

Institute for Poverty, Land and Agrarian Studies (PLAAS)

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University of the Western Cape
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APPLICATIONS FOR 2009

Dear Applicant,

Thank you for your interest in the Postgraduate Diploma and MPhil Coursework in Land and Agrarian Studies. Please read the following guidelines to assist you in your application process.

1. Application process

There are two application forms to be completed: the UWC application form and a PLAAS/School of Government (SOG) application form. Both application forms must be completed in full. **You should complete the UWC application prior to the PLAAS application.** In order to be accepted to the programme, your application needs to be considered and approved by the PLAAS Selection Committee.

a) UWC application

It is strongly recommended that you complete the UWC online application form as this speeds up the application process. However if this is not possible, you can complete the postgraduate UWC hard-copy application form, which can be obtained from the Postgraduate Administrator or Student Administration.

In your UWC application, please **make sure that you apply for the correct course**, which is the Postgraduate Diploma or MPhil in the **SOG-PLAAS** in the **Economics and Management Sciences (EMS)** Faculty.

CODE	PROGRAMME	COURSE FEES
1616	Postgraduate Diploma in Land and Agrarian Studies	R 15 000 (Approximately)
1843	MPhil Coursework in Land and Agrarian Studies	R 15 000 (Approximately)

Kindly contact the Postgraduate Administrator should you require further clarification.

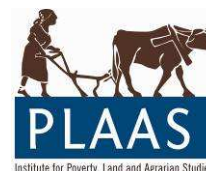
Once you have applied to the University, kindly post the following documents to The Head, Department of Student Administration, Private Bag X 17, Bellville, 7535.

- A certified copy of your identification document or passport
- A certified copy of your matric certificate
- Certified copies of your official transcripts and a certificate of conduct
- The proof of payment for your application fee
- Your application number should be included on the documents

The above step is the applicant's responsibility as failure to submit these documents timeously could cause a delay in the selection process.

b) PLAAS / SOG application form

Once you have applied to UWC Student Administration, you need to complete the PLAAS/SOG application form. You need to **include your application number** which you have been allocated on the application form.



In order to complete the PLAAS/SOG application form, you would be required to submit the following documentation along with your application. It must be personally signed by the applicant and posted to the address below, along with the other required documents.

- A certified copy of your identity document/passport
- A certified copy of your matric results
- Certified copies of your academic transcripts and certificates
- The required writing sample – see point number 2
- Two reference letters
- Proof of application fee payment

Electronic communication is vital with respect to this programme. Please ensure that all e-mail addresses are clear and correct. Should you have an alternate e-mail address where you can be reached, please supply us with the alternate e-mail address as well. It would be greatly appreciated if all e-mail communication is confirmed as a means of tracking.

As stipulated in the application forms, no applications will be considered if **all the required documents** have not been **certified and included** in one complete package. A checklist has been provided below to assist you in completing the application pack to PLAAS.

Checklist for ALL Students

Please use the following checklist to make sure you have included all the necessary procedures and documents in your application for 2010 academic year:

Application to UWC	
Completed PLAAS/SOG application form	
Proof of payment of application fee	
Certified copies of tertiary transcripts, and degree certificates	
Certified copies of matriculation certificate	
Certified copy of identity document/passport	
Writing sample	
Two references	

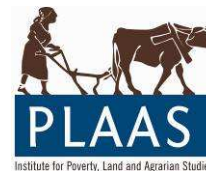
c) Application for consideration on the basis of Recognition of Prior Learning (RPL)

If you have substantial work experience in land and agrarian reform but do not have an undergraduate degree, you may apply to be considered on the basis of recognition of prior learning (RPL). In addition to the procedures outlined above, please provide a **motivation letter** and curriculum **vitae towards an application to be accepted on the basis of RPL**, outlining relevant work experience and competencies that you have developed. Your work experience and relevant educational qualifications will be taken into account in consideration of your application. In the case of RPL candidates, admission needs to be approved by the University Senate.

* Please note that the letter of motivation for consideration on the basis of RPL state clearly your relevant work experiences and competencies that you have developed which should be linked to the Programme's objectives.

The purpose of the programme is to enhance the capacity of government and civil society organisations to develop and implement policies and programmes of land and agrarian reform that seek to achieve both the redistribution of productive assets and sustainable development.

5. Registration fees in 2010



Please note that if your application is successful, you will need to pay a registration fee of **approximately R760.00** in February next year in order to register. You will also need to pay a portion of your course fees, **approximately R 3 400.00**, in order to register. Further information would be communicated to the successful candidates.

Please note that all the required documentation needs to be submitted together as one **complete application package**, including all the necessary certified documents. The final application deadline is **30 September 2009**. Only applications complying with these requirements will be considered.

Please be advised that, **you will be notified by email and a formal letter** indicating whether your application has been successful or not.

We wish you everything of the best for your application.

Sincerely,

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Carla Henry
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