

# Master's and Doctoral studies

College of Graduate Studies 2024

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UNISA | college of  
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 the relevant email address **SBLMBL@unisa.ac.za**, **SBLMBA@unisa.ac.za** or for doctoral enquiries to **SBLDBL@unisa.ac.za**
- Students who obtained their qualifications outside of the border of South Africa must have their qualifications evaluated at the South African Qualification Authority ([www.SAQA.org.za](http://www.SAQA.org.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](http://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 2024 is now available on the Unisa website. Registration and study fee information will be available towards the end of 2023.

The information contained in this booklet was correct at the time of publication. For updates, please go to the Unisa website: [unisa.ac.za](http://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 and pay the application fee (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

**NB: Spaces for master's and doctoral degrees are limited. If your application is declined based on the lack of supervisory capacity you are encouraged to try improve your research outline and apply in the next academic year or to consider a topic change.**



# 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 that is administered by the academic department, 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 2024 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
14 September 2023	31 January 2024

- \* Students are encouraged to apply as soon as possible as qualifications will be removed from the application list once all available spaces for the 2024 academic year are filled. Final year Honours, Postgraduate Diploma and master's degree students are advised to make use of the opportunity to submit their applications before the closing date if they plan to further their studies in 2024.
- \* Students applying for qualifications within the College of Science, Engineering and Technology – (excluding Computer Science, Information systems and Information Technology qualifications), the MSc in Nature Conservation and qualifications in the department of Decision Sciences - may apply online for admission outside of the prescribed application dates.
- \* 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).

Consult the guidelines on how to prepare a research outline on:  
[www.unisa.ac.za/static/corporate\\_web/Content/Colleges/CGS%20-%20NEW/docs/Research%20Outline-3%20Oct%202020.pdf](http://www.unisa.ac.za/static/corporate_web/Content/Colleges/CGS%20-%20NEW/docs/Research%20Outline-3%20Oct%202020.pdf)

**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 (not required for Unisa qualifications).
- Identity/ valid passport document or birth certificate.
- Research outline. This does not apply to the MBL/MBA, professional MCom in Industrial Psychology (coursework) and coursework LLM students.
- SAQA certificate of evaluation if your qualification(s) has/have been obtained outside the borders of South Africa. Please refer to the international page for more information on SAQA and the support that Unisa offer to International 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 2024 of the outcome of their application.

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. Exceptions will be made for the uploading of SAQA certificates of evaluation until end of May 2024 if you are provisionally accepted for the qualification.**

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 (if you don't already have a student number for a formal qualification).
- Submit your application to the relevant department before the closing date specified for the particular degree. Selection degrees follow a different application process different from 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)	30 September - 5 November 2023	Mrs LM Campher	camphm@unisa.ac.za +27 12 429 8003
Master of Arts in Clinical Psychology (coursework) (90119)	15 May - 30 June 2023	Mrs EW Meyer	meyerew@unisa.ac.za +27 12 429 8307
Master's degree in Industrial Psychology (coursework) (90116)	16 August - 16 September 2023 (apply online for admission)	Mrs LM Campher	camphm@unisa.ac.za +27 12 429 8003

Access the information and application forms on:

**<https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&-doctoral-degrees/Qualifications/Selection-degrees>**





## ***International Students***

**Students who apply for admission who obtained their qualifications outside of the borders of South Africa must have their qualifications evaluated by SAQA.**

Apply on SAQA's website: <https://www.saq.org.za>

You may apply for admission without the SAQA certificate of evaluation. If your application is approved, you will be allowed to register for the academic year, but you must submit the certificate of evaluation to [mandd@unisa.ac.za](mailto:mandd@unisa.ac.za) by 15 December in order to be allowed to reregister for the next academic year.

If you have not heard from SAQA within three months of submitting your request, please complete the consent form and submit it to [PG-International@unisa.ac.za](mailto:PG-International@unisa.ac.za). By completing and submitting this form, you give Unisa permission to contact the South African Qualification Authority (SAQA) on your behalf with regard to your application for a Certificate of Evaluation.

# Register for 2024

Only students whose applications were approved, or re-registering students will be allowed to register online within the approved registration period for 2024. No printed registration forms will be accepted. M&D students must reregister and pay their fees every year until they complete their studies.

## Registration dates

Registration opens	Registration closes
9 January 2024	29 March 2024 (MBL/MBA and MCompt closes 17 February 2024)

- Visit **[unisa.ac.za/study](https://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 myLife email address if you are a new student. After registration Unisa will only communicate with you via the myLife 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 2024 academic year, you will need to apply for the 2025 academic year.***



## **Catalytic Niche Areas**

Unisa identified 10 Catalytic Niche Areas. Students who are interested to incorporate any of these niche areas into their research must discuss it with their supervisor(s).

1. Marine Studies
2. Aviation and Aeronautical Studies
3. Automotive
4. Energy
5. Space study and square Kilometer Array
6. Fourth Industrial Revolution and Digitalisation
7. Natural Sciences (Biotechnological studies)
8. Health studies/Medicine
9. Feminist/womanist, Bosadi Theorization
10. Student Support and Co-Curricular activities

## **Master's and doctoral degree bursaries**

The core purpose is to provide financial support to postgraduate students through a student-centred platform. Unisa bursaries assist the university with attracting and supporting postgraduate students, and with the delivery of quality research outputs.

Master's and doctoral students (including international students) may apply online from their 2nd year for a Unisa bursary. More information on bursaries is available on the link provided under master's & doctoral quick links.

Applications will open on-line from 13 November 2023 to 13 January 2024.

***Students must apply annually for the bursary!***

# Master's & doctoral quick links

<b>Apply for student number</b>	<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>
<b>International Students</b>	<a href="https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/International-students">https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/International-students</a>
<b>Pay the non-refundable application fee</b>	<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>
<b>Choose qualification</b>	<a href="https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&amp;-doctoral-degrees/Qualifications">https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&amp;-doctoral-degrees/Qualifications</a>
<b>Selection degrees</b>	<a href="https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&amp;-doctoral-degrees/Qualifications/Selection-degrees">https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&amp;-doctoral-degrees/Qualifications/Selection-degrees</a>
<b>Research focus areas</b>	<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>
<b>Guidelines to prepare a research outline</b>	<a href="https://www.unisa.ac.za/static/corporate_web/Content/Colleges/CGS%20-%20NEW/docs/Research%20Outline-3%20Oct%202020.pdf">https://www.unisa.ac.za/static/corporate_web/Content/Colleges/CGS%20-%20NEW/docs/Research%20Outline-3%20Oct%202020.pdf</a>
<b>Forgotten your student number?</b>	<a href="https://myadmin.unisa.ac.za/services/forgot-studentnumber-app/#/search">https://myadmin.unisa.ac.za/services/forgot-studentnumber-app/#/search</a>
<b>Apply online and upload your supporting documents</b>	<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>
<b>Forgot your MyUnisa password?</b>	<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>
<b>Register online</b>	<a href="https://www.unisa.ac.za/sites/corporate/default/Register-to-study-through-Unisa/Master%27s-&amp;-doctoral-degrees">https://www.unisa.ac.za/sites/corporate/default/Register-to-study-through-Unisa/Master%27s-&amp;-doctoral-degrees</a>
<b>Claim your MyLife email address</b>	<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>
<b>Frequently asked questions (FAQs)</b>	<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>
<b>Policies, Procedures and forms</b>	<a href="https://www.unisa.ac.za/sites/corporate/default/Register-to-study-through-Unisa/Student-policies-&amp;-rules">https://www.unisa.ac.za/sites/corporate/default/Register-to-study-through-Unisa/Student-policies-&amp;-rules</a>
<b>Research examination processes</b>	<a href="https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&amp;-doctoral-degrees/Master%27s-&amp;-doctoral-research-examination-process">https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&amp;-doctoral-degrees/Master%27s-&amp;-doctoral-research-examination-process</a>
<b>Funding for studies (Bursary information)</b>	<a href="https://www.unisa.ac.za/sites/myunisa/default/Student-Affairs-&amp;-SRC/Student-funding-bursaries-&amp;-loans/Postgraduate-Bursaries/Master%E2%80%99s-and-doctoral-bursary">https://www.unisa.ac.za/sites/myunisa/default/Student-Affairs-&amp;-SRC/Student-funding-bursaries-&amp;-loans/Postgraduate-Bursaries/Master%E2%80%99s-and-doctoral-bursary</a>