcripts |  |  |
| Explanation of symbols/grades (non SA degrees) |  |  |
| ID/Passport |  |  |
| CV |  |  |
| Writing sample |  |  |
| SAQA certificate (non SA degrees) |  |  |
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|  |  |  |
| Academic information: | | |
| Masters degree completed |  | |
| University |  | |
| Year |  | |
| Academic average for Masters degree |  | |
| Research average (modules included) |  | |
| Research dissertation % |  | |
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| Selection outcome: | | |
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|  |  |  |
| Comment: | | |

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 |  |

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

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

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

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

Do you have 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. WHY ARE YOU INTERESTED IN PURSUING A PHD?

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6. DESCRIBE THE GENERAL TOPICAL AREA THAT YOU ARE INTERESTED IN STUDYING. WHAT DEPARTMENT STAFF MEMBERS’ RESEARCH INTERESTS YOU AND WHY?

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7. ACADEMIC REFERENCES (THESE SHOULD BE CURRENT OR PAST ACADEMIC EMPLOYEES)

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

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

8. WORK EXPERIENCE

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

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

|  |  |
| --- | --- |
| **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 this application form is correct. I accept the final outcome of the selection process.

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Signature

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Date

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

PART 2 – ACADEMIC WRITING SAMPLE

PLEASE SUBMIT THE ACADEMIC WRITING SAMPLE WITH YOUR DEPARTMENTAL APPLICATION FORM:

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.

**E-mail** the application form with **ALL** the supporting documentation in **ONE ATTACHMENT** (not separate documents in one zip folder. Name the attachment clearly) to christa.smit@up.ac.za before

30 August 2020