

**Master of Philosophy  
in Inclusive Innovation**

**Application  
Guide**

In this Application Pack you will find everything you need to guide you through the **application process** of the **MPhil in Inclusive Innovation** programme.

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## Admissions Department

Tel: +27 (0)21 650 7500

Email: admissions.gsb@uct.ac.za

## Here's a quick overview of what to expect from the Pre-Application and Admissions processes

### First of all, you will need to do some research.

Before you begin, we encourage you to find out as much as possible about the programme you are applying for at the GSB. This involves reading up as much as you can on [our website](#), attending our [information sessions](#), seeking counsel from your peers, colleagues and mentors, or calling our Admissions Team for more information or clarity.

- Understand the [entrance requirements](#); make sure you meet the criteria.
- Consider the [time and workload demands](#) of the programme, and discuss this with your employer if necessary.
- Know what the latest [fees](#) are, and consider your [funding options](#).

### The application process:

Applying for an academic programme at the UCT GSB involves a few easy steps:

#### STEP 1: Complete your 'Pre-Application' – an application for the UCT GSB

The Pre-Application process is required for us to know that you are sufficiently qualified or experienced and the right fit for your chosen academic programme at the GSB, as well as the business school as an institution guided by values and principles. This is an important step that will help prepare you for the rest of the application process.

#### STEP 2: Apply with the University of Cape Town

The UCT Online application is necessary to register you as a student of the university, and create your unique UCT Student Number. You may be required to resubmit some information from the previous step.

#### STEP 3: Upload your documents

During your Pre-Application process you will be required to compile a set of documents, then upload them onto our application portal. Our Admissions team will use these documents to prepare your application for the Admissions Board.

#### STEP 4: Pay your application fee

Before the Admissions team are able to send your application pack to the programme's Admissions Board, they will need to confirm receipt of your application fee. This is an important step that lets us know that you are serious about your application. Please note, this is non-refundable regardless of the Admissions Board's decision on your application.

**TOP TIP:** Many of our applicants find it useful to create an application folder on their computer to keep all application documents safely filed in one place, and easily accessible for their submission.

### Starting your application

Once you have started your application, you will receive an email containing your unique **Pre-application Portal Link**.

You don't need to complete all steps in one sitting. All changes are saved automatically, so you can always go back to complete an incomplete step or skip ahead – return to your application portal at any time using **your unique link**.

**TOP TIP:** For privacy reasons, don't share your unique portal link with anyone else.

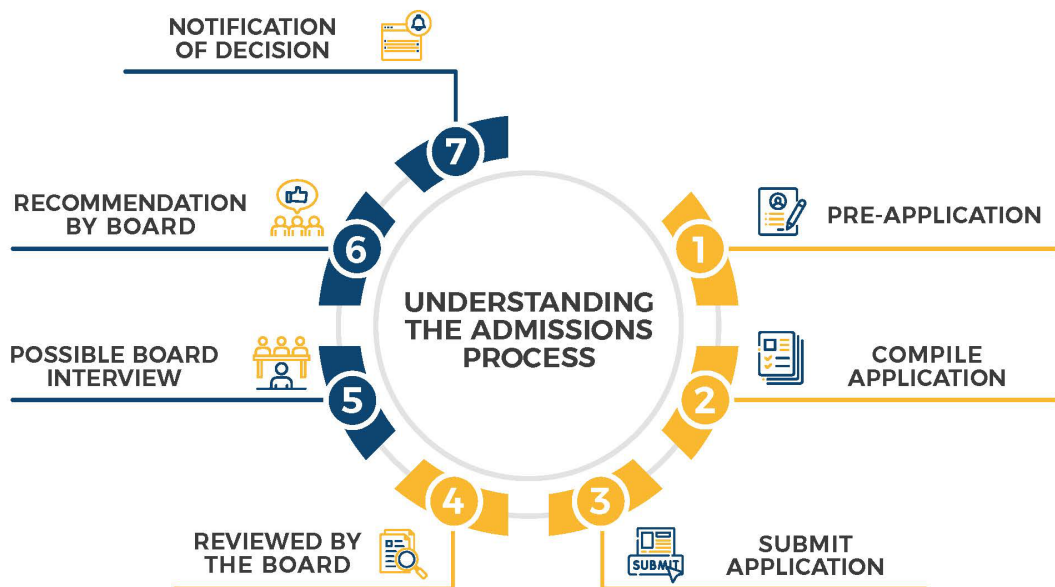


### The admissions process

Once you have submitted a completed application, the Admissions Team will kick into gear and process the application.

**TOP TIP:** Make sure you've completed **all 4 steps** of your application to allow the Admissions Team to proceed with your application. The assigned Admissions officer will communicate with you directly should any documentation be outstanding.

Be patient – you will be notified of any outcomes in due course.



# Entrance requirements

*Attributes and qualifications needed for this degree*

The MPhil in Inclusive Innovation is a rigorous modular programme designed to meet the growing demand for experts in the field.

## OUR CRITERIA FOR THIS PROGRAMME ARE:

- Applicants must hold at least an **NQF level 8 qualification** in Applied Science, Commerce, Humanities, Health Sciences, Arts, and other related degrees. Alternatively, applicants who have a **three-year degree with relevant prior work experience** may apply as an RPL candidate ([Recognition of Prior Learning](#)). Candidates with a non-South African qualification may need to verify the equivalence to a South African degree.
- Applicants must have **already demonstrated a desire for solving problems** within the key themes of education, health, finance and digital inclusion; or have a passion to pursue an area they have already researched substantially.
- **Students must be fluent in spoken and written English.** The UCT GSB Admissions Board could require a TOEFL for applicants whose mother tongue is not English or who have not received a degree from an English university. The Board also takes motivation essays, standardised assessments, and interviews into account with regard to English proficiency. Final decision at the discretion of the Board. For more information on UCT's English Language Requirements [click here](#).
- Applicants must have a **minimum of three years' work experience**.

# Application Essays

*Let us get to know you better, and tell why you're applying for this programme*

### **Application essay guidelines**

1. What is your vision for your future, and why have you chosen to apply to the UCT GSB MPhil in Inclusive Innovation programme at this particular time in your life and career?
2. How will you contribute to creating a strong, mutually supportive learning community for your cohort? What skills and expertise will you be able to offer your classmates to enhance the co-created learning journey?
3. What do you expect or hope to achieve from your GSB experience? How do you plan to manage the high time and energy demands of this intensive programme over the next two years?

### *FORMAT YOUR MOTIVATIONS*

- Complete each essay on a separate page, upload onto the UCT GSB pre Application and UCT Online Application portals.
- Please write clearly and openly about yourself.
- Give examples where appropriate/useful.
- Question 1 up to 1000 words; questions 2 & 3 max. 200 words.
- Your essays should be 1.5 line spacing, font size 12.

## **Fees and Banking Details**

*Everything you need to know about the cost structure of the programme*

All details are correct at time of publication

**Programme fee 2025: R174 030\***

<i>Programme Fees</i>	African Student	Non-African Student
Term 1	R160 710	R252 900
Term 2	R13 320*	R24 460*
<i>Total</i>	R174 030*	R277 360*
<i>Application Fee</i>	R1 000	\$100
<i>Acceptance Fee</i>	R25 000**	R25 000**

**UCT GSB Bank Account Details**

<b>BENEFICIARY</b>	UNIVERSITY OF CAPE TOWN - GSB Account No. 9
<b>BANK</b>	Standard Bank SA Ltd.
<b>BRANCH</b>	Rondebosch, Western Cape
<b>ACCOUNT</b>	072953004
<b>SWIFT CODE (FOR INTERNATIONAL PAYMENTS)</b>	SBZAJJ
<b>GSB REFERENCE NUMBER FORMAT</b>	GSB/Surname/FirstName-OR-UCT student number

**KINDLY NOTE**



### \*ANNUAL FEE INCREASE

The University increases fees annually. Applicants embarking on 2-year Programmes or Programmes that straddle two academic years, must factor in fee increases for their courses in the 2<sup>nd</sup> academic year of study.

### FEES AND PAYMENT DATES

Please note that fees and the associated payment structures differ for South African students (incl. permanent SA residence holders), African students (incl. permanent African states residence holders) and non-African students. Payment for tuition is required before registration. Please consult the [fees handbook](#) , or the [GSB website](#).

### PRO-FORMA INVOICE

Should you require a pro-forma invoice from the UCT GSB in order to apply for employer funding (or any other reason), we have created an automatic invoice generator for your chosen programme [here](#).

### Non- South African Students

All students from outside South Africa (incl. students with permanent residency status in African countries) are required to make the full payment of tuition fees for the academic year prior to registration.

### South African students

South African students (incl. students with SA permanent residence status) must make the initial payment prior to registration. The initial payment amount is typically set as 35% of the total fee debt for the year. In the event of late payment, this will be subject to a once-off late payment fee of 8% of the total annual fee. You will be allowed to register if the initial payment has not been received by the due date. Payment of the balance of fees for the year is due on 31 July. We send out detailed statements of account every month from March onwards. Note that interest is charged on outstanding balances after 31 July. Refer to the [fees handbook](#) for details.

### \*\*ACCEPTANCE FEES

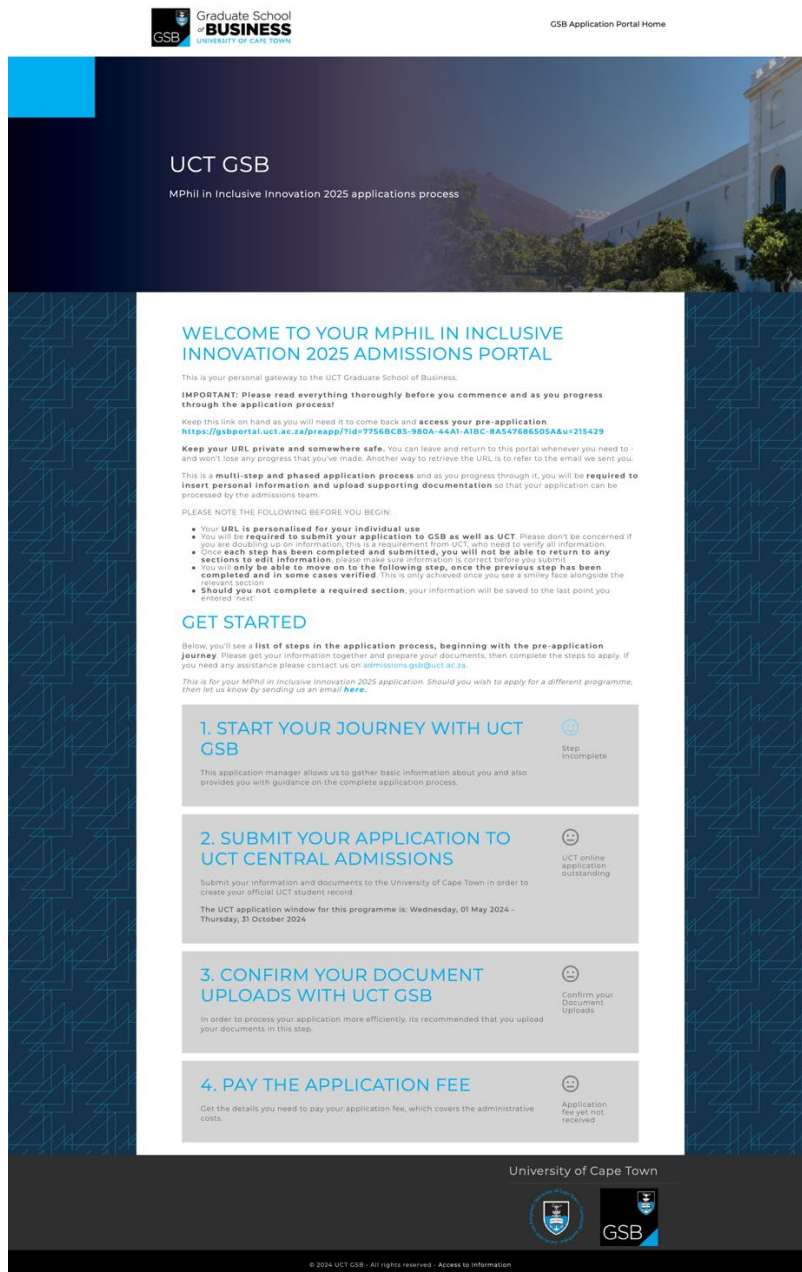
An acceptance fee is required for all GSB programmes. This must be paid upon acceptance of the offer and secures your place on the programme. An acceptance fee of ZAR 25,000 is applicable to all GSB students applying for Masters level programmes. Postgraduate Diploma level students must pay an acceptance fee of ZAR 15,000. This is credited against the initial payment due upon registration. Note that this acceptance fee is subject to cancellation charges, calculated on a sliding scale, should you subsequently withdraw your acceptance (Please refer to Fees Booklet).

## Our Application Process

## STEP 1: UCT GSB Pre-Application

Here is what our Pre-Application system looks like.

*Each step is automatically saved and you can return to complete any step later.*



The screenshot shows the UCT GSB Pre-Application portal. At the top, it says "UCT GSB" and "MPhil in Inclusive Innovation 2025 applications process". The main heading is "WELCOME TO YOUR MPHIL IN INCLUSIVE INNOVATION 2025 ADMISSIONS PORTAL". Below this, there is a section titled "GET STARTED" with four numbered steps:

- 1. START YOUR JOURNEY WITH UCT GSB**: This application manager allows us to gather basic information about you and also provides you with guidance on the complete application process. Status: Step Incomplete.
- 2. SUBMIT YOUR APPLICATION TO UCT CENTRAL ADMISSIONS**: Submit your information and documents to the University of Cape Town in order to create your official UCT student record. The UCT application window for this programme is: Wednesday, 01 May 2024 - Thursday, 31 October 2024. Status: UCT online application outstanding.
- 3. CONFIRM YOUR DOCUMENT UPLOADS WITH UCT GSB**: In order to process your application more efficiently, it's recommended that you upload your documents in this step. Status: Confirm your Document Uploads.
- 4. PAY THE APPLICATION FEE**: Get the details you need to pay your application fee, which covers the administrative costs. Status: Application fee yet not received.

At the bottom, it says "University of Cape Town" and "GSB".

### STEP 1.1: Personal details

*Setting up your profile.*

## PERSONAL DATA

Please enter your information in the fields below. This is a secure portal and your information will not be shared with any third parties. You can assist us in keeping your information private by keeping your portal URL safe.

### Personal Information

Title*	<input type="text" value="Mr"/>
Surname*	<input type="text" value="Surname"/> <small>This is a required field</small>
Maiden Name	<input type="text" value="Maiden Name"/>
First Name(s) as per your ID*	<input type="text" value="Full Firstname(s)"/> <small>Please note that your First Name(s) and Surname will be used on your graduation certificate or certificate of attendance. These must match your official documentation (South African ID or Passport Number if you are not a South African citizen). This is a required field</small>
Name that you commonly go by (if it differs)*	<input type="text" value="Name by which you are normally known"/> <small>This is a required field</small>
Date Of Birth*	<input type="text" value="1990-10-13"/>
ID / Passport Number*	<input type="text" value="ID / Passport Number"/> <small>If you don't have a South African ID number please enter your passport number This is a required field</small>

### Disability and Dietary Requirements

Do you have a disability?*	<input type="text" value="None"/>
----------------------------	-----------------------------------

## STEP 1.1: (contd.)



### Disability and Dietary Requirements

Do you have a disability?

Catering Option

Food Allergies

### Contact Info

Email Address   
This is a required field

Cell Number   
This is a required field

Work Number

Telephone Home

### Home Address

Line 1   
This is a required field

Line 2   
This is a required field

Suburb

Postal/Zip Code  Country    
This is a required field This is a required field

### Postal Address

Copy from home address

Line 1   
This is a required field

Line 2   
This is a required field

Suburb

Postal/Zip Code  Country    
This is a required field This is a required field

### Citizenship Status

Citizenship   
This is a required field

Primary Nationality   
This is a required field

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## STEP 1.2: Education Profile



*An MPhil in Inclusive Innovation is a postgraduate degree – please provide the details of your previous qualifications*

## EDUCATION PROFILE

Please ensure that all **certified copies of your documents are uploaded later in your application.**

This should include, but is not limited to, a University Degree, Educational Certificates and Full Transcripts, or proof of qualifications from other establishments. You are also required to send certified hard-copies of the originals to us.

Please tick to confirm you have read and understood the above statement, as it is crucial to the application process.

You can add multiple certifications by clicking on 'add to your educational history' for the first one and then the ADD button for additional qualifications.

### Education History

Qualification Name	Major	Institution	Course Dates	Graduation Year	
Qualification Name	Major	Institution	Course Dates	Graduation Year	

[+ Add to your education history.](#)

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### STEP 1.3: Fees

*How are you planning on funding your studies?*




## FINANCIAL CONSIDERATIONS

The Master in Philosophy programme is a 1-year, modular programme and dissertation programme that requires time and attention. Have you considered the financial implications of this? Let's get into the details, below.

This intake runs from March 2025 until November 2026

### Funding

How do you intend to fund your studies?\*

Please select... 

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## STEP 1.4: Application essays

*This is an important part of the application process – give yourself time, be authentic, and proofread before your submit.*

### MOTIVATIONS

Later in the application process, you will be required to submit motivational essays. Please see the subjects and guidelines below.

Please tick this box to show that you have read and understood the instructions for submitting your motivations, as this is a crucial part of the process.

#### Motivation Questions

1. What is your vision for your future, and why have you chosen to apply to the UCT GSB MPhil in Inclusive Innovation programme at this particular time in your life and career?
2. How will you contribute to creating a strong, mutually supportive learning community for your cohort? What skills and expertise will you be able to offer your classmates to enhance the co-created learning journey?
3. What do you expect or hope to achieve from your GSB experience? How do you plan to manage the high time and energy demands of this intensive programme over the next two years?

#### **FORMAT YOUR MOTIVATIONS**

- Complete each motivation on a separate page, upload onto the UCT GSB pre Application and UCT Online Application.
- Please write clearly and openly about yourself.
- Give examples where appropriate/useful.
- Question 1 up to 1000 words; Question 2 & 3 max 200 words.
- Your motivations should be typed (1.5 line spacing, 12 font size)

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## STEP 1.5: Evaluator Forms



*We require professional references from two objective and reliable sources. Take care to select referees who know you in a professional context, and will be responsive to your request. It's a good idea to contact them ahead of time and let them know what will be required to avoid delaying your application.*

## CONFIDENTIAL EVALUATOR'S FORMS

You will be required to contact two individuals who know you in a professional context. They will be required to complete a confidential evaluator's forms as part of your application.

**IMPORTANT TO NOTE:**

- You must notify your selected evaluators before completing this step. Do not complete the step without notifying them as they need to be made aware of your intention to apply at UCT GSB.
- Your evaluators cannot be a family member.

Continue below by entering the details of your evaluators. They will be emailed a link to start their evaluation. They will be required to download the evaluator form, complete it and upload it through the link provided in the email. The email to your evaluators will be sent when you have completed the statement of integrity at the end of the pre-application.

If you do not have any work experience you are not required to fill in the evaluator forms below.  
 I do not have any work experience

**NB: Please tick this box to show that you have read and understood the instructions and contacted your evaluators to notify them, as this is a crucial part of the process**

**🗝 Evaluator #1:**

Full Name	<input type="text" value="t"/>
Company	<input type="text" value="C"/>
Position in company	<input type="text" value="P"/>
Telephone (Work)	<input type="text" value="+27215557864"/>
Mobile	<input type="text" value="+27215557864"/>





Email

This is a required field

Evaluator Status

Pending

**👤 Evaluator #2:**

Full Name

This is a required field

Company

This is a required field

Position in company

This is a required field

Telephone (Work)

Mobile

Email

This is a required field

Evaluator Status

Pending

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### STEP 1.6: Digital signature

*This confirms the authenticity of your submission, and allows you to choose whether you've completed this section or intend to return later and make changes.*

## STATEMENT OF INTEGRITY

I hereby certify that I have provided accurate information in this application, including all required supporting documents that are to be uploaded as part of the application process. I authorise all persons or entities to provide any relevant information in their possession to the University of Cape Town or its agent for use in considering me for admission or verifying my credentials for admission, and I expressly waive any required notice to me.

I understand and agree that any misrepresentation or omission of facts in my application will justify the denial of admission, the cancellation of admission, or expulsion. This application is my own, honest statement to the Admissions Committee.

I agree with the statement above

Your Full Name   
This is a required field

Date

Application Status

### Next steps

Once you've confirmed your submission, the Pre-Application process (Step 1) is complete.

You will also need to UCT Online Application (Step 2) described below.

## STEP 2: UCT Online Application

You will also need to submit your information to UCT Central Admissions (PeopleSoft) to create your official UCT student record and student number.

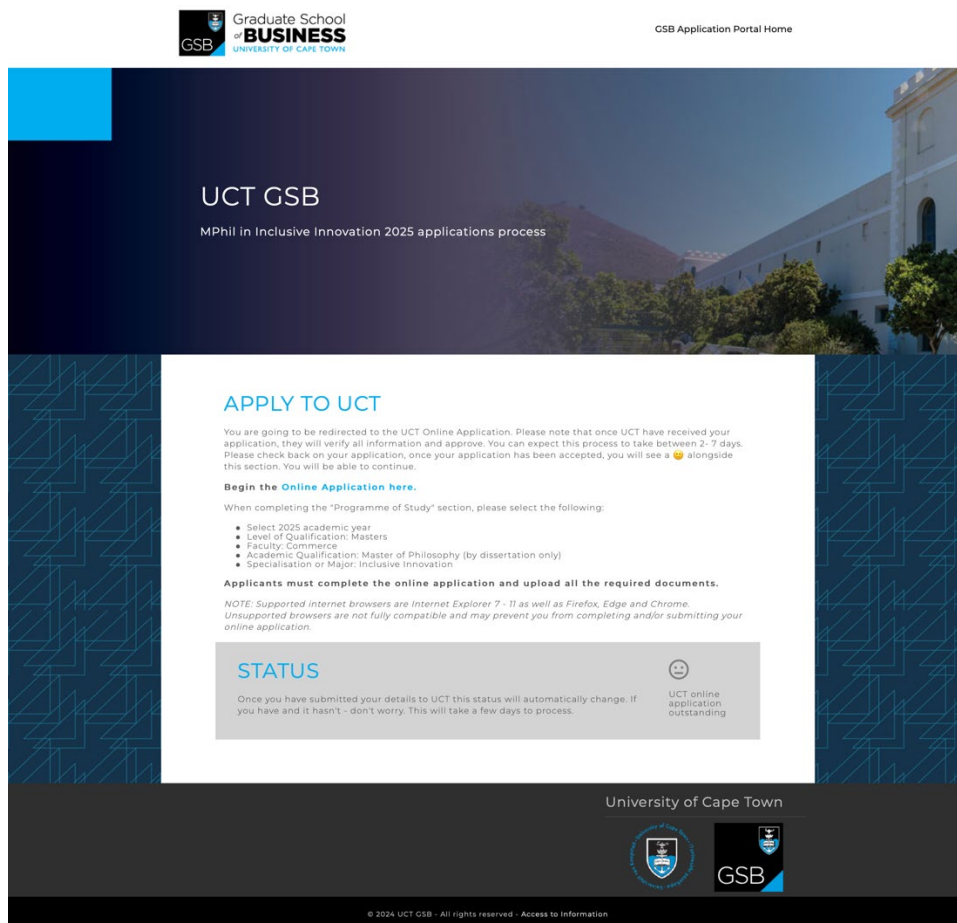
Please note that once UCT have received your application, they will verify all information and approve. You can **expect this process to take between 2- 7 days**.

Please check back on your application, once your application has been accepted, you will see a 😊 alongside this section.

You can also reach the [Online Application here](#).

When completing the "Programme of Study" section, please select the following:

- Select 2025 academic year
- Level of Qualification: GSB (Postgraduate Programmes)
- Faculty: Commerce
- Academic Qualification: GSB Master of Philosophy in Inclusive Innovation



Graduate School of BUSINESS UNIVERSITY OF CAPE TOWN

CSB Application Portal Home

### UCT GSB

MPhil in Inclusive Innovation 2025 applications process

#### APPLY TO UCT

You are going to be redirected to the UCT Online Application. Please note that once UCT have received your application, they will verify all information and approve. You can expect this process to take between 2- 7 days. Please check back on your application, once your application has been accepted, you will see a 😊 alongside this section. You will be able to continue.

**Begin the Online Application here.**

When completing the "Programme of Study" section, please select the following:

- Select 2025 academic year
- Level of Qualification: Masters
- Faculty: Commerce
- Academic Qualification: Master of Philosophy (by dissertation only)
- Specialisation or Major: Inclusive Innovation

**Applicants must complete the online application and upload all the required documents.**

NOTE: Supported internet browsers are Internet Explorer 7 - 11 as well as Firefox, Edge and Chrome. Unsupported browsers are not fully compatible and may prevent you from completing and/or submitting your online application.

**STATUS**

Once you have submitted your details to UCT this status will automatically change. If you have and it hasn't - don't worry. This will take a few days to process.

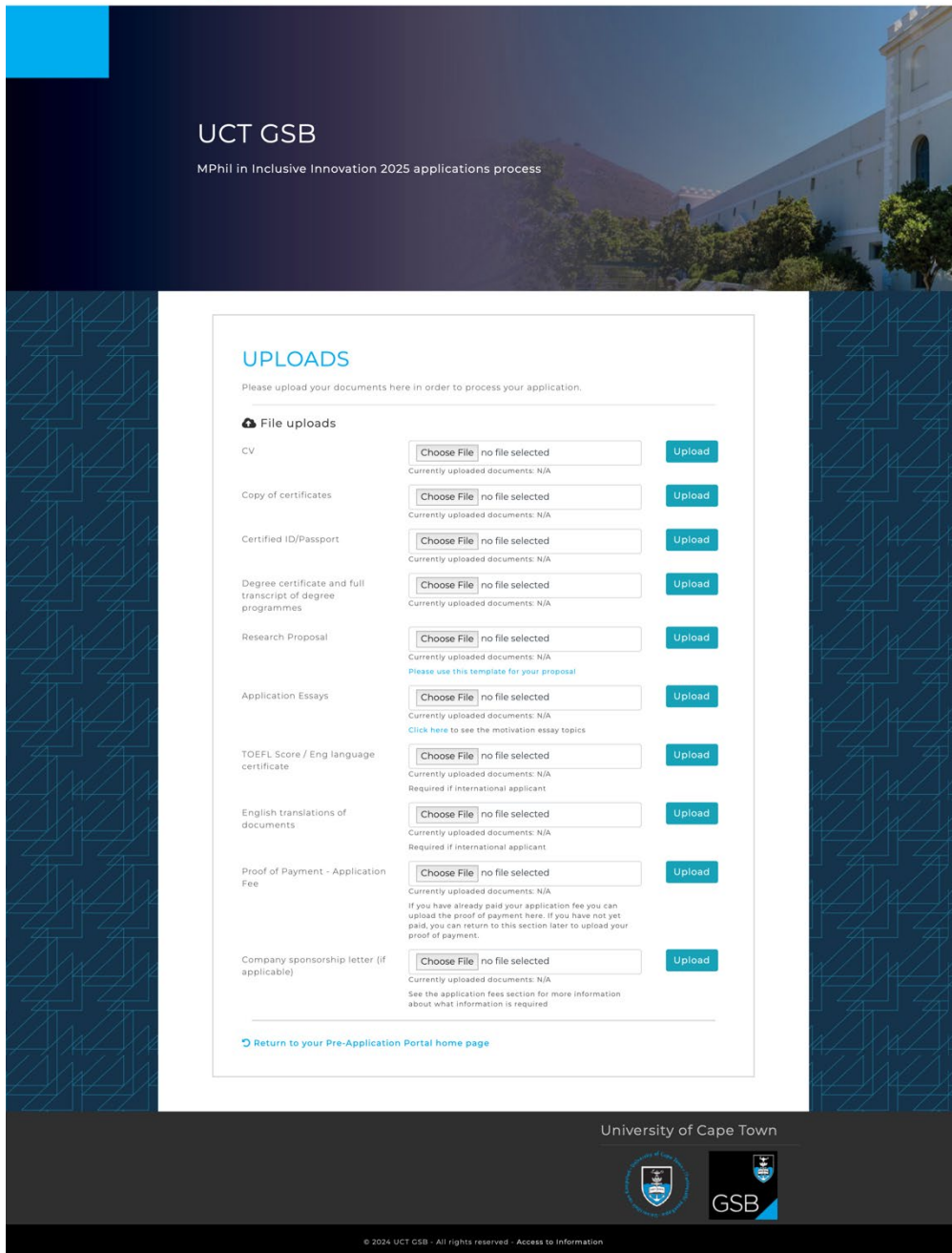
😊  
UCT online application outstanding

University of Cape Town

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## STEP 3: Document Uploads

By this stage in the application process these should be easy to access.  
*Rest assured, we'll process all documents with the strictest confidentiality.*



**UCT GSB**  
MPhil in Inclusive Innovation 2025 applications process

### UPLOADS

Please upload your documents here in order to process your application.

**File uploads**

CV	<input type="button" value="Choose File"/> no file selected Currently uploaded documents: N/A	<input type="button" value="Upload"/>
Copy of certificates	<input type="button" value="Choose File"/> no file selected Currently uploaded documents: N/A	<input type="button" value="Upload"/>
Certified ID/Passport	<input type="button" value="Choose File"/> no file selected Currently uploaded documents: N/A	<input type="button" value="Upload"/>
Degree certificate and full transcript of degree programmes	<input type="button" value="Choose File"/> no file selected Currently uploaded documents: N/A	<input type="button" value="Upload"/>
Research Proposal	<input type="button" value="Choose File"/> no file selected Currently uploaded documents: N/A <a href="#">Please use this template for your proposal</a>	<input type="button" value="Upload"/>
Application Essays	<input type="button" value="Choose File"/> no file selected Currently uploaded documents: N/A <a href="#">Click here to see the motivation essay topics</a>	<input type="button" value="Upload"/>
TOEFL Score / Eng language certificate	<input type="button" value="Choose File"/> no file selected Currently uploaded documents: N/A Required if international applicant	<input type="button" value="Upload"/>
English translations of documents	<input type="button" value="Choose File"/> no file selected Currently uploaded documents: N/A Required if international applicant	<input type="button" value="Upload"/>
Proof of Payment - Application Fee	<input type="button" value="Choose File"/> no file selected Currently uploaded documents: N/A If you have already paid your application fee you can upload the proof of payment here. If you have not yet paid, you can return to this section later to upload your proof of payment.	<input type="button" value="Upload"/>
Company sponsorship letter (if applicable)	<input type="button" value="Choose File"/> no file selected Currently uploaded documents: N/A See the application fees section for more information about what information is required	<input type="button" value="Upload"/>

[Return to your Pre-Application Portal home page](#)

University of Cape Town

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# MPhil in Inclusive Innovation Checklist

*Use this checklist to track your progress.*

Bear in mind that some elements listed below will take more time than others.

	√	NOTES
<b>Prepare documentation</b>		
CV		
Transcripts		
Degree Certificates		
ID/Passport		
<b>Write Application Essays</b>		
Application Essay 1		
Application Essay 2		
Application Essay 3		
<b>Submit your Evaluator Forms</b>		
Evaluator 1		
Evaluator 2		
<b>If required</b>		
Sponsorship Letter		
<b>Complete your UCT Online Application</b>		
Submit your application to UCT Central Admissions (PeopleSoft)		

<b>Upload your documents</b>		
CV		
Transcripts		
Degree Certificates		
ID/Passport		
Motivation essays		
TOEFL Score/Eng Lang certificate *if applicable		
Company Sponsorship letter *if applicable		
Application fee paid		

Good luck, and remember: if you have any questions or require assistance on your application journey, you can reach the Admissions Team on:

Tel: +27 (0)21 650 7500

Email: [admissions.gsb@uct.ac.za](mailto:admissions.gsb@uct.ac.za)