**APPLICATION FOR DOCTORAL PROGRAMMES IN MANAGEMENT SCIENCES**

**FOCUS ON MANAGEMENT SCIENCES OR PUBLIC POLICY**

 **2025**

**School of Public Management and Administration**

**CLOSING DATE FOR APPLICATIONS FOR** **SOUTH AFRICAN CITIZENS: 30 September 2024**

**CLOSING DATE FOR APPLICATIONS FOR INTERNATIONAL APPLICANTS: 31 August 2024**

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, 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 must apply for re-admission to the UP campus.
4. Apply online for admission to the University of Pretoria (UP) via the UP website using the specific plan code of the degree, as well as this application form.
5. After receiving an official UP reference number, complete this application form and email all supporting documentation to the departmental administrator, Mrs O’Dile Steyn (odile.steyn@up.ac.za; Tel. 012 420 4198).
6. Attach the following documents to your application form:
	1. Comprehensive Curriculum Vitae.
	2. An academic writing sample is limited to 5 pages (for the briefing, see PART 2 of this application form).
	3. Academic script indicating the final percentage mark of the dissertation.
	4. Copy of ID/Passport.
	5. SAQA accreditation certificate if a degree was obtained from an international institution. Please take note that this a lengthy process, and applicants must follow up with the institutions where they got their degrees from. SAQA sends requests via e-mails to those institutions and cannot process applications without the documents from these institutions.
7. Applicants should adhere to all requirements for selection before the selection panel convenes in October. The selection process will include an interview (either in person or digital). Applicants NOT complying with all stated prerequisites will NOT be considered for selection.
8. Your application will not be considered without the UP reference number.
9. Applicants outside South Africa or abroad should comply with all UP-entry requirements before applying. 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: <https://www.up.ac.za/online-registration/article/2398818/international-students>
10. Information about study fees and bursaries is available on the UP website: <https://www.up.ac.za/article/2749200/fees-and-funding>

**FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES**

**APPLICATION FORM - 2025**

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| --- | --- |
| UP REFERENCE NUMBER |  |
| NAME of PHD FOR WHICH YOU ARE APPLYING AS WELL AS PREFERRED FOCUS AREA |  |  |

**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**

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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 |  |

Are there any other degrees the selection committee should take note of?

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**4. RESEARCH COMPETENCY/EXPERIENCE**

* State the title of 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 DOCTORAL PROGRAMME**

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**6. DESCRIBE THE GENERAL TOPICAL AREA THAT YOU ARE INTERESTED IN STUDYING. CREATE LINKS TO CURRENT DEPARTMENT/SCHOOL RESEARCH EXPERTISE IN THE IDENTIFIED AREAS**

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**7. ACADEMIC REFERENCES**

|  |  |  |
| --- | --- | --- |
| 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

**PART 2 – ACADEMIC WRITING SAMPLE**

**PLEASE SUBMIT THIS WITH YOUR APPLICATION:**

**Maximum length: 5 pages only (excluding references)**

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. Note that the SPMA uses the Harvard method of referencing.