APPLICATION INSTRUCTIONS

1. **SELECTION OFFICE**

Selection officer: Ms. Megan Snow

E-mail address: [mclinical@sun.ac.za](mailto:mclinical@sun.ac.za)

Physical address: Welgevallen House, Suidwal Street, Stellenbosch (See directions)

Mailing address: Stellenbosch University, Department Psychology,

Private Bag X1, Matieland, 7602

Phone number: 021- 808 3461 / 021 - 808 2696

1. **BANKING DETAILS AND APPLICATION PROCESS**

A non-refundable application fee of R100.00 will be levied. Timeous payment of the application fee needs to be done electronically to the following account:

Bank: Standard Bank, 20 Bird Street, Stellenbosch

Account: Stellenbosch University

Account number: 073006955 (International students add Swift code SBZAZAJJ)

Branch number: 050610

Reference: 2590 & Name and surname

Please email Ms Megan Snow at mclinical@sun.ac.za, **before or on Saturday, 30th May 2020, 12:00**. Providing the following:

**Please complete this part**

**(Copy and paste completed table in your email communication with your supporting documents)**

|  |  |
| --- | --- |
| Full name and Surname |  |
| Identity number (if South African citizen) |  |
| Date of Birth (if foreigner) |  |
| Proof of payment (current SU students – no payment required) |  |
| Academic records – clearly name your documents, if more than one academic qualification is attached with your application: |  |
| ID size photo |  |
| Honours/ MA/PhD: name the University where the academic qualification was awarded |  |
| Honours/ MA/PhD University – Year completed |  |
| Are you a current Honours student? |  |
| If indicated yes for the above, please indicate the University |  |

**PS.** **Important notes below**

* All documents required in the table should be scanned as one document and must be named surname, name, as per your application.
* You will have to first register online at <http://www1.sun.ac.za/sielkunde/login.php>

No symbols may be used as part of your password and if you previously applied on this online system, please provide a different password. You will only be able to complete the online application process once you have registered.

1. **DEADLINES**

Supporting documents Saturday, 30 May 2020, 12:00

(Academic transcripts, photo, proof of payment)

Completed online applications Saturday, 30 May 2020, 12:00

Referee reports Saturday, 30 May 2020, 12:00

It is the responsibility of the applicant to check that the online application forms and other supporting documents reach the selection committee by the due date. **No late or incomplete applications will be accepted**. No negotiations about late applications will be conducted. It is the applicant’s responsibility to send the referees’ forms to the referees and to ensure that they are mailed back directly from the referee by the 30th May.

1. **APPLICATION PACKAGE**

Each application should consist of the following:

|  |  |
| --- | --- |
| Completed application form | Online |
| Referee one: completed referee form (available online) | E-mailed to mclinical@sun.ac.za |
| Referee two: completed referee form | E-Mailed to mclinical@sun.ac.za |
| Certified academic records | E-Mailed to mclinical@sun.ac.za |
| Black and white photograph | E-Mailed to mclinical@sun.ac.za |
| Copy of bank deposit of application fee | E-Mailed to mclinical@sun.ac.za |

If an application package does not include all of the above, the application will be considered incomplete and will not be submitted for selection.

Applicants are requested NOT to include any additional material in their application packages. Provision has been made on the application form for all information required for the selection process. No additional material (such as separate CV’s, research proposals) will be considered during the selection process.

1. **NOTIFICATION AND FEEDBACK**

As far as possible all communication regarding selection will take place via e-mail.

Following pre-selection, all applicants will be informed by e-mail whether they are on the shortlist for selection on **Friday, 31 July 2020**. All applicants are welcome to call Ms. Megan Snow about the status of their applications after **12h00am Friday, 31 July 2020.**

Shortlisted applicants will be invited to a selection process which will take place between **17-19 August 2020**.

Successful applicants will be personally contacted on **24 August 2020**. Unsuccessful applicants will receive communications through e-mail. All applicants are welcome to call Ms. Snow about the status of their applications after **12h00am Monday,**

**24 August 2020**.

Following final selection feedback about applications will be given during pre-scheduled feedback appointments. Applicants who wish to get feedback about their applications should make an appointment with Ms. Snow via email (between 24 and 27th August 200)

1. **INFORMATION**

Should prospective applicants need more information about either the programme or the selection process, they should call or e-mail Ms. Snow.

Ms. Snow will either provide them with the information or direct them to the appropriate person.

Please note that applications for bursaries and accommodation should be completed separately. Information about these application procedures can be obtained from the following people:

Bursaries: General enquires 021-808 4208 [beursnavrae\_nagraads@sun.ac.za](mailto:beursnavrae_nagraads@sun.ac.za)

Accommodation: [info@sun.ac.za](mailto:info@sun.ac.za)

1. **APPLICATION FORM**

The application forms are to be completed online.

Instructions for completing the application form are provided in this section. Please read and follow these instructions carefully as they are not repeated on the application form itself.

You can access the online application form after registration and payment of administration fee.

When completing the online application, it is important to ensure that you click the “save” button at the bottom of each page before moving onto the next page. You can also go back to previous pages to correct information and ensure that your data has been saved. After **Saturday, 30th May** it will not be possible for you to access or change your information.

Appendix A provides further details about the information you will be asked to provide in the online application.

1. **Referee’s reports**

Please note that we make use of joint referees report which is also used by the University of Cape Town and University of the Western Cape.

Please ask your referees to complete this form indicating clearly that you are applying to Stellenbosch University. The referees should return the forms directly to Ms. Megan Snow via email to mclinical@sun.ac.za

These forms must reach Ms. Megan Snow before the closing date **Saturday,** **30th May 2020.**

**Appendix A: Information required in the online application form**

1. **IDENTIFICATION**
   1. **1.1 Surname:**  *Surname as listed on current identity document*

**Name**: *Full names*

**1.2** **Date of birth**: *Year/month/day 1.2.1* **Age**: *As on 30 May*

**1.3** **Title**: *Ms/Mr/Mrs/Dr/Prof etc. 1.3.1* **Gender**: *Male / Female*

**1.4** **Race**: *Information required for Government reporting purposes.*

**1.5** **Home language**: *Main language spoken in family of origin*

**1.6 Citizen status**: *State country of citizenship*

**1.7** **Disability**: *“People with disabilities” are defined as people with a long- term   
 physical or intellectual disability.*

**1.8 Professional registration**: *Please state whether you are registered with any  
 professional board e.g. as a Psychometrist with the HPCSA.*

**1.9 Knowledge of languages**: *Please list all the languages with which you are   
 familiar. Indicate your proficiency in reading, writing and speaking the  
 language by using the categories: Excellent/good/fair*

1. **CONTACT INFORMATION**
   1. **Addresses**
      1. **Correspondence address**:

Please state address where you can be reached during July and August.

* + 1. **Current physical address**:

Please give your current physical address.

* + 1. **E-mail address**: *Where you can be reached during July and August. Please indicate if this is not going to be a reliable way of communicating with you, as this is our most important way of communicating with applicants.*
    2. **Telephone numbers**
    3. **Landline**: *Landline where you can reached during July and August.*
    4. **Fax:** *Fax number where you can reached during July and August.*
    5. **Cell phone**: *Cell phone number where you can reached during July and August.*
  1. **Referees Contact details**

Please select two referees and ask them to complete the referee forms. Completed referee forms should reach the selection committee by **Saturday, 30 May 2020**. No applications will be considered without two completed referee forms. Please list the contact details of your referees on your application form in case they have to be contacted for further information. Please check that the contact details you provide are relevant for July and August.

*Note that your choice of referee can be crucial for your application. Please make sure that you choose referees who know you well and who will put an effort into completing the forms. Your referees should at least include someone who can comment on your academic abilities and your professional potential and someone who knows you well as a person.*

**3. EDUCATION**

**3.1 Formal education**

Please list all your formal educational qualifications in reverse date order, starting with your most recent degree/diploma and ending with matric.

Please scan and e-mail ms. Megan Snow your certified copies of all degrees, certificates and results obtained.

* 1. **Psychology training**

Please list the details of all psychology training, providing details of the year you completed the course and the institution.

* 1. **Informal education**

# Please list in reverse date order all psychology-related training you have received.

* 1. **Prizes, awards, honours, bursaries received at university level**

Please list in reverse date order all prizes, awards, honours, bursaries received while you were at university.

**3.5** Extra-mural activities and roles at University.

Please list in reverse order the most significant extra-mural activities and roles while at university.

**4. OCCUPATIONAL HISTORY**

**4.1 Psychology-related employment**

Please list all occupational experience related to Psychology in reverse date order. Only paid jobs should be listed here.

## In the column “formal position” list your formal job title.

In the column “date” indicate from when to when you were employed in this particular position.

*In the column “number of hours” indicate the average hours per week.*

**4.2 Other employment**

Please list all other occupational experience in reverse date order. Only paid employment should be listed here.

## In the column “formal position” list your formal job title.

In the column “dates” indicate from when to when you were employed in this particular position.

*In the column “number of hours” indicate the average hours per week.*

**4.3 Research experience (unpaid)**

Please list all unpaid research experience in reverse date order. This may include experience obtained doing a Masters or Honours thesis or voluntary work you might have done on a research project. All paid research positions should be listed in 4.1 and 4.2 above.

*In the column “type of research” indicate whether this was doctoral, masters or honours thesis research, whether you were doing independent research, whether you were a member of a research team etc.*

In the column “date” indicate from when to when you were employed in this particular position.

In the column “research supervisor” indicate the name of the supervisor (if any) who supervised you on the project.

In the column “topic of research” provide the topic or title of the research project.

*In the column “number of hours” indicate the average hours per week.*

**4.4 Voluntary community experience (unpaid)**

Please list all voluntary community experience in reverse date order. This may include experience obtained while at university or afterwards. All paid community experience should be listed in 4.1 and 4.2 above.

*In the column “type of experience” indicate what kind of experience you obtained e.g. counsellor, driver, administrative helper etc.*

In the column “dates” indicate from when to when you were employed in this particular position.

*In the column “number of hours” indicate the average hours per week.*

* 1. **Publications**

Please list all publications (if any) in reverse date order. Use APA-style.

* 1. **Prizes, awards, bursaries, honours**

Please list all prizes, awards, bursaries and honours not previously listed in reverse date order.

**5. ESSAY ONE: AUTOBIOGRAPHY**

Please write a brief self-reflective autobiography. This essay should give us a clear idea of how your own life events, emotional experiences and insights have led to you applying to become a psychologist at this time.

The essay should not exceed one page (600 words).