

**DEPARTMENTAL APPLICATION FORM - PhD**

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

SU Applicant ID: \_\_\_\_\_

Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_

Residential address: \_\_\_\_\_

\_\_\_\_\_ Province: \_\_\_\_\_

Postal address (if different): \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone (cell): \_\_\_\_\_

Telephone (home): \_\_\_\_\_

Telephone (work): \_\_\_\_\_

**SECTION 2: BIOGRAPHICAL AND RELATED DETAILS**

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

Identity number: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Gender: \_\_\_\_\_ Home language: \_\_\_\_\_

Leadership positions at present: \_\_\_\_\_

\_\_\_\_\_

Committees you served on or are serving on at present, and briefly describe your functions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name any special awards, medals, prizes: \_\_\_\_\_

\_\_\_\_\_

**SECTION 3: EDUCATION AND TRAINING**

**If you are studying at the moment, provide the following details:**

Institution: \_\_\_\_\_ Degree/diploma enrolled for: \_\_\_\_\_

Year of study (e.g. final): \_\_\_\_\_ Student number: \_\_\_\_\_

Provide details of all tertiary qualifications obtained:

Institution	Qualification	Year obtained	Major/s

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):

\_\_\_\_\_

Provide full references for your five latest academic publications (if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 4: WORK-RELATED EXPERIENCE**

**Employment status** (mark with X):

Employed       Self-employed       Unemployed       Full-time student

**If employed**

**If self-employed**

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

**Industry of employment** (mark with X):

Health       Education       Community/social services       Human resource management

Mining       Agriculture       Other: \_\_\_\_\_

Indicate why you should be accepted for the programme you are applying for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will be responsible for your **tuition fees**:

Self       Employer       Need bursary

For **POSTGRADUATE FUNDING** and support please visit the following website: [www.sun.ac.za/pgo/funding](http://www.sun.ac.za/pgo/funding)

**SECTION 5: REFERENCES**

Provide **three academic references**, one of which must be the supervisor of your Master's degree.

Name	Telephone (work)	Telephone (home)	Relationship (e.g. relative, supervisor)	Period known (years)

**Please request each of your referees to submit a written report on your ability to complete a doctoral study programme, directly to the Africa Centre for HIV/AIDS Management by e-mail to [bianca@sun.ac.za](mailto:bianca@sun.ac.za)**

**SECTION 6: GENERAL**

How did you become **aware** of the programme you are applying for:

Sunday Times       Namibian       Mail & Guardian       The Nigerian

Brochure       Former student       Friends/family       Colleague)

Africa Centre website       Facebook       Twitter       LinkedIn       YouTube

Other: \_\_\_\_\_

**SECTION 7: MOTIVATIONAL LETTER**

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**

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.

**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.