

Honours and Postgraduate Diplomas

*College of
Graduate Studies*

Join the future for lifelong learning

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UNISA | 
college of
graduate studies

Deciding to apply for an honours degree or a postgraduate diploma at Unisa is a step that will bring you closer to achieving your career goals

Before you apply, take some time to think about where you are now in your career and how your proposed qualification will contribute to your career development.

What is the difference between an honours degree and a postgraduate diploma?

Generally speaking, an honours degree includes a research module, which is not included in a postgraduate diploma. The research modules are intended for further studies at master's degree level. Students who complete a postgraduate diploma and wish to apply for admission to a master's degree will then need to do a bridging module if specified by the relevant department.

You are ready to apply for postgraduate studies at Unisa when you:

- have considered the career opportunities you want to prepare for, and which qualification will be linked to this
- understand what will be required of you as a successful student at this level

The guidelines below will ensure a problem-free online application and registration experience:

- You need access to the internet if you want to study towards an honours or postgraduate qualification, as everything happens online.
- There are no counters or self-help stations at any of the regional offices for honours and postgraduate diploma students. This means that you must apply and register online using your own computer or a computer at an internet café.

Applicants may contact the section using the relevant college e-mail address:

Please use the e-mail address of the college under which your qualification resides (eg if you choose the Postgraduate Diploma in Accounting Sciences, you should use the **cashons@unisa.ac.za** e-mail address). Please do not send multiple e-mails or an e-mail to more than one e-mail address.

- College of Accounting Sciences: **cashons@unisa.ac.za**
- College of Agriculture and Environmental Sciences: **sciencehons@unisa.ac.za**
- College of Education: **eduhons@unisa.ac.za**
- College of Economic and Management Sciences: **econhons@unisa.ac.za**
- College of Human Sciences: **artshons@unisa.ac.za**
- College of Law: **lawhons@unisa.ac.za**
- College of Science, Engineering and Technology: **sciencehons@unisa.ac.za**
- Students who apply/register for postgraduate diplomas offered by the SBL must use the email address **SBLPGD@unisa.ac.za**

Please note: All honours and postgraduate qualification applications/registrations must be completed online. No fax, postal, self-help or email application requests will be accepted.

New applicants: Visit our website and follow the steps: **unisa.ac.za/study**

Re-registering students: If you are re-registering for the same qualification, you may proceed directly to registration.

The administrative and qualification information for 2023 is available on the Unisa website. The information contained in this booklet was correct at the time of publication. For updates, please go to the Unisa website: **unisa.ac.za**

Unisa's application process

Applying for admission to an honours or postgraduate diploma comprises of three steps:

1. Apply for admission
2. Upload supporting documents
3. Pay the non-refundable application fee, R125 (for first time applicants only)



Apply for admission

Who must apply?

- Everyone wanting to start a new qualification and/or a new specialisation/stream must apply for admission.
- Applicants in their final year of study towards an undergraduate qualification must apply for admission.
- Students who were accepted last year, but did not register in 2022.
- **All applications for admission must be submitted online.** No self-help stations will be available for applications at the regional offices.
- **Admission to a qualification is not automatic.** It will depend on whether you comply with the admission requirements and if space is available.
- Only complete applications (application fee paid, if applicable, and all supporting documents successfully uploaded) will be processed.
- If you applied and did not register for any reason, you will be required to re-apply.

Please note:

- If you are a **first-time Unisa applicant** and do not have a myLife e-mail address, Unisa will communicate with you via the e-mail address and cell phone number you provided during the application period.
- If you were **previously registered with Unisa**, Unisa will send the outcome of your application to your **myLife e-mail account**. Please check this e-mail account regularly for information. If you have forgotten your myUnisa / myLife password, please go to myUnisa (my.unisa.ac.za) to update your password.
- Unisa provides all registered students with a free myLife e-mail address. It is your responsibility to activate your myLife e-mail account **as soon as your registration is finalised**. Your myLife e-mail account will be the only e-mail account recognised by Unisa for official correspondence to and from the university and will remain the official primary e-mail address on record at Unisa. For Unisa's rules for students visit www.unisa.ac.za/unisarules

What do I need to apply for admission?

You need to check that you qualify for admission and that you have the necessary documents/ application fee ready to upload during the application process. Students who obtained their qualifications outside the borders of South Africa, must apply at SAQA (South African Qualification Authority) to have their qualifications evaluated. The SAQA certificate of evaluation must be uploaded as part of the online application process. Students are advised to apply for the certificate as soon as possible. (www.SAQA.org.za)

How does the application process work?

- You may apply for a **maximum of two qualifications**, ranked in order of preference (although you may only register for one should both of your applications be successful).
- **Unisa will inform you of the outcome of your application within 3/4 months.**

- Spaces for some qualifications are limited and offers will only be made once all the applications received have been processed. In such cases, your application will be processed, and you will be informed that your application for your qualification of choice is subject to enrolment management.
- Final year undergraduate students' applications will be considered as soon as the results are released and their final audit has been completed by the Department of Student Admissions and Registrations.
- **First-time applicants to Unisa** must complete the First-Year Experience MOOC (FYE massive open online course). You will not be able to accept Unisa's offer if you have not yet completed Unisa's free online MOOC.
- **You must accept or decline Unisa's offer within the prescribed period of time.**
- You may only accept one offer. If you accept an offer, the other application for admission/offer will automatically fall away.
- If you accept Unisa's offer for the 2023 academic year, you may only register for the **qualification and specialisation for which you received an offer.**

Please note: The University of South Africa reserves the right to withdraw any offer for admission to the 2023 academic year should it be found that you do not meet the statutory, college and/or minimum admission requirements for the qualification to which you have been admitted. In such a case, if you are already registered, the university will refund any registration fees paid towards said qualification.

I am sure...

- that I meet the statutory and college admission requirements for my qualification(s) of choice.
- that I have a valid e-mail address and cell phone number, and I accept that Unisa will communicate with me during the application process using this e-mail address and cell phone number.
- * Please provide only **one e-mail address** and **one cell phone number** during the application process.
- ** If you previously studied through Unisa, Unisa will communicate with you via your myLife e-mail address.

Make sure that your application is complete

If your application for admission to study through Unisa is incomplete, your application will be rejected, and you will have to apply for admission during the next **application** period.

Please note: You must apply for admission if you previously applied for admission and were offered a space, but did not register for any reason.

What does the selection process entail?

Unisa will assess your application according to the **academic admission requirements** for your qualification(s) of choice and the **final mark obtained for your major subjects at third-year undergraduate level**. If you do not meet these requirements, your application will be rejected. You will be provided with the reason why your application was rejected and/or a way forward.

Please note that meeting the minimum admission requirements is not a guarantee that you will be admitted to a higher-level qualification (postgraduate diploma or honours degree), as spaces are limited.

For how many qualifications may I apply?

You may apply for a maximum of two qualifications, ranked in order of preference (although you may only register for one should both of your applications be successful). Please ensure that you meet all the admission requirements before applying for your qualification(s) of choice. You are advised to select two qualifications before submitting your application as requesting to have a 2nd option added after applying for only one may cause delays in processing your application. If you however only applied for one qualification and you would like to add another Hons or PGD qualification you may send an email to the relevant college email address. You are reminded to indicate your student number in the subject line of your email.

Fees and student funding

Is there an application fee? If so, how much is it?

The application fee for online applications is R125.00

What are the student fees?

Modules cost between *R1 815 and *R7 550 per module.

* these amounts are subject to change. The amounts also do not include prescribed books.

Please note:

- The application fee is only applicable to students who do not have a formal Unisa student number.
- The application fee is a once-off fee. Once you have paid the application fee and received a formal Unisa student number, you do not need to pay the application fee again.
- Use the student number you receive from Unisa AND the application fee reference number (ie STUDENTNUMBER 5370810030). Visit **www.unisa.ac.za/paymentinfo** for banking details and payment information.
- The due date for the application fee is the closing date for the application period. Any application submitted without an application fee will not be processed. Please ensure that you keep a copy of your proof of payment.
- This application fee is non-refundable even if you decide not to study through Unisa or do not qualify for admission to Unisa.

Are there funding (Bursaries/loans) available for Hons & PGD students?

Unisa's Division: Student Funding (DSF) administers donor funding in the form of bursaries and loans to Unisa students. The criteria for awarding these bursaries and loans are determined by the donors of the funding. All application forms are available at

www.unisa.ac.za/studentfunding

Apply online for admission and upload supporting documents

Application for admission dates*

Applications open	Applications close
1 September 2022	14 October 2022

All applicants starting a new qualification must upload all the required documents:

- Copy of your official tertiary academic record(s) stating all the years of registration, modules passed and percentages obtained (internet extracts will not be accepted). If you completed your qualifications at Unisa it is not necessary to upload the records.
- * International students must also upload a copy of the university marking/grading scheme.
- ** A SAQA certificate of evaluation will be required for international students. These certificates will be accepted until 31 January 2023.
- *** Final-year students (excluding Unisa students) who do not yet have an official academic record indicating completion of qualification must upload the official academic record to Unisa by 31 January 2023. Submission after this date will delay the processing of your application.

- Copy of your ID document (RSA students) or a valid ID/passport (international students)
- Copy of your marriage certificate (if applicable) or divorce decree (if applicable)
- Sworn translations of documents if they are not in English or Afrikaans
- * Some qualifications may require additional documents. Unisa reserves the right to request original documents and to verify the correctness of submitted documents at any time. Submitting fraudulent documents is an offence in terms of the Student Disciplinary Code.
- * Spaces for some qualifications are limited and offers will only be made once all the applications received have been processed. In such cases, your application will be processed, and you will be informed that your application for your qualification of choice is subject to enrolment management.



Follow the instructions carefully when completing the online application process. Only upload the required documents as individual files and not a complete set of documents as one file.

- Files should not be larger than 2MB (2048KB) each.
- Only black and white documents may be submitted.
- Only the following file types are allowed: PDF (Adobe Acrobat Portable Document Format file), MSWord (document file) or TIF / JPEG (image file).
- Upload each document separately.

No late applications will be considered. If you submit an incomplete application (i.e. without the necessary supporting documents), you will be given 10 working days to upload the outstanding documentation.

Please note that no documentation will be accepted after the closing date for applications. No documents submitted via e-mail will be accepted.

After applying for admission

I've applied. What happens now?

- Unisa will assess your application according to the academic admission requirements for your qualification of choice and the final mark received for your major subjects at undergraduate level.
- Unisa will inform you whether or not your application was successful and the qualification(s) for which you have been accepted. This process can take up to four months.
- **First-time applicants to Unisa** must complete the First-Year Experience MOOC (FYE massive open online course). You will not be able to accept Unisa's offer if you have not yet completed Unisa's free online MOOC.
- If you accept Unisa's offer for the 2023 academic year, you may only register for the qualification and specialisation for which you received an offer. Should you decide not to register for the 2023 academic year for any reason, you will need to re-apply for the 2024 academic year.
- Unisa reserves the right to withdraw any offer for admission to the 2023 academic year should it be found that you do not meet the statutory, college and/or minimum admission requirements for the qualification to which you have been admitted. In such a case, the university will refund any registration fees paid towards the said qualification.

When can I expect feedback on my online application?

The verification of applications takes some time. Applications follow a formal selection and approval process, which may take up three to four months to be finalised.

I've applied for one qualification, but now want to change to another qualification. What should I do?

It is, unfortunately, not possible to change your qualification once you have submitted your application. You will need to apply for the new qualification during the next application period.

I want to register, but didn't apply during the application period. What should I do?

Unisa will accept applications for admission to the 2023 academic year from 1 September 2022 to 14 October 2022. Additional application dates may be announced if there are still spaces available for the 2023 academic year.

Please note that most honours and postgraduate diploma modules are year modules and will not, therefore, be open for applications during the second half of the year.



Register for 2023

Only students whose application for admission were approved or re-registering students (who made sufficient progress during the current academic year) will be allowed to register online within the approved registration period for 2023. No printed registration forms will be accepted.

Registration dates

Registration dates for 2023 are not yet available.

Please note that some qualifications have earlier closing dates.

- Visit **unisa.ac.za/study** to register within the prescribed dates. Your registration will only be finalized upon receipt of your study fees. The fees must be received before the closing date for registration.
- Once you are registered claim your free myLife email address if you are a new student. After registration Unisa will only communicate with you via the myLife email address.



Honours and Postgraduate Diploma quick links

Apply for student number	https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Honours-degrees-&-postgraduate-diplomas
Pay the non-refundable application fee	https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Student-fees-and-funding-your-studies/Unisa-payment-methods-and-banking-details
Choose qualification	https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Honours-degrees-&-postgraduate-diplomas/Qualifications
Forgotten your student number?	https://myadmin.unisa.ac.za/services/forgot-studentnumber-app/
Apply online and upload your supporting documents	https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Apply-for-admission-to-study-application-tool
Forgot your MyUnisa password?	https://www.unisa.ac.za/sites/myunisa/default/Forgotten-UNISA-password
Register online	https://www.unisa.ac.za/sites/corporate/default/Register-to-study-through-Unisa/Undergraduate-&-honours-qualifications
Claim your MyLife email address	https://www.unisa.ac.za/sites/myunisa/default/Claim-UNISA-Login
Frequently asked questions	https://www.unisa.ac.za/sites/corporate/default/Register-to-study-through-Unisa/Undergraduate-&-honours-qualifications/FAQs
Student policies and rules	https://www.unisa.ac.za/sites/corporate/default/Register-to-study-through-Unisa/Student-policies-&-rules
Funding for studies (Bursary information)	https://www.unisa.ac.za/sites/myunisa/default/Student-Affairs-&-SRC/Student-funding:-bursaries-&-loans/Postgraduate-Bursaries/Postgraduate-diploma-and-honours-bursary
Transitional arrangements / articulation rules	https://www.unisa.ac.za/sites/corporate/default/Register-to-study-through-Unisa/Undergraduate-&-honours-qualifications/Find-your-qualification-&-choose-your-modules/Transitional-arrangements
RPL for Honours	https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Undergraduate-qualifications/Recognition-of-Prior-Learning-(RPL)/RPL-for-honours,-BTech-qualifications-and-postgraduate-diplomas

www.unisa.ac.za

