

**DEPARTMENT OF INDUSTRIAL & ORGANISATIONAL PSYCHOLOGY**

***APPLICATION FOR ADMISSION TO:***

**MASTER OF COMMERCE IN INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY**

**(PROFESSIONAL DEGREE) (COURSEWORK SELECTION DEGREE)**

**QUALIFICATION CODE: 90116**

**Application to be submitted via the Unisa online application process**

**Closing date: 16 September 2023**

**(NO late applications will be allowed)**

**(NO emailed application to the department will be considered)**

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname (Last name) |  |
| First names |  |
| ID number |  |
| Student number (Unisa) |  |
| \*E-mail address (E)  *\*\*it is advisable that this e-mail address is linked to your smartphone\*\** |  |
| Cell phone number (C) |  |
| Telephone number (W) |  |
| Telephone number (H) |  |

\**ensure frequent viewing of e-mail for all related correspondence from department to this address\**

Have you applied for selection for the same programme previously? Yes No

If yes, please indicate when and (if possible) why your application was not successful.

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**2. ACADEMIC QUALIFICATIONS**

**2.1 COMPLETED Honours Degree:**

*(\*\*Please note that ‘completed’ refers to a* ***full/finalised*** *degree with marks calculated according to the required modules. Any student waiting for marks (during the application and selection period) or busy with an honours degree will NOT be included in the selection process.)*

|  |  |
| --- | --- |
| **Name of University:** |  |
| **Year of completion** (*refer to**above)* |  |

Remember, on honours level you need to have successfully completed modules/subjects that have adequately addressed the following Industrial and Organisational Psychology subfields:

* Organisational Psychology
* Personnel Psychology
* Career Psychology and Employee Wellness
* Psychological Assessment
* Research Methodology
* *Specify your degree modules with subjects (named in brackets) relevant to the above modules e.g. Organisational Psychology*
* *Supporting documentation (subject content) should be provided for subjects* ***not specified/****equivalent to the required modules.*

*(No content/supporting documents submitted = no entry to selection process granted)*

*Please note, if your honours qualification does not comply with the above requirement, your application will not be considered.*

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| --- | --- | --- | --- |
| **Module/Subject** | **%** | **Module/Subject** | **%** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Average for Honours degree** |  |

**2.2 Degrees obtained**

|  |  |  |
| --- | --- | --- |
| Degrees (Undergraduate & Postgraduate) | Date obtained | Institution |
|  |  |  |
|  |  |  |
|  |  |  |

**3. PROFESSIONAL REGISTRATION**

Do you have any professional registration?

|  |  |
| --- | --- |
| YES (specify) | NO |

**4. MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS**

Are you a member of any professional association in South Africa?

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**5. CURRENT OCCUPATION**

|  |  |
| --- | --- |
| Employer |  |
| Address  Postal code |  |
| Your division |  |
| Your job title |  |
| Your job level |  |
| Starting date |  |
| Responsibilities in your current position |  |

**6. PROFESSIONAL EXPERIENCE**

State your practical experience with regard to the following matters. It can be work-related and/or related to your undergraduate and honours study. These experiences can include, for instance, interviewing, psychological assessment, research projects, organisational development experience, job analysis, ergonomics, consumer behaviour and any other relevant experience.

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| --- | --- | --- | --- |
| Employer | Key Performance Area (KPA) | Duration of Employment  From  To | Brief description of KPA activities |
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| **7. COMPULSORY WORKSHOPS DURING FIRST YEAR OF STUDY** | | |
| **Do you accept your responsibility to attend the compulsory block week workshop sessions (about 30 days in total) between February and November as part of your first year of study?** | Yes, I am committed to attend the compulsory block week workshop sessions  Signature | No, I am not committed to attend the compulsory block week workshop sessions.  Please provide a reason  Signature |
| **Attendance is compulsory as stipulated by the HPCSA for the continued accreditation of the Master’s (coursework, dissertation of limited scope and internship) degree.**  The practical classes have been grouped into five block week workshop periods of one week+ each (face-to-face or virtual) This means that students must attend specified workshops in person at the Muckleneuk Campus (Pretoria) and some workshops via MS TEAMS (virtually).  **Prelimanary days:**  Mid-February (5.5 days) *Muckleneuk campus (in person)*  End February (5 days) *MS Teams (virtually)*  End May (8 days) *Muckleneuk campus (in person)*  Mid-August (5 days) *MS Teams (virtually)*  November (7 days) *MS Teams (virtually)* | | |

**8. ACCESS TO INTERNET**

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| --- | --- | --- |
| Do you have access to the internet? | Yes | No |
| Do you have your own private email address? | Yes | No |

**9. DECLARATION OF DISABILITY CHALLENGES (Confidential)**

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| Please declare any challenges of disability (if applicable) that the Department of Industrial and Organisational Psychology needs to take cognisance of to ensure a fair selection process. |

**10. INFORMED CONSENT: PSYCHOLOGICAL ASSESSMENT SCREENING**

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| --- | --- | --- |
| Are you willing to voluntarily undergo a proctored psychological assessment screening (ability as potential Industrial Psychologist, personality functioning, and structured panel interview) should you be selected for the shortlist of candidates for admission to the programme? | Yes, I am willing  Signature | No, I am not willing  Please provide a reason  Signature |

**11. INTERNSHIP**

In order to register as an Industrial Psychologist, you need to do a 12 month full time internship programme after completion of your first year of coursework studies. **As required by the Health Professions Council of South Africa (HPCSA), Professional Board of Psychology** **from 2024 onwards, the internship programme forms part of the qualification curriculum of the second year.** To obtain your Masters degree you have to succesfully complete the coursework in year one and then both your internship and dissertation of limited scope during your second and third year of study.

This internship programme consists of various Industrial Psychological activities carried out within a suitable organisation based in South Africa. These activities have to be set out in an accredited internship (structured or tailored) programme. **IMPORTANT:** It is your responsibility to arrange for an internship at an organisation that offers a HPCSA approved (structured or tailored) internship programme and for a registered Industrial Psychologist to act as your supervisor.

Visit <https://www.hpcsa.co.za/PBPsychology> for more details.

**Letter of intent for a potential opportunity to apply for an internship programme from the training organisation and supervising psychologist must be included as part of your application.**

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| **Organisation (based in South Africa)** |  |
| **Supervising Psychologist (cat. Industrial)** | Title, Name and Surname:  HPCSA PS number: |

**12. MOTIVATION FOR YOUR APPLICATION**

Motivate why you should be selected as a master’s student in Industrial Psychology? In your motivation, also address the following aspects:

* What will be required of you, on a personal level, to be successful?
* What will you have to contribute on a professional level (as a Master’s student and as an aspiring Industrial Psychologist) towards completing your master’s degree?
* What are your personal strengths in successfully managing a demanding study workload along with a demanding work and social-family responsibility load?

Capture your motivation in ± 300 words:

|  |
| --- |
| **MOTIVATION:**  *What will be required of you, on a personal level, to be successful?*  *What will you have to contribute on a professional level (as a Master’s student and as an aspiring Industrial Psychologist) towards completing your master’s degree?*  *What are your personal strengths in successfully managing a demanding study workload along with a demanding work and social-family responsibility load?* |

**APPLICATION CHECKLIST**

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| --- | --- |
| **The following is provided for and included in support of my application:** | **√ or x** |
| 1. Do you have an average of **at least 60%** for your Ind & Org psychology Honours degree? |  |
| 1. Do you comply with the module/subject requirements as indicated in section 2.1 above? |  |
| 1. Do you acknowledge the compulsory attendance of the block week sessions (workshops) as stipulated in section 7 during the first year of study? |  |
| 1. Did you include the Motivation for your application? |  |
| 1. Did you complete all the sections of this application form? |  |
| 1. Did you obtain the internship and supervision letters from the training organisation and supervising psychologist? |  |
| 1. Did you confirm and check which documentation should accompany the questionaire when applying via online link provided?   (academic record/ID/honours certificate/internship confirmation letters) |  |
| **PRIVACY NOTICE IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013**   1. I declare that all the personal information furnished by me on this form are true and correct, and I undertake to inform Unisa of any changes in my personal information. 2. I undertake to comply with all the rules, regulations and decisions of the university and any amendments thereto and I have taken note of advice which may be applicable to students in general. 3. I, as a student registered at Unisa or an applicant intending to study with Unisa, hereby consent that Unisa may collect, use, distribute, process my personal information for all required academic processes pertaining to my application or registration to study with Unisa, which may include, but is not limited to:    1. internal administrative processing;    2. institutional and scholarly research; and    3. funding submissions. 4. I also consent that Unisa may share my personal information with the Matriculation Board and Admissions Committees, Higher Education South Africa, the Department of Higher Education and Training, the Council on Higher Education, the South African Qualifications Authority, other public higher education institutions, Qualification Verification Agencies, professional bodies, third parties rendering various services to the university and legal entities which may lawfully require such information for legal obligations and/or investigations. 5. I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is publicly available. 6. I will not hold the university responsible for any improper or unauthorised use of personal information that is beyond its reasonable control. 7. I confirm that I have read the notice and understand the contents.   **Note:** The nature of personal information collected can be viewed in the Personal Information Inventory Lists published on the Unisa webpage at [www.unisa.ac.za](http://www.unisa.ac.za) | |

***Applications will NOT be considered in the event where information or supporting documents are outstanding or incomplete when submitted online.***

SIGNED:

DATE:

PLACE:

**Application to be submitted via the Unisa online application process**

**Unisa M&D website link:** [Apply for a student number and apply for admission](https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&-doctoral-degrees/Apply-for-a-student-number-and-apply-for-admission)