APPLICATION CHECKLIST

Doctoral study is not for everyone and it is important that you assess yourself against the idealised profile given below and satisfy yourself that there is a good fit. While not all candidates will be alike and not all will fit the profile in all respects, it is unlikely that you will succeed in your doctoral studies unless you measure up well against a significant number of the attributes of a successful doctoral candidate.

A successful doctoral candidate has the following attributes:

• A track record of consistently high academic achievement;
• An alert, enquiring mind;
• Good written English skills and an enjoyment of written communication;
• A logical mind, supported by strong numeric and analytical skills;
• An ability to focus on both detail and the big picture;
• Good energy and stamina – must be able to carry a high workload;
• Personal effectiveness in managing self and time;
• Broad and deep experience in business;
• A problem-solving, innovative approach to challenges; and
• Clear personal goals and strong achievement motivation

Step 1: Minimum requirements

• A minimum of an MBA or business related Master’s degree. The equivalent qualification is an NQF level 9 qualification;
• A minimum of five years’ work experience, at least two years of which must have been at management level;
• Postgraduate level of intellectual ability (as assessed via the GiBS Entrance Test or the Graduate Management Admission Test (GMAT); if you wish to write the GMAT, please go to http://www.mba.com/ for more information;
• A track record of consistently high academic achievement;
• Good English language skills to actively participate in academic debate;
• Strong numeric and analytical skills;
• Leadership potential (your experience, letters of reference and application essays should all reveal that you can assume a leadership role in the workplace);
• Personal effectiveness in managing self and time; and
• Competence in MS Word, Excel, PowerPoint and a web browser;

Please note

• You can save any page at any time and come back at a later stage to complete your application;
• Should you have all the required documentation on hand, the process should take you no more than 15 minutes to complete.

Step 2: Documentation required
(Please note that all documentation must be certified and is required in an electronic format – PDF ONLY)

• Academic transcripts (see below)
• ID/Passport copy
• Essay(s) (see below)
• Degree certificate(s) (see below)
• Proof of payment (application fee)
• Matric or school leaving certificates

• Optional:
• SAQA evaluation certificate (if qualification is obtained from a non-South African university).
  Website address of SAQA for contact details: http://www.saqa.org.za/
• Entrance test results (attach GMAT results if available)

Academic transcripts:

Please submit an original or certified copy of all your academic transcripts from university, as well as your matric/Grade 12 certificate. This is a complete list of all subjects taken for your degree (including any courses that were failed) and the results you achieved. Please note that a degree certificate is not a transcript. Obtaining copies of your transcripts can take up to a month. They must be attached on your online application form in order for you to proceed with your online application.
Applicants who have received degrees from non-South African Universities (Only required upon acceptance to Doctoral Programme):

Any applicant whose degree was obtained from a non-South African university must get their qualification evaluated by the South African Qualifications Authority website. Please note that you need only provide this certificate upon acceptance to the programme. Please note that this process can take about a month and the certificate must be sent to the Doctoral Programme Office as soon as you receive it. The applicant must manage all aspects of this process.

Application essay:

The application essay is your opportunity to present a clear picture of yourself, your career goals and your aspirations. It will provide the selection committee with information about your motivation, maturity, interests, abilities and written communication skills. You should spend a significant amount of time preparing your answer to the questions as it is a critical part of our evaluation and selection process. Please type the essays and do not use point form. Please prepare your application essay well in advance of submitting your online application.

There are two application essays which must be completed with the application. The questions are:

**ESSAY PART ONE**

Please provide a full description of your personal profile, outlining strengths and weaknesses, aspirations, goals, values, major achievements etc. Please include the evolution of your career to date. How do you see your career progressing over the next 5 to 10 years?

Upload your essay on a separate sheet. (500 words)

**ESSAY PART TWO**

Write an essay in which you argue your view on the following topic: Protesting tertiary education students (e.g. the #FeesMustFall and #RhodesMustFall) are right to insist that government must prioritise Higher Education spending and reforms, even if this means cutting back on lower levels of education, such as pre-primary, primary and secondary education.

Upload your essay on a separate sheet. (1 000 words).

Research Proposal:

Please upload a 20-page research proposal. Make sure it is adequately argued and referenced. A good topic will be one that you are passionate about, and can see yourself refining and developing for the next four years. We are looking for topics that grow our understanding of business in Africa in the general management domain. We will use this proposal firstly to assess whether we are the right school for you, and secondly to try and find you a potential supervisor. Also note that students who are accepted on the basis of their proposed topic in the 20-pager risk losing their place on the programme if they were to change topic, because we cannot guarantee that a suitable replacement supervisor will be available.
Step 3: Apply online


Step 4: Pay the application fee

(Please note that proof of payment needs to be in an electronic format, PDF only, in order to upload this to your application form)

Pay the non-refundable application fee of R2650 (for group entrance test or if you already hold GMAT) or R4650 (for one-o-one entrance test or skype test). Only electronic payments will be accepted into the following bank account:

Standard Bank of South Africa
Current account
Account Name: GIBS
Account Number: 421018011
Branch Code (Sandton): 019205
Reference: ID or Passport number (add extra 0s to make 13 digits long)

Please note that your proof of payment should be attached to your application form.

Step 5: Write the entrance test and reference forms

The Graduate Management Admission Test (GMAT)

Alternatively, if you do not do the GIBS entrance test, you will need to do the GMAT.

The GMAT (Graduate Management Admission Test) is an internationally recognised test designed to help graduate business schools asses the qualifications of those who seek admission to study for an MBA. Almost 1 800 graduate management programmes around the world use GMAT scores as part of their selection procedure. If you wish to do the GMAT, please visit the website or send an email to Justin.jacobs@pearson.com

The GMAT measures basic verbal, mathematical and analytical writing skills. It does not presuppose any specific knowledge of business or any other content areas, nor does it measure achievements in any particular subject. To familiarise yourself with the mechanics of the test and the kinds of questions that are asked, access GMAT’s website at http://www.pearson.com/

You may designate up to five academic institutions to receive a copy of your test scores - these are sent electronically and will be received by then between 16 to 20 days after you have written your test.

If you are going to submit a GMAT result, please inform us when you will be writing the test.
Step 6: Admission

Once the test results are available and reference forms have been submitted to the Admissions Office, the application is now ready to be reviewed by the Admissions Committee. The Admissions Office will notify you of the outcome provided there is no outstanding documentation.

Please note:

Only online electronic applications will be considered. E-mailed, faxed or posted applications will not be accepted.

GIBS is committed to welcoming and assist international students. International students share a substantial background of international work, travel and education experience that enriches and complements the global nature of the Doctoral Programme. All international students must submit copies of their study and work permits. Students from non-English speaking countries must demonstrate their English language through the learning proficiencies testing done through the ADS office.

Foreign applicants:

If you are a non-resident in South Africa and wish to apply for our Doctoral Programme, you will have to provide GIBS with a study permit once you have been selected.