**Checklist: Concept Proposals:**

(Check before submission to the Departmental ResCom)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CRITERIA** | **Applicant** | **Office** |
| **Yes** | **No** | **Yes** | **No** |
| 1. | Is the 5 page proposal attached? |  |  |  |  |
| 2. | Does the proposal consist of only ONE document? |  |  |  |  |
| 3. | Is the proposal 5 pages maximum (**excluding the cover page & references**)? |  |  |  |  |
| 4. | Is an application form attached? |  |  |  |  |
| 5. | Is the application form completed IN FULL? |  |  |  |  |
| 6. | Does the application form consist of only ONE document? |  |  |  |  |
| 7. | Is a full (undergraduate, honours etc.) academic record attached? |  |  |  |  |
| 8. | Does the academic record consist of only ONE document? |  |  |  |  |
| 9. | Does the application meet the minimum academic requirements (60% average for MA (Academic) and 65% for PhD/DPhil?) |  |  |  |  |
| 10. | In the case of international students, are all the necessary SAQA documents attached (e.g. Evaluation of Foreign Qualification Certificate)? |  |  |  |  |

**Very Important:**

Please refrain from uploading unnecessary documents e.g. CVs, photos, reference letters etc.