



UNIVERSITY OF
ZULULAND

A NODE FOR AFRICAN THOUGHT

ADM01

UNIZULU Student Number:

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APPLICATION FOR ACADEMIC ADMISSION TO POSTGRADUATE STUDIES

20.....

VISION

A leading comprehensive African university that thrives on quality and fosters collaborative and Innovative cultures with its rural and urban campuses.

MISSION

UNIZULU seeks to:

- produce globally competitive graduates relevant to the development needs of the country,
 - and engage with society for the betterment of all.

VALUES

- **Discovery** and pursuit of excellence through teaching, learning, research and innovation
- **Community of Belonging:** We embrace all forms of diversity, social inclusion and elimination of social injustices.
- **Teamwork:** Working together to accomplish a common goal.
- **Accountability:** Subscribing to integrity and transparency. Accountability

COMPREHENSIVE UNIVERSITY

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

Postal address:
The Registrar University
of Zululand Private Bag
X1001 KwaDlangezwa
3886

Tel: [+27] 035-902 6178/6184/6051

Email: admissions@unizulu.ac.za

Website: <http://www.unizulu.ac.za>

University of Zululand

Private Bag X1001, KwaDlangezwa 3886
T: 035 902 6000 | W: www.unizulu.ac.za

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Application fee is non-refundable. Please see below the closing dates for academic admission:

APPLICATION FOR ACADEMIC ADMISSION

- | | | |
|-----------------------|---|--|
| i. Closing Dates: | Honours Coursework
Masters Dissertation
and PhD | -End of October
-End of January
-24th of May |
| ii. Application Fees: | Local Students application fee
International student's application fee | -R150
-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 application 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 original deposit slip with the application form.

IMPORTANT INFORMATION

GENERAL:

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

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 Postgraduate admissions policy and rules of the University. Please see our rules on our General Calendar.

APPLICATION PROCESS

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

You are required only to complete the departmental form - PGRD2 and attach the relevant documents (see section 2 below)

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 application 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 7.5 below)
- * Proof of payment of the non-refundable application fee (see relevant fee above);
- * Curriculum vitae

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Foreign students must in addition provide:

- * Valid passport and study permit
- * SAQA verification certificate (original)
- * 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)
- * **Assylum** seekers must ensure that they comply with Section 22 for Permits
- * **Refugees** must also meet the requirements of the Section 24 for Permits or must produce a maroon ID

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 (InformationTechnology) is clearly indicated on the application form
- * You have signed the application forms
- * You have provided an e-mail address

4. Applicants for postgraduate studies from other Higher Education Intstitutes 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 post graduate 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. Honours and Coursework Master's Degrees

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

6. Research Master's and Doctoral Degrees

- 6.1 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.
- 6.2 All candidates must first discuss their intended topic informally with the HOD and prospective supervisor.

- 6.3 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.
- 6.4 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.
- 6.5 A statement of intent shall contain:
- 6.5.1 A preliminary title
 - 6.5.2 The field of study
 - 6.5.3 The purpose of and rationale for the study
 - 6.5.4 An indication of the preliminary work that has been done to determine the suitability of the proposed topic for further in-depth research
 - 6.5.5 Broad time frames for the research
 - 6.5.6 Reasons why the candidate is suitable for conducting the type of research proposed
 - 6.5.7 Any other information that the candidate considers relevant in determining whether the intended research should proceed.
- 6.6 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:
- 6.6.1 Suitable supervision capacity exists in terms of expertise and experience
 - 6.6.2 The field of study
 - 6.6.3 Potential supervisors are willing and able to accommodate the supervision within their current workloads and in compliance with institutional policy
 - 6.6.4 The nature and extent of the proposed research render the topic suitable for research towards the proposed postgraduate degree
 - 6.6.5 The candidate has the necessary motivation and academic background and/ or experience in the field of study to undertake the proposed research
- 6.7 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.
- 6.8 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.

7. 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 certified copy of your academic transcript with conduct must also be attached to the form SAF01.

- 8. 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.
- 9. Student Finance** (+27) 035 902 6292
- 10. Financial Aid**
Financial Aid BureauNSFAS (+27) 035 902 6307 / 6329
- 11. Students Living with Special Needs/Disabilities**
Guidance and Counselling (+27)035 902 6304 / 6398
- 12. Residence**
Student Housing (+27)035 902 6342 / 6179
- 13. Faculty of Arts** (+27)035 902 6087
- 14. Faculty of Commerce, Admin & Law** (+27)035 902 6123
- 15. Faculty of Education** (+27)035 902 6348
- 16. Faculty of Science, Agriculture and Engineering** (+27) 035 902 6348
- 17. Research Office** (+27) 035 902 6273

SECTION A: Proposed Qualification

FIELD OF STUDY

DEGREE (e.g. MSc) _____

Departments (e.g.) computer Science _____

Area of specialisation: _____

OfferingType: _____

Please indicate:

Full – time:

Part – time:

PREVIOUS HIGHEST QUALIFICATION

I am in Possession of a (e.g. B.Sc) Honours] _____

Year Obtained _____

Name of the Institution _____

CITIZENSHIP

South African

South African Development Community - SADC

African - excluding SADC

International Student - not from Africa

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CITIZENSHIP STATUS (Where applicable)

- Foreign with temporary residence permit
- Foreign with permanent residence permit
Foreign applicants must provide proof of permanent residence

SECTION B: Personal Details

Title _____ Initials _____ Surname _____

First names in full _____

Maiden name (if applicable) _____

Date of birth Identity/ _____

Passport number/ID No. _____

Gender Male Female

Home language _____

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) Intellectual

Physical (moving, standing) Other

(difficulties in learning)

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.

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ADDRESSES AND CONTACT DETAILS

<p>Your postal address (Please do not indicate your school address here)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Postal Code _____</p> <p>Telephone numbers</p> <p>Home: _____</p> <p>Work: _____</p> <p>Fax: _____</p> <p>Cell: _____</p> <p>Email: _____</p>	<p>Your home / residential address (Please do not indicate your school address here)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Postal Code _____</p> <p>Telephone numbers</p> <p>Home: _____</p> <p>Work: _____</p> <p>Fax: _____</p> <p>Cell: _____</p> <p>Email: _____</p>
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PLEASE NOTE:

IT IS YOUR RESPONSIBILITY TO INFORM THE UNIVERSITY IN WRITING SHOULD ANY OF THESE ADDRESSES CHANGE BY COMPLETING THE ADM03: CHANGE OF DETAILS FORM.

SECTION C: Previous and Current Tertiary Studies

Do you wish to apply for exemption from or recognition of modules already completed?

Yes No

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.

Student number	Institution	Name of degree/ diploma	Completed?	Date on which completed

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 X

Did you fill in the name of the field of study you are applying for?

Degree / Diploma certificate / Academic record attached?

If you are under 21 years of age, did your parents/guardian sign this form?

Statement of intent attached?

Did you attach the application fee proof of payment?

Did you attach the PGRD2 Form?

Certified copy of your ID/Passport attached?

Final School results / Matric certificate?

SECTION F: Declaration

I, (first names 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

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SECTION G: SAF04 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 _____

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