



# RUSANGU UNIVERSITY

"Educating For Service"

## PhD in Education Application Form

**Please include the following when returning this form:**

1. Certified copies of secondary school certificate(s), Diplomas/Certificates, Bachelor Degree Certificates (along with Transcripts where applicable), Masters' Degree Certificates along with Transcripts.
2. Bank deposit slip for the **K800/or (USD 50 for non-Zambians)** (non-refundable) application fee.
3. Two recent passport size photos.
4. Certified Copies of NRC / Passport
5. Resume / CV
6. Research Concept Paper
7. Applicant's three (3) recommendation letters in sealed envelopes.

**(Note: This Application Form will also be used as part of the Rusangu University Needs Assessment).**

### PART 1: PERSONAL DETAILS:

**When filling in the form, please write legibly and in Block Letters:**

1. Family Name  Middle Name  Given Name
2. Present Postal Address
3.
4. E-mail Address  Mobile No.
5. Marital Status      Single       Married       Widow/Widower
6. Gender              Male       Female
7. Date of Birth        Day       Month       Year
8. Zambian Applicant       NRC
9. Foreign Applicant Passport No.  Date of Issue  Expiry Date
10. Religious Affiliation-    Christian     Islam     Hindu     Other
11. Denomination (E.g. SDA, Catholic...)

**Please include the following when returning this form:**

1. Do you have any physical handicap?    Yes     No

If yes; Provide Details

2. Do you smoke?                              Yes                               No
3. Do you drink alcohol?                      Yes                               No
4. Do you use other harmful drugs?        Yes                               No

**PART 2: GENERAL BACKGROUND AND STUDY EXPERIENCE:**

**Academic Qualifications**

**a. Educational Background** (Please list all Colleges / Universities that you have attended)

Name of Institution	Years Attended	Qualification

**PART 3: EMPLOYMENT RECORD:** (Attach your updated Curriculum Vitae)

Please provide details of current and previous employment

Name of Employer	Position Held	Period of Employment	Details/ Duties

**PART 4: CAREER/PROFESSIONAL OBJECTIVES** (use extra paper if necessary)

Explain your educational goals, career objectives, work experience, awards, and/or extracurricular activities. If a long time has elapsed since you last attended school, please indicate how you were occupied in those years. (You may use a separate sheet of paper to give more details)

**PART 5: Statement of Purpose**

**Why do you want to study at Rusangu University?**

Please submit a clear statement of your objectives for seeking this degree and a concept paper of how you plan to relate the learning acquired to our personal, professional, and academic goals. (250-300 words).

**Part 6: Next of kin**

*In case of emergency, who should the University contact?*

Name	Relationship	Phone Number/s	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Part 7: Study Session Applied For**

**Block Release (Holiday) Session:**                      December 2020 Intake                     

**PART 8: PREFERRED PROGRAM OF STUDY AND SPECIALISATION:**

*Indicate the choice of the field of study you want to pursue.*

PhD in Education	
<b>Specialisation:</b>	
1. Educational Leadership & Management	<input type="checkbox"/>
2. Curriculum & Instruction	<input type="checkbox"/>

**PART 9: Research Concept Paper**

(Please indicate the field of study/area of research in which you would like to study. Also provide summary information about your aspirations/intensions. Try to explain the reasons why you prefer this field of study. Also note that, the information provided below will have a great influence on the acceptance decision).

**PART 10: PARENT/SPONSOR DETAILS:**

Name  Nationality

Occupation

Postal Address

Email

Cell No.  Tel No.

**PART 11: REFEREES (Please use the attached Reference Forms)****Referee (C) (Religious Leader / Church Pastor)**

Name	<input type="text"/>	Tel No.	<input type="text"/>
Job Title	<input type="text"/>	Cell No.	<input type="text"/>
Address	<input type="text"/>	Email	<input type="text"/>
Length of time known (In what capacity)		<input type="text"/>	<input type="text"/>

**Referee (A) (Employer) Where Applicable**

Name	<input type="text"/>	Tel No.	<input type="text"/>
Job Title	<input type="text"/>	Cell No.	<input type="text"/>
Address	<input type="text"/>	Email	<input type="text"/>
Length of time known (In what capacity)		<input type="text"/>	<input type="text"/>

**Referee (B) (Your former Head of the Department, or Dean or any Senior Faculty Member or any other person who has known the applicant for more than 2 years)**

Name	<input type="text"/>	Tel No.	<input type="text"/>
Job Title	<input type="text"/>	Cell No.	<input type="text"/>
Address	<input type="text"/>	Email	<input type="text"/>
Length of time known (In what capacity)		<input type="text"/>	<input type="text"/>

### DECLARATION

This section should be filled in and signed by the applicant, failure to which it will be rejected.

I hereby certify that all the information given on this form and supporting documents is true, genuine, complete and correct.

I voluntarily agree, if admitted as a student, to uphold the ideals, standards, and regulations set forth by Rusangu University and to respect the principles and traditions it upholds as a Seventh-day Adventist institution of higher learning.

Signature

Date

### NOTIFICATION OF ACCEPTANCE:

If accepted, you will be notified in writing: No student should come to the University until he/she receives formal notification of acceptance. The acceptance letter will be sent using the same postal address that you provide in this application form. Please indicate if you wish to have your acceptance letter sent via email or WhatsApp.

### BANK INFORMATION

ACCOUNT NAME: RUSANGU UNIVERSITY ACCOUNT NO : 1017779500164 BANK NAME: ZANACO BRANCH: MONZE SWIFT CODE: ZNCOZMLU	ACCOUNT NAME: RUSANGU UNIVERSITY ACCOUNT NO. 021 2390674 BANK NAME: BARCLAYS BRANCH: MAZABUKA SWIFT CODE: BARCZMLX
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**Please return completed application forms with all necessary attachments to:**

**The Assistant Registrar – Admissions**

P.O. BOX 660391

Monze, ZAMBIA.

Email: [admissions@ru.edu.zm](mailto:admissions@ru.edu.zm) / [graduatestudies@ru.edu.zm](mailto:graduatestudies@ru.edu.zm)



## Rusangu University

### Academic Reference for Admission to PhD in Education

(To be completed only by persons applying to pursue the PhD in Education)

**Instructions:** This Evaluation Form should be completed by someone who is sufficiently acquainted with you and is able to provide a character reference. The form should then be mailed directly to **The Director, School of Graduate Studies, Rusangu University, Monze, Zambia** or a scanned copy can be emailed to: [graduatestudies@ru.edu.zm](mailto:graduatestudies@ru.edu.zm)

Evaluation						
A. How long and between what dates have you known this applicant?						
B. In what capacity have you known this applicant?						
C. Check the category representing your evaluation of this applicant, with respect to each of the points listed						
1. Scholarly Ability						
2. Practical Intelligence (possesses common sense and judgment)						
3. Character and Integrity						
4. Dependability (personal and professional)						
5. Inter-personal Relations (co-operative, considerate, perceptive)						
6. Emotional Stability (self-controlled, self-confident)						
7. Leadership (courageous, possesses initiative, inspires confidence)						
8. Organizational Ability						
9. Ability in Oral Expression						
10. Ability in Written Expression						

<b>Name of Applicant</b>		
<b>First:</b>	<b>Middle</b>	<b>Last:</b>
<b>Programme of Interest:</b>		
<p><b>To the applicant:</b> Provide the information requested above, then make or mail this evaluation form to a person who knows you well (teacher, pastor, employer). Urge this individual to complete and return this form to the university immediately, since your application will not be processed until the required evaluations are received by the office. No relatives should be asked to evaluate you.</p> <p><b>To the respondent:</b> In order to evaluate the fitness of the applicant for graduate studies, it is necessary to gather certain vital information. The applicant considers that you are in a position to make judgments of value regarding his/her ability to successfully pursue a PhD programme. Please rate this applicant in comparison with other persons you know of similar age and status. Because we need your candid appraisal, every effort will be made to hold the information in the strictest confidence. This evaluation form will be used for admission purposes only. Kindly return this form in the shortest possible time in order to expedite the assessment of this candidate's application. Thank you for your co-operation.</p>		

**Summary**

Please check one of the categories below to represent your judgment of the promise of this applicant as a suitable candidate to study for a graduate degree. This applicant:	
<input type="checkbox"/> Should be accepted	<input type="checkbox"/> Should probably be encouraged
<input type="checkbox"/> Should probably be discouraged	<input type="checkbox"/> Should not be accepted

**Name of Referee**

<b>Last:</b>	<b>First:</b>	<b>Middle:</b>
<b>Contact #:</b>	<b>E-mail Address:</b>	
<b>Institution/Organization:</b>		
<b>Official Position:</b>		
<b>Contact #:</b>	<b>E-mail Address:</b>	
<b>Address:</b>		
<b>Additional Comments (if any). A letter can also be attached.</b>		
<b>Signature:</b>		<b>Date:</b>