

DEPARTMENT OF TERTIARY EDUCATION FINANCING

PUBLIC NOTICE

Date: 21st May, 2024

CALL FOR APPLICATIONS FOR CONSIDERATION FOR 2024/2025 GOVERNMENT SPONSORSHIP

'PROGRESSION SPONSORSHIP'

The Department of Tertiary Education Financing under the Ministry of Education & Skills Development invites applications from qualified citizens of Botswana for Tertiary Education Government Sponsorship for **2024/2025 Intake**. All applicants are therefore advised to adhere to terms and conditions for applying for Progression 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.**

Prospective students will submit their tertiary education financing application for the 2024/2025 sponsorship cycle on-line.

APPLICATION PERIOD:

The on-line applications for Progression Sponsorship will be open from **Wednesday 22nd May, 2024** to **Monday 24th June, 2024** on DTEF website <https://tef.gov.bw>, updates will also be posted on DTEF Facebook page: '**Department of Tertiary Education Financing**'. The system shall not accept any applications after the closing date. 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:

1. Be a citizen of Botswana.
2. Be able to complete the programme of study before turning thirty-five (35) years of age.
3. Have completed their Certificate/Diploma/Degree programme at the most five, (5) years ago **i.e those who graduated in year 2017 to year 2022.**

4. Not have benefitted from Progression sponsorship before.
5. Should not have been gainfully employed at the time of application for sponsorship
6. Applicants applying for Post Graduate in Clinical Psychology will be exempted from above eligibility criteria numbers 2 and 3.

SPONSORSHIP WILL BE AVAILED ON FIRST COME FIRST SERVED SUBJECT TO BUDGET AVAILABILITY.

REQUIREMENTS FOR PROGRESSION SPONSORSHIP CATEGORIES

The following critical areas of training have been proposed for Progression Sponsorship and applicants will be expected to have performed exceptionally well at a relevant lower qualification.

GROUP 1:

PRIORITY AREAS OF TRAINING UNDER CERTIFICATE TO DIPLOMA CATEGORY

NO.	FIELDS OF STUDY	PROPOSED AREAS OF SPECIALISATION	MINIMUM ACADEMIC REQUIREMENTS
1	ENGINEERING /TECHNICAL	Welding & Fabrication, Solar Energy, Heavy Plant Mechanic, Auto mechatronic, Auto Body Work, Borehole Mechanic/Technician, Refrigeration & Air Conditioning, Heavy Plant Mechanics	At least Credit in relevant Certificate qualification
2	CREATIVE INDUSTRIES	Jewelry Design, Salon Management, Professional Design, Fine Arts, Theatre Art, Clothing, Fashion Design, Dress Making, Music, Hair Dressing, Beauty Therapy, Graphic Design, Leather Works, Furniture Design & Manufacturing, Hair Dressing, Culinary Arts	At least Credit in relevant Certificate qualification

GROUP 2:

PRIORITY AREAS OF TRAINING UNDER DIPLOMA TO DEGREE CATEGORY

NO.	FIELDS OF STUDY	PROPOSED AREAS OF SPECIALISATION	MINIMUM ACADEMIC REQUIREMENT
1	BUILDING / CONSTRUCTION	Construction/Building	At least Credit in relevant NCC /Diploma qualification
2	HEALTH	Medical Laboratory Technology, Pharmacy Technology	At least Credit in relevant NCC /Diploma qualification
3	ENGINEERING /TECHNICAL	Mechanical, Structural, Civil, Geomatics, Water and Sewage, Telecommunications, Industrial Design, Mining, Welding & Fabrication, Solar Energy, Heavy Plant Mechanic, Auto mechatronic, Auto Body Work, Borehole mechanic, Refrigeration & Air Conditioning	At least Credit in relevant NCC /Diploma qualification
4	AGRICULTURE	Agricultural Mechanization, Soil and Water Conservation Engineering, Animal Science, Agricultural Education, Crop Science, Agriculture, Agricultural Economics, Food Science and Technology,	At least Credit in relevant Diploma qualification
5	PROFESSIONAL PROGRAMES	CIPS/ACCA/CIMA/BICA	Relevant Lower qualification

GROUP 3 TO 4: PRIORITY AREAS OF TRAINING UNDER POST GRADUATE CATEGORY

Consideration for 2024/2025 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:

PROGRESSION TO POST GRADUATE TRAINING			
	APPROVED POST GRADUATE AREAS OF TRAINING	REQUIRED QUALIFICATIONS	COUNTRY OF PLACEMENT
1	Masters in Psychology with specialization in: Sports Psychology Counselling & Human Services Industrial Psychology Educational Psychology *Clinical Psychology	Bachelor's Degree with single major in relevant Psychology discipline	Locally or approved regional countries
2	Post Graduate Diploma in Education (PGDE)	Bachelor of Science with majors in Physics, Mathematics, Chemistry, Biology, Art, Mechatronics and Robotics	Local
3	Post Graduate Diploma in Vocational & Technical Education (PGDVE)	Any relevant Bachelor's Degree in the following areas or specialization: Music, Welding & Fabrication, Clothing, Fashion Design, Hospitality & Tourism, 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	Local

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 (Oman).
- v. Copy of admission letter from the institution of your choice stating programme of study and duration.
- vi. Affidavit of names in case names are different between the certificate and Oman.
- vii. An official confirmation of change of surnames if surnames in the certificate and Oman are different.

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

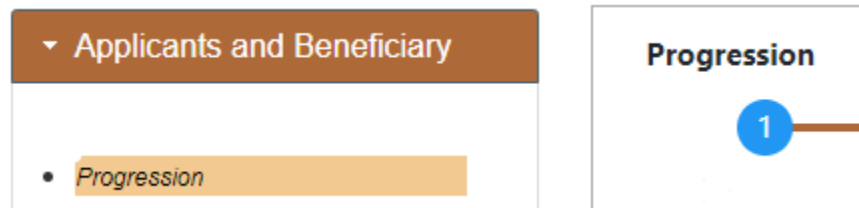
Login on to your email and retrieve email from DTEF and follow the given steps. This prompts you to create a password, after which, login with this password.

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: Assessment of Application

Your application will be referred for assessment and you will receive a confirmation message on the outcome of your application through your email address

STEP 13: 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.

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 who have previously benefitted from Progression sponsorship shall **NOT** be considered.
- iv. Applications with missing supporting documents will render an application incomplete and therefore will not be considered.
- v. Applicants are advised that Progression sponsorship will be awarded on competitive basis.
- vi. Hand delivered applications will not be accepted.
- vii. Only applications on the above listed areas of study will be considered for sponsorship
- viii. 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.
- ix. Appeals against the decision of the Director DTEF regarding non approval of sponsorship application will only be considered up to **Wednesday 31st July, 2024** and within 14 working days of having received the response.

APPLICATION INQUIRIES:

For any information, applicants are advised to contact the Department from **0730hrs to 1630hrs** on **weekdays only** through the under-listed lines:

- Call Centre: **3719364/3719439/3719441/3719473.**
- Publicity office: **3719319/3719320/3719321/3719322.**

