

# *Master's and Doctoral studies*

College of  
Graduate Studies



*Join the future for lifelong learning*

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UNISA |   
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graduate studies



Embarking on master's and doctoral studies is a life-changing experience, both for your career and personal growth.

Approached correctly it will be extremely rewarding. By registering for a master's or doctoral degree through Unisa, you will enjoy the support of experienced academic and administrative staff. You will also have the opportunity to conduct focused and meaningful research in one or more exciting fields, enabling you to make a difference to your community and career.

***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 a master's or doctoral qualification, as everything happens online.
- There are no counters or self-help stations at any of the regional offices for master's and doctoral students. This means that you must apply and register online using your own computer or a computer at an internet café.
- All administration is handled in Pretoria. You can contact us via e-mail at **MandD@unisa.ac.za** if you need assistance. Students applying/registering for the MBA, MBL and DBL must direct enquiries to **sbl@unisa.ac.za**.

***Please note:*** All master's and doctoral qualification applications/registrations must be completed online. No fax, postal or self-help applications will be accepted.

***New applicants:*** Visit our website and follow the steps: **[unisa.ac.za/study](https://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 2021 will be available on the Unisa website towards the end of August 2020.

The information contained in this booklet was correct at the time of publication. For updates, please go to the Unisa website: **[unisa.ac.za](https://unisa.ac.za)**

# Unisa's application process

*Applying for admission to a master's or doctoral degree comprises three steps:*

1. Apply for a student number (if applicable)
2. Apply for admission
3. Upload the compulsory supporting documents.

*Unisa will accept applications based on the following criteria:*

1. The suitability and viability of the intended research
2. Adequate supervisory capacity and research expertise in the discipline or department
3. Approved selection procedure in line with Unisa's Policy on Equality and Diversity



## Apply online for a student number

Visit the Unisa website for the qualification information, admission requirements, selection criteria and focus areas available for each qualification. Select the qualification you would like to apply for.

### *Who must apply for a Unisa student number?*

- You must apply for a Unisa student number if you have never before studied towards a formal qualification at Unisa. Student numbers issued for Unisa's short learning programmes are not valid for formal qualifications. Your formal Unisa student number will be your permanent Unisa student number.
- If you are applying for admission to a Graduate School of Business Leadership (GSBL) qualification, please apply for a Unisa student number, unless you previously studied at Unisa towards a formal qualification.
- If you are applying for admission to a selection degree, you must apply for a Unisa student number if you have never before studied towards a formal qualification at Unisa. If you do not have a formal Unisa student number and are selected for admission to one of the selection degrees, you will not be able to register for the 2021 academic year.
- An application for a Unisa student number is NOT an application for admission to a qualification.

### *How to apply for a Unisa student number?*

- Apply online for a student number: **applications.unisa.ac.za** and pay the non-refundable application fee. Your application for a student number will only be finalised upon receipt of the non-refundable application fee.
- Upload your identity document/passport or birth certificate.

**NB! An application for a Unisa student number is NOT an application for admission to a qualification.**

# Apply online for admission and upload supporting documents

## Application for admission dates\*

Applications open	Applications close
15 September 2020	6 November 2020

- \* Students applying for qualifications within the College of Science, Engineering and Technology - excluding Computing students, the MSc in Nature Conservation and qualifications in the department of Decision Sciences - may apply online for admission outside of the prescribed application dates. Unisa's application model is open and continuous, which mean that applications remain open throughout the year for those qualifications where there is supervisory capacity available.
- \* Students applying for the MEd in Education Management by coursework must note the earlier closing date of 15 October 2020.
- \* Selection degree students must note the different application open and closing dates.

Before you apply for admission for your selected qualification prepare your research outline in line with the departmental requirements based on one of the focus areas available (excluding MBL/MBA, Professional MCom in Industrial Psychology (coursework) and coursework LLM students).

**Have a digital copy of the following documents available when you make your application, each document must be uploaded as a separate file:**

- Official academic records indicating the completion of your qualification for ALL previous academic qualifications.
- Identity/passport document or birth certificate.
- Research outline (excluding the MBL/MBA, professional MCom in Industrial Psychology (coursework) and coursework LLM students)
- The departmental questionnaire (applications in the College of Agriculture and Environmental Sciences and for the professional MCom in Industrial Psychology (coursework qualification)
- Students applying in the College of Science, Engineering and Technology must contact the department prior to applying in order to find a suitable supervisor who will provide a letter of confirmation.
- A CV (where required as indicated in the focus area document or admission requirements)
- Proof of registration as a Social Worker (if you apply for a qualification in the department of Social Work)

All documents indicated in red when you are requested to upload your documents are compulsory for that specific qualification.

Academic departments have different dates on which selection for master's and doctoral qualifications will take place. Students will be informed towards the middle of February / beginning of March 2021 of the outcome of their application.

No late applications will be considered. If you submit an incomplete application (ie 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.

You will receive confirmation of successful application from MandD@unisa.ac.za via your MyLife email address or if you are a new student your personal email address.

**Should you wish to apply for any of the following degrees, please note the following (exceptions):**

- Apply for a student number during the prescribed application period.
- Submit your application to the relevant department before the closing date specified for the particular degree. Selection degrees follow a different application process to Unisa's other master's and doctoral qualifications, unless indicated otherwise.

<b>Degree</b>	<b>Closing date for the following academic year</b>	<b>Contact person</b>	<b>Contact information</b>
Doctoral degree in Consulting Psychology (90042- CON)	25 September 2020 – 23 October 2020	Mrs LM Campher	camphm@unisa.ac.za +27 12 429 8003
Master of Arts in Clinical Psychology (coursework) (90119)	30 June 2020	Mrs EW Meyer	meyerew@unisa.ac.za +27 12 429 8307
Master's degree in Industrial Psychology (coursework) (90116)	17 August - 18 September 2020 (apply online for admission)	Mrs LM Campher	amphm@unisa.ac.za +27 12 429 8003

**Need assistance with applying for admission?**

**Please contact the Master's and Doctoral Administration Section**

MandD@unisa.ac.za



## Register for 2021

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 2021. No printed registration forms will be accepted.

### Registration dates

Registration opens	Registration closes
5 January 2021	26 March 2021 (MCompt closes 30 January)

- Visit [unisa.ac.za/study](https://www.unisa.ac.za/study) to register within the prescribed dates.
- If you receive an error message during the registration process, click on the 'submit to advisor' button. There is no need to send an email. We will resolve the problem and contact you. Your registration will only be finalised upon receipt of your study fees. The fees must be received before the closing date for registration.
- Once you are registered claim your free myLfe email address if you are a new student. After registration Unisa will only communicate with you via the myLfe email address.
- Once you are registered, a contact person/supervisor in the relevant department will be assigned to you. You will find guidelines on how to plan and proceed with the Research Proposal on myUnisa: [my.unisa.ac.za/portal](https://my.unisa.ac.za/portal). Look under resources in the specific department. myUnisa is Unisa's online student portal that connects you to Unisa.

**If you don't register for your approved qualification for the 2021 academic year, you will need to re-apply for the 2021 academic year.**

## Master's & doctoral quick links

Apply for student number	<a href="https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission">https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission</a>
Pay the non-refundable application fee	<a href="https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Student-fees-and-funding-your-studies/Unisa-payment-methods-and-banking-details">https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Student-fees-and-funding-your-studies/Unisa-payment-methods-and-banking-details</a>
Choose qualification	<a href="https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%2527s-%26-doctoral-degrees/Qualifications">https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%2527s-%26-doctoral-degrees/Qualifications</a>
Research focus areas	<a href="https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&amp;-doctoral-degrees/Research-focus-areas">https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&amp;-doctoral-degrees/Research-focus-areas</a>
Forgotten your student number?	<a href="https://myadmin.unisa.ac.za/services/forgot-studentnumber-app/">https://myadmin.unisa.ac.za/services/forgot-studentnumber-app/</a>
Apply online and upload your supporting documents	<a href="https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&amp;-doctoral-degrees/Apply-for-a-student-number-and-apply-for-admission">https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&amp;-doctoral-degrees/Apply-for-a-student-number-and-apply-for-admission</a>
Forgot you MyUnisa password?	<a href="https://www.unisa.ac.za/sites/myunisa/default/Forgotten-UNISA-password">https://www.unisa.ac.za/sites/myunisa/default/Forgotten-UNISA-password</a>
Register online	<a href="https://www.unisa.ac.za/sites/corporate/default/Register-to-study-through-Unisa/Master%27s-&amp;-doctoral-degrees/Complete-the-registration-form">https://www.unisa.ac.za/sites/corporate/default/Register-to-study-through-Unisa/Master%27s-&amp;-doctoral-degrees/Complete-the-registration-form</a>
Claim your MyLife email address	<a href="https://www.unisa.ac.za/sites/myunisa/default/Claim-UNISA-Login">https://www.unisa.ac.za/sites/myunisa/default/Claim-UNISA-Login</a>
Frequently asked questions	<a href="https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&amp;-doctoral-degrees/FAQs-for-master%27s-and-doctoral-degrees">https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&amp;-doctoral-degrees/FAQs-for-master%27s-and-doctoral-degrees</a>
Policies, Procedures and forms	<a href="https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&amp;-doctoral-degrees/Policies,-procedures-&amp;-forms">https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&amp;-doctoral-degrees/Policies,-procedures-&amp;-forms</a>
Funding for studies (Bursary information)	<a href="https://www.unisa.ac.za/sites/corporate/default/About/Service-departments/Finance/Student-Funding">https://www.unisa.ac.za/sites/corporate/default/About/Service-departments/Finance/Student-Funding</a>

**MandD@unisa.ac.za**

**[www.unisa.ac.za](http://www.unisa.ac.za)**

A decorative graphic at the bottom of the page consisting of several overlapping, wavy, curved bands in shades of white and light blue, creating a sense of movement and depth.