**DEPARTMENTAL APPLICATION FORM PHD (HIV/AIDS MANAGEMENT)**

**INSTRUCTIONS AND APPLICATION PROCEDURE**

Please note:

* + Documents you include must be clear and legible (not blurred, cropped or obscured).
	+ Please ensure that you include qualification documents for each tertiary qualification obtained and that the documents are official and certified. This implies that your original qualification documents (academic transcript and accompanying degree certificate) which you received upon graduation must be stamped and signed by the awarding institution
	+ Alternatively, you could also provide copies of the original documentation, which must be stamped and signed by the awarding institution, notary public, or a Commissioner of Oaths (attorney or diplomatic official).
	+ Documentation certified at a police station will not be accepted.
	+ Qualification documents in foreign languages must be accompanied by sworn translations, word for word into English and certified by the official translator. In other words, both the documents in the original language and the English translation must be submitted.
	+ Stellenbosch University reserves the right to request original and additional supporting documentation if we think it is necessary at any point.

Documents to be included in this application:

1. This completed application form
2. Qualification documents
3. Copy of ID document
4. Curriculum Vitae
5. Letter confirming competency in English

Forward documents to:

The Programme Manager: Administration.

Delivery address: Africa Centre for HIV/AIDS Management

C/O Banghoek and Joubert Street Stellenbosch University, Stellenbosch, 7600

Postal address: Africa Centre for HIV/AIDS Management Stellenbosch University

Private Bag X1 Matieland

7602

# NOTES:

1. Incomplete, hand-written and/or late applications will NOT be considered.
2. After the initial screening of applications, a short list of successful candidates will be selected.
3. Unsuccessful candidates will be informed in writing**.**
4. Successful candidates will be invited to further submit a comprehensive research proposal to the Centre’s admissions committee for review. The Centre reserves the right to invite successful candidates for an interview with the Centre’s admissions committee for a defence of the research proposal.
5. The Centre’s admissions committee will make a recommendation to the Faculty Board who will make a recommendation to Senate for final approval. Thereafter successful candidates may formally register for the PhD programme.

**PLEASE NOTE: THE PHD PROGRAMME IS HIGHLY COMPETITIVE DUE TO LIMITED ADMISSION SPOTS AVAILABLE!**

**SECTION 1: NAME AND ADDRESSES OF APPLICANT**

Student Number:

Surname: First names:

Residential address:

 Province:

Postal address (if different):

Business address (if employed):

Telephone (home): Dialling code:

Telephone (work): Dialling code:

Fax: Dialling code:

Mobile:

E-mail:

**SECTION 2: BIOGRAPHICAL AND RELATED DETAILS**

Date of birth: Age:

Identity number: Citizenship:

Gender: Marital status:

Home language: Dependants:

Leadership positions at present (provide dates):

Committees you served on or are serving on at present, and briefly describe your functions (provide dates):

Name any special awards, medals, prizes (provide dates):

**SECTION 3: EDUCATION AND TRAINING**

# PROVIDE DETAILS OF ALL TERTIARY QUALIFICATIONS OBTAINED:

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Qualification** | **Year obtained** | **Major/s** |
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Provide details of any other specialised training and/or qualifications:

Provide details of professional registrations, as well as date of first registration (e.g. registered psychologist since 1996):

**Please provide full references for your last five academic publications (if applicable):**

**SECTION 4: WORK-RELATED EXPERIENCE**

Your present employment status (mark with a cross):

Employed

Self-employed

Unemployed

Full time student

**PRESENT EMPLOYER** (if employed): Telephone:

Position: From (date):

No. of people you currently supervise:

Brief job description:

If self-employed, provide full details:

**FORMER EMPLOYER(S)**: Telephone:

Position: From (date):

**FORMER EMPLOYER(S)**: Telephone:

Position: From (date):

**FORMER EMPLOYER(S)**: Telephone:

Position: From (date):

 **Please include your employment history for at least the last five (5) years**

**SECTION 5: REFERENCES**

|  |
| --- |
| Provide 3 academic references, one of which must be supervisor of Master’s degree |
| **Full name and title** | **Institution** | **Position** | **Relationship to applicant** | **Contact details** (Phone & email) |
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| **Please request your referees to submit written reports on your ability to complete a doctoral study programme, directly to the Africa Centre for HIV/AIDS Management by e-mail to** **wchabalala@sun.ac.za** |

**SECTION 6: PAYMENT OF TUITION FEES FEESSTUDIESEFERENCES**

How do you propose to finance your studies?

**SECTION 7: MOTIVATIONAL LETTER**

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| --- |
| Write a **letter motivating your suitability for this programme** and indicate any information that you feel is important below. Maximum length: One page **(no more than 500 words**) |
|  |

**SECTION 8: CONCEPT NOTE ON PROPOSED TOPIC RESEARCH TOPIC**

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| --- |
| Provide a brief outline of your proposed approach to the research topic for which you would like to do your PhD about. |
| **RESEARCH TOPIC:** |
| Reasons for selecting this topic and previous experience in this field |  |
| **CONCEPT NOTE:** Please provide a concept note of **no more than 3000 words** showing how you would approach your research topic. **See Appendix A for concept note guidelines**. |
|   |

**SECTION 9: DECLARATION**

**SECTION 5: DECLARATION**

# I HEREBY DECLARE -

1. That **ALL ADDITIONAL DOCUMENTATION** required in terms of the Instructions and Application Procedure, as described on the front page of this application form, **IS INCLUDED** with this application and that I am aware of and accept the fact that **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**;
2. That the information submitted with this application is true and accurate;
3. That Stellenbosch University may cancel my registration immediately should it become apparent that any information submitted with this application is untrue, inaccurate, or intended to mislead.

**SIGNATURE OF APPLICANT**: **DATE**:

|  |
| --- |
| **APPENDIX A: Guidelines to preparing a concept note** |
| A good concept note does not have to be a lengthy document in order to address the main points relevant to a research study. A guideline to the basic elements that can be included in a concept note is provided below.  |
| 1. **Background**/**rationale**: Give an introduction of the topic to enable the reader to contextualize it.
2. **Research question(s)**: What is it that you are trying to find out? Your question(s) can change in the future – this provides a starting point.
3. The **research** **problem and objectives**:
	* What is it that you do not know and are trying to find out?
	* What you want to study (unit of analysis) and to what purpose? (research objective)
	* It is advisable to have one overarching **aim** that the study sets out to achieve, which can then be broken down into two or three specific research **goals** (the research goal will usually develop into research articles in the future).
4. The preliminary **literature study**:
	* Provides the background to your study.
	* What are the key publications relevant to your proposed topic/ study?
	* What keywords will you use to find your literature? How are you going to structure your literature review?
5. The **research design and methodology**:
	* **Data**: Quantitative, qualitative or both: it must align with your research question.
	* **Method(s) for collecting data**: How are you going to get your data? Your data needs to be accessible and there needs to be a limit on how much data you’re going to collect: you can’t collect data forever.
	* **Method(s) for analysing data**: What are you going to do once you have your data? How are you going to get something meaningful out of your data?
6. **Reasons why the study is relevant**: What problem is your study going to solve? Who will be interested in the results of your study? How are your results going to change policy, practice or both?
7. Provisional **timeline** for the proposed study.

**The concept note should be no longer than 3000 words.****Regrettably, the Africa Centre academic or administrative staff cannot assist with the writing of the concept note.** |