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MINISTRY OF TERTIARY EDUCATION, RESEARCH, SCIENCE AND TECHNOLOGY

DEPARTMENT OF TERTIARY EDUCATION FINANCING

PUBLIC NOTICE

DOCUMENT VERSION 1: progression15 April, 2021

CALL FOR APPLICATIONS FOR CONSIDERATION FOR 2021-2022 GOVERNMENT SPONSORSHIP 'PROGRESSION SPONSORSHIP'

The Department of Tertiary Education Financing under the Ministry of Tertiary Education, Research, and Science & Technology invites applications from qualified citizens of Botswana for Tertiary Education Government Sponsorship for **2021/2022 Intake**. All applicants are therefore advised to adhere to terms and conditions for applying for Re-sponsorship as stated in this notice to ensure compliance to set requirements. **Applicants are expected to have an email account/address in order to apply for sponsorship.**

The Department has developed and deployed online or e-services module for use in processing applications for Tertiary Education Government Sponsorship. In this regard, applicants will submit their tertiary education financing application for the 2021/22 cycle on-line.

All applicants who fall under the **Orphans and Vulnerable Children (OVC)** and **Remote Area Communities (RAC)** and **Special Educational Needs (SEN)** categories should apply through the respective administrative offices managing the programmes and subsequently log onto the system to complete their application process.

The **OVC** and **RAC** should apply through the **Social Workers' office** in the **Department of Social Protection** under the Ministry of Local Government and Rural Development.

Those with **Special Educational Needs (SEN)** should apply through the **Department of Special Support Services under the Ministry of Basic Education.**

APPLICATION PERIOD:

The on-line applications for Progression Sponsorship will be open from Tuesday 01st June, 2021 to 16th July 2021 on DTEF website tef.gov.bw, updates will also be posted on DTEF Facebook page: 'Department of Tertiary Education Financing'. Any applications received after the deadline will not be considered. The applicant is expected to upload supporting documents, therefore keep ready scanned copies of such supporting documents in pdf, jpeg, png or jpg format for uploading.

ELIGIBILITY CRITERIA:

Applicants should:

- Be a citizen of Botswana
- Be able to complete the programme of study before turning thirty-five (35) years of age
- Have attained a minimum of Second Class, Upper Division (2i) from relevant Degree programme
- Have completed their Degree programme at least five (5) years ago
- Not have benefitted from Progression sponsorship before.

APPLICATION PROCEDURES:

STEP 1: Online Tertiary Education Sponsorship Log-in.

Visit the official website of the Online Tertiary Education Sponsorship and Click on **Sign Up**, top right, this allows you to create a user account to use to interact with DTEF. Capture your details as per the form displayed. Enter a valid email address. At the end, click **Create New Account**, a notification email will be sent to you through the email address you provided to confirm that you created the account.

STEP 2: Verify your email

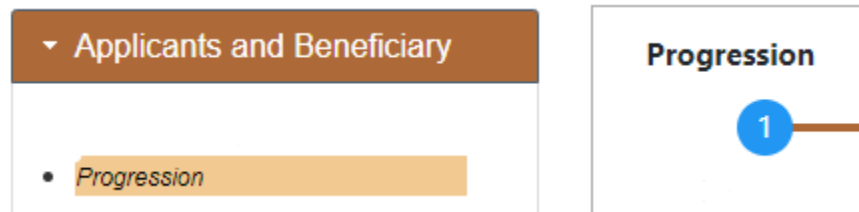
Login on to your email and retrieve email from DTEF and follow the given steps. This prompts you to create a password, after which, login with this password.

STEP 3: Apply

After logging in, click **Apply for Sponsorship**

STEP 4: Choosing the Application Type.

Ensure that the form displays **Progression**, as shown below:



STEP 5: Filling the application form & Attaching supporting documents

Enter all relevant details carefully. Ensure that you choose the relevant Category of Sponsorship from the options provided. Upload the relevant supporting documents in pdf, jpeg, png or jpg format at the **Attachment** section.

Click **Next>** button to move to the next page, and **<Previous** button to access the previous page.

Click **Save Draft**, button to save your application in draft mode. You can continue with your application or logout and retrieve it at a later stage, provided the submission deadline has not passed. Ensure that you submit your application once you are satisfied with what you have filled

Note that the **Reset** button clears (deletes) all that you have captured before and allows you to start the application afresh. This applies only to applications that have not been submitted, including the ones in Saved as 'Drafts'.

STEP 6: Signing of Application form/Declaration.

After filling and uploading all supporting documents, sign the application form, on the **Student Declaration** section by **clicking** on the given box, which will result in a Tick . By signing the form, you will be accepting all the terms and conditions of the application requirements.

STEP 7: Review of the Application

Please take a look at your application before the final submission by clicking **Review**.

STEP 8: Submission of the Application.

Click the **Submit** for your application to be considered

STEP 9: Confirmation of Submission.

After successful submission of the application form, you will get a confirmation message, acknowledgement receipt of your application through your email address.

STEP 10: Viewing & Printing the Form.

You can view and/or print out the submitted Application Form and the Acknowledgement receipt after submitting an application *for your own records*.

STEP 11: Check status of Application

You can view your submitted application's status **at any time** after successful submission by logging on the website and then choosing Submissions.

STEP 12: Accepting & Signing of Sponsorship Agreement

Once your application has been processed, you will receive email notification from DTEF informing you on the outcome of your application. If offered sponsorship, you will receive a Sponsorship Offer; upon accepting this offer, all the terms and conditions of the Sponsorship will be presented to you. Upon agreeing to these terms and conditions of the DTEF **Sponsorship Agreement**, DTEF will send your sponsorship letter to your email address which you can now print and proceed to undertake registration at your preferred institution.

REQUIRED APPLICATION DOCUMENTS:

The following documents should be uploaded into the system:

- i. Certified copy of current highest Qualification Certificate
- ii. Certified copy of recent comprehensive official academic record or transcript.
- iii. Qualification certificate and official academic record/transcript should be accompanied by description of Grading Classification
- iv. Certified copy of valid National identity card (Omang)
- v. Copy of admission letter from the institution of your choice stating programme of study and duration
- vi. Affidavit of names in case where names are different between the certificate and omang
- vii. An official confirmation of change of surnames if surnames in the certificate and omang are different.

PRIORITY TARGET GROUPS APPROVED FOR PROGRESSION SPONSORSHIP:

Consideration for 2021/2022 Progression Sponsorship is **STRICTLY** limited to the following Post Graduate areas of study and applicants must hold a relevant lower qualification as stated in the table below:

GROUP 1: PROGRESSION TO POST GRADUATE TRAINING			
	APPROVED POST GRADUATE AREAS OF TRAINING	REQUIRED QUALIFICATIONS	COUNTRY OF PLACEMENT
		Bachelor's Degree	
1	Masters in Psychology with specialization in: Sports Psychology Counselling & Human Services, Industrial Psychology Clinical Psychology Educational Psychology	Bachelor's Degree with single major in relevant discipline	Locally or approved regionally countries
2	Masters in Urban & Regional Planning	BSc Urban & Regional Planning as per requirement by the institution	Locally
3	Post Graduate Diploma in Education (PGDE)	Bachelor of Science with majors in Physics, Mathematics, , Art, Design & Technology, Hospitality & Tourism, Robotics	Locally
4	Post Graduate Diploma in Vocational & Technical Education (PGDTVE)	Any relevant Bachelor's Degree in the following areas or specialization: Music, Welding & Fabrication, Clothing, Fashion Design, Dress Making, Solar Energy, Graphic Design, Leather Works, Hair dressing, Beauty Therapy, Heavy Plant Mechanic, Auto mechatronic, Auto Body Work, Jewelry Design, Borehole mechanic, Refrigeration & Air Conditioning	Locally

GROUP 2: DEFERRED PROGRESSION SPONSORSHIP	
DESCRIPTION OF TARGET GROUPS	REQUIRED DOCUMENTS

1.	This is strictly limited to those who could not utilize their Progression sponsorship in 2020/2021 academic year due to approved various reasons	Copy of new Admission letter from the institution clearly showing the name of the programme & the duration Copy of Deferment letter from DTEF Copy of Deferment letter from the institution Copy of Clearance letter from the institution Copy of detailed Medical Report if deferment was due to medical reasons
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PLEASE NOTE THAT:

- i. All copies of academic transcript and certificate have to be certified.
- ii. The Department reserves the right to request for additional information in order to facilitate sponsorship processing.
- iii. Applicants are reminded that admission at tertiary institutions is **NOT** a guarantee for Progression sponsorship.
- iv. Applicants who have previously benefitted from Progression sponsorship shall **NOT** be considered.
- v. Applications with missing supporting documents will render an application incomplete
- vi. Applicants are advised that Progression sponsorship will be awarded on competitive basis.

APPLICATION INQUIRIES:

For any information, applicants are advised to contact the Department through a toll free line **0800 6000 600** from **0730hrs to 1630hrs** on **weekdays only**.

Further you may contact DTEF through the **Contact Us** form provided on the website's **HOME** page whenever you have problems applying.

NOTE THAT:

- Hand delivered applications will not be accepted
- The online system allows you to save your application in Draft mode and re-visit at a later stage provided it is before submission deadline.
- Failure to submit all supporting documents will render your application incomplete.

- Only applications on the above listed areas of study will be considered for sponsorship.
 - Appeals to the against the decision of the Director DTEF regarding non approval of sponsorship application will only be considered up to the 31st August 2021 and within 15 days of having received the response.
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