



Student Number

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University of Zululand

Application for Academic Admission for Postgraduate Studies
20.....

Restructured for Relevance

VISION

A leading comprehensive university providing quality education.

MISSION

To provide globally competitive graduates, relevant for the human capital needs of our country, by providing quality education which upholds high standards of research and academic excellence.

VALUES

"I TEAM"

- Innovation
- Teamwork
- Efficiency
- Accountability
- Mutual Trust

COMPREHENSIVE UNIVERSITY

We pride ourselves in being the only Comprehensive University in northern KwaZulu-Natal. University of Zululand offers career-focused programmes and relevant degree courses that have been structured with potential employees and employers in mind.

Postal address:

The Registrar
University of Zululand
Private Bag X1001
KwaDlangezwa
3886

Tel: [+27] 035-902 6000/6030/6178

Fax: [+27] 086 631 7922

Email: admissions@unizulu.ac.zaWebsite: <http://www.unizulu.ac.za>

APPLICATION FOR ACADEMIC ADMISSION

Application fees and closing dates for academic admission:

- i. Closing Dates: Coursework - End of January
Dissertation and PhD - End of May
- ii. Application Fees: Local Students application fee - R150
International student's application fee - R250
- iii. All Master's and Doctoral applicants are advised to approach the relevant Academic Department/Faculty well on time, observing the processes indicated on sections 4; 6 and 7.5 below if they wish to register in the next academic cycle or commence their studies in the following year.

The administration fee must be made out to the University of Zululand and must be deposited as follows:

ACCOUNT HOLDER: UNIVERSITY OF ZULULAND
 BANK: ABSA - EMPANGENI
 ACCOUNT NUMBER: 1880 000 03 5
 BRANCH CODE: 632 00 5
 REFERENCE NUMBER: 6301 321 03
 Enclose the deposit slip with the application form.

IMPORTANT INFORMATION

GENERAL:

It is in your interest to submit the application forms as soon as possible and not to wait until the closing date for applications.

Before completing the application form and paying the application fee, please take note of the minimum admission requirements for the qualification that you are applying for.

Submission of a completed application form does not mean that you have been accepted as a student, or that you may register. All applicants will be notified in writing of the outcome of their application. All prospective students are selected in accordance with the admissions policy of the University.

APPLICATION PROCESS

1. **If you were registered for the same qualification at the University of Zululand for the previous academic year or part thereof, you need not complete this form again.**

The processing of your application will be delayed if you fail to complete this form in full, or if you fail to attach all the required documents, or if you fail to enclose the deposit slip for the administration fee, or if your application reaches the University after the relevant closing date. The reference number allocated to you must be quoted in all future correspondence.

2. Certified copies of the following documents must accompany each application:

- Identity Document
- diploma or degree certificate
- An academic record with conduct in respect of studies at another tertiary institution
- A Statement of Intent (see 7.1.5 below)
- A recent photograph of yourself
- Proof of payment of the non-refundable application fee (see relevant fee above);
- Curriculum vitae

Foreign students must in addition provide:

- Valid passport and study permit
- SAQA verification certificate
- Proof of financial means (bank statements, bursaries, cash available/traveller's cheque to cover envisaged living expenses during the sojourn in the Republic and to pay tuition fees)

It is strongly advised that foreign students approach the South African Embassy in their home countries for more information or requirements before they come to the Republic of South Africa to study. Alternatively, applicants may visit the Department of Home Affairs at www.dha.gov.za

3. Please ensure that:

- The degree /programme you are applying for and where possible the qualification code e.g. PhD (Information Technology) is clearly indicated on the application form
- You have signed the application forms
- You have provided an e-mail address or fax number, where possible

4. Applicants for postgraduate studies must

- First contact the relevant academic department and complete the departmental form PGRD2 together with the ADM01 form [application for academic admission] **(No application for postgraduate studies will be considered without the PGRD2 and ADM01 Forms)**
- Apply in writing if they wish to be considered for fee exemption – (Form SAF01 is obtainable from the Admissions Office)
- If they have degrees from universities other than UNIZULU, apply in writing on the prescribed form SAF04 for recognition that their degrees have equivalent status [see page 12]
- Make arrangements for adequate medical insurance **(note: for foreign student only)**

Foreign students are advised to return to their home country on completion of their studies.

5. Submission of a completed application form does not imply that you have been accepted as a student, or that you may register. All applicants will be notified, in writing of the outcome of their application

6. Honours and Coursework Master's Degrees

- 6.1 Prospective Honours and Coursework Master's students apply for admission to the academic department hosting the qualification.
- 6.2 The Head of Department which hosts the degree (HOD) will assess the academic suitability of the prospective candidate and either admit the applicant or reject the application.

7. Research Master's and Doctoral Degrees

- 7.1 While admission into any postgraduate programme is determined by the relevant rules and policies, admission into postgraduate study at the research Master's and Doctoral level is significantly influenced by the processes of pre-definition and work prior to formal application.
- 7.2 All candidates must first discuss their intended topic informally with the HOD and prospective supervisor.
- 7.3 If the HOD holds a preliminary view that the candidate meets the minimum academic requirements for admission and has the necessary academic maturity to enrol for the degree, that the proposed topic is suitable and that supervision capacity and other resources exist in the Department, the HOD will request the candidate to submit a statement of intent.
- 7.4 A statement of intent is not a research proposal but rather a preliminary document that assists the HOD in determining whether a candidate and the proposed research topic are suitable and whether the candidate can proceed to the proposal writing stage. It provides a brief background and contextualisation of the intended study as well as some evidence that the candidate has knowledge of research methodology at the appropriate level.
- 7.5 A statement of intent shall contain:
- 7.5.1 A preliminary title
 - 7.5.2 The field of study
 - 7.5.3 The purpose of and rationale for the study
 - 7.5.4 An indication of the preliminary work that has been done to determine the suitability of the proposed topic for further in-depth research
 - 7.5.5 Broad time frames for the research
 - 7.5.6 Reasons why the candidate is suitable for conducting the type of research proposed
 - 7.5.7 Any other information that the candidate considers relevant in determining whether the intended research should proceed.
- 7.6 On receipt of the candidate's statement of intent, the HOD shall refer the statement to a prospective supervisor(s) with a view to determining whether:
- 7.6.1 Suitable supervision capacity exists in terms of expertise and experience
 - 7.6.2 The field of study
 - 7.6.3 Potential supervisors are willing and able to accommodate the supervision within their current workloads and in compliance with institutional policy
 - 7.6.4 The nature and extent of the proposed research render the topic suitable for research towards the proposed postgraduate degree
 - 7.6.5 The candidate has the necessary motivation and academic background and/or experience in the field of study to undertake the proposed research
- 7.7 To assist in the decision, an HOD may, where appropriate, request a candidate to present the letter of intent to a departmental meeting or seminar.
- 7.8 The HOD shall approve the statement of intent only if the criteria mentioned in Clause 7.1.5 above have been met. In appropriate circumstances, where the failure to meet the criteria is not material, the HOD may request that the statement of intent be reworked and resubmitted.

8. Recognition and exemption of subjects

If you have already obtained credit(s) for a course and/or subject passed at another higher education institution, you could possibly qualify for recognition of those subjects. You are kindly requested to apply in writing for credits and exemptions for studies passed elsewhere on the prescribed form SAF01 and in accordance with the rules of the University of Zululand. Your academic transcript must also be attached to the form SAF01.

9. Application for Conferment of Equivalent Status

Such requests must be in writing using the University's prescribed SAF04 Form which is obtainable from the Admissions Office.

10. Financial Aid

Financial Aid Bureau/NSFAS +27.35-902-6307

11. Students Living with Special Needs/Disabilities

Guidance and Counselling +27.35-902-6304

12. Residence

Student Housing +27.35-902-6342

SECTION A: Proposed Qualification (Diploma/Degree)

| |
|---|
| <p>COURSE E.g. Masters, PhD</p> <p>1st Choice</p> <p>2nd Choice</p> <p>Area of specialisation:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Please indicate: Full – time <input type="checkbox"/> Part – time <input type="checkbox"/></p> |
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SECTION B: Personal Details

Title.....Initials.....Surname.....

First names in full.....

Maiden name (if applicable).....

Date of birth.....

Identity number.....

Gender Male Female

Home language.....

CITIZENSHIP

Nationality / residence status

- South African citizen Foreign with temporary residence permit
- Foreign with permanent residence permit Foreign not resident in South Africa
- Foreign applicants must submit proof of permanent residency

If you are not a citizen of South Africa kindly indicate

Passport number.....Expiry date.....

ACTIVITIES LAST YEAR

University Student

Unemployed

Employed

Other

If other, please specify.....

DISABILITY

This information will not disadvantage your application

Do you have any disabilities / special needs Yes No

If yes, please indicate:

Sight (conditions corrected with spectacles are not applicable) Emotional (behavioural or psychological)

Hearing (even with hearing aid) Communication (talking, listening)

Physical (moving, standing) Intellectual (difficulties in learning)

Other

If other, please specify.....

Please provide more details regarding your disability/special needs (e.g. partially sighted, wheelchair user, degree of deafness). Every reasonable attempt will be made to provide you with the assistance you may need as a result of your disability. You must provide the University with the necessary information about your disability/special need status at the time of your application by completing and attaching the disability/special need assessment form. If you do not, the University cannot undertake to provide such assistance.

Please provide more information if you have ticked any of the above.

ADDRESSES AND CONTACT DETAILS

Your postal address
(Please do not indicate your school address here)

.....
.....

Your home / residential address
(Please do not indicate your school address here)

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| <p>.....</p> <p>Postal code.....</p> <p>Telephone numbers</p> <p>Home:</p> <p>Code.....Number.....</p> <p>Work:</p> <p>Code.....Number.....</p> <p>Fax.....Cell.....</p> <p>E-mail address.....</p> <p>.....</p> | <p>.....</p> <p>Postal code.....</p> <p>Telephone numbers</p> <p>Home:</p> <p>Code.....Number.....</p> <p>Work:</p> <p>Code.....Number.....</p> <p>Fax.....Cell.....</p> <p>E-mail address.....</p> <p>.....</p> |
| <p>Name and address to which accounts must be posted</p> <p>Title.....Initials.....</p> <p>Surname.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Postal code.....</p> <p>Telephone numbers</p> <p>Home:</p> <p>Code.....Number.....</p> <p>Work:</p> <p>Code.....Number.....</p> <p>Fax.....Cell.....</p> <p>E-mail address.....</p> <p>.....</p> | <p>Your employment details (If full-time employment or self-employed)</p> <p>Name of</p> <p>employer.....</p> <p>Your occupation.....</p> <p>Employer's address.....</p> <p>.....</p> <p>.....</p> <p>Postal code.....</p> <p>Telephone number</p> <p>Code.....Number.....</p> <p>Fax.....Cell.....</p> <p>E-mail Address.....</p> <p>.....</p> |
| <p>Next of kin address (e.g. parents, spouse)</p> <p>Title..... Initials.....</p> <p>Surname.....</p> <p>Address.....</p> <p>.....</p> | <p>PLEASE NOTE:</p> <p>IT IS YOUR RESPONSIBILITY TO INFORM THE UNIVERSITY IN WRITING SHOULD ANY OF THESE ADDRESSES CHANGE BY COMPLETING THE ADM03: CHANGE OF DETAILS FORM.</p> |

| | |
|---|--|
| <p>.....</p> <p>Postal code.....</p> <p>Telephone numbers</p> <p>Home:</p> <p>Code.....Number.....</p> <p>Work:</p> <p>Code.....Number.....</p> <p>Fax.....Cell.....</p> <p>E-mail address.....</p> <p>.....</p> | |
|---|--|

SECTION C: PREVIOUS AND CURRENT TERTIARY STUDIES

Have you been registered at this University before? Yes No

If yes, give student number.....

| |
|---|
| <p>Do you wish to apply for exemption from or recognition of modules already completed?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>If “yes”, the prescribed form SAF01 must be completed (obtainable from the admissions office). A certified academic transcript with conduct together with the syllabi of the relevant modules must accompany the exemption form.</p> |

| Student number | Institution | Name of degree/diploma | Completed? | Date on which completed |
|----------------|-------------|------------------------|------------|-------------------------|
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SECTION D: FINANCIAL ASSISTANCE/RESIDENCES

Are you applying for the following? (Mark where applicable)

Financial Assistance Yes No Accommodation Yes No

SECTION E: CHECK LIST

| | |
|---|--------------------------|
| | Check off ✓ |
| Did you fill in the name of the field of study you are applying for? | <input type="checkbox"/> |
| If previous study at other institution is academic record attached? | <input type="checkbox"/> |
| If you are under 21 years of age, did your parents/guardian sign this form? | <input type="checkbox"/> |
| Did you enclose a deposit slip of R150: (R300 for late applications)? | <input type="checkbox"/> |
| Did you attach the PGRD2 Form? | <input type="checkbox"/> |
| Certified copy of your ID/Passport attached? | <input type="checkbox"/> |

SECTION F: DECLARATION

I, (first name and surname).....

Herewith undertake, if registered, to adhere to the rules and regulations of the University of Zululand as published from time to time.

I hereby declare that the information provided on this form is, to the best of my knowledge, true.

I am aware that deviation from the rules and/or the submission of false information may render this application invalid and/or render me liable to disciplinary action.

| | |
|--|---------------|
| Signature of applicant | Date |
| Signature of parent, if applicant is under 21 years old | Date |

SECTION G: SAFO4 APPLICATION FOR CONFERMENT OF EQUIVALENT STATUS

PERSONAL PARTICULARS

1. UZ Student number.....
2. Surname.....
3. Full Name(s).....
4. Identity Number.....

ACADEMIC QUALIFICATION(S)

1. Matriculation certificate.....
2. Degree(s) obtained for which conferment of equivalent status is sought:
.....
.....
.....

University where qualification was obtained

Year obtained.....

Major Subjects.....
.....
.....
.....

Proposed degree.....

Department.....

I hereby certify that the particulars furnished above are true and correct.

Signature of applicant.....

| FOR OFFICE USE | |
|-----------------------------------|-----------|
| Accountant..... | Date..... |
| Recommended by Faculty Board..... | Date..... |
| Approved by Senate..... | Date..... |
| Approval noted on record..... | Date..... |