

UNIVERSITY OF PRETORIA

DEPARTMENT OF RESEARCH AND INNOVATION SUPPORT

POSTGRADUATE STUDY ABROAD BURSARY PROGRAM REGULATIONS – POSTGRADUATE STUDENTS (MASTERS AND DOCTORAL)

1. INTRODUCTION

- 1.1 The University of Pretoria (UP) provides study, research and travel opportunities to registered full-time postgraduate students (who are not in full-time employment within or outside the University of Pretoria) on Masters and Doctoral degree levels, to visit acknowledged, top rated international institutions and organisations that will enhance the value of the research/study field they are engaged in.
- 1.2 An application has to be submitted well in advance of the applicant's proposed trip.
- 1.3 An application which has been submitted after the applicant has already left abroad, will not be considered as applications can not be approved retrospectively.

Submission of an application does not guarantee approval.

- 1.5 There are 4 application rounds per annum. No late applications (after 16:00 on the closing date) will be accepted. The annual deadline dates are:
 - 31 January
 - 30 April
 - 31 July
 - 31 October

2 AIMS

- 2.1 To foster international exchange and research collaboration with the top ranked institutions in the world.
- 2.2 To ensure that the exchange and/or research conducted will contribute to the pool of expertise and skills already existing at the University of Pretoria

3 WHO IS ELIGIBLE TO APPLY

- 3.1 Only full-time Masters and Doctoral degree students who are *bona fide* registered students of the University of Pretoria and with an excellent academic record. (e.g. only PhD students in either their 1st, 2nd or 3rd year of study/research), may apply. A PhD in his/her 4th or 5th year of study/research does not qualify. The same applies to full-time Masters students; - only students in their 1st or 2nd year may apply – 3rd and 4th year Masters students do not qualify. The bursary is not awarded for studies or research on a full-time, long-term basis at a partner

or another University or to obtain a degree at another institution. The applicant is expected to return to the University of Pretoria after the exchange/research period. A research report must be submitted one month after the student's return to the University of Pretoria.

- 3.2 Full-time academic staff members at UP who are enrolled to complete their Masters or PhD studies at UP are also eligible to apply for the Postgraduate Study Abroad Bursary Program.
- 3.3 Successful candidates can apply only once during a registered Programme (whether for a Master's degree or a PhD). If already successful in receiving a travel grant during Master's degree studies, the candidate proceeding with a PhD degree later, will be eligible to apply again for a Bursary after two years have lapsed since the previous grant.

4 CRITERIA FOR SUCCESSFUL APPLICATIONS

- 4.1 Attendance of conferences, workshops or seminars, delivery of conference papers or posters, summer schools, do not qualify for this Bursary Programme, unless the presentation forms part of the student's Study Programme. This should then be motivated and recommended by the Dean.
- 4.2 The duly completed application, accompanied by the following substantiating documents, must be submitted to the Dean of the Faculty for evaluation and shortlisting by the Faculty and at the Dean's discretion, to the Research Committee. The complete application should include:
 - 4.2.1 Letters of support from the study leader/supervisor and Head of Department, reflecting the purpose and need for the visit and the value it will add to the study program of the student.
 - 4.2.2 Proof of registration at the University of Pretoria for the Masters or Doctoral degree.
 - 4.2.3 Letter of invitation from the institution to be visited, indicating the purpose and period of the proposed visit.
 - 4.2.4 UP academic record of the applicant. In the absence of an academic record (if obtained from another institution), certified copies of the certificates of all previous degrees obtained.
 - 4.2.5 An updated Curriculum Vitae and a list of all publications.
 - 4.2.6 A realistic budget on the budget template included in the application form.
 - 4.2.7 Proof of residence in South Africa; or for non-South African citizens, proof of South African residential address (excluding a hostel address)
- 4.3 A list of shortlisted Postgraduate Students should be submitted by each Faculty Dean to the Evaluation Committee Chairperson before the deadline date of each application round. The Committee, will evaluate the number of candidates received from each Faculty before a final decision is taken and communicated to Faculties.
- 4.4 The exchange visit should focus preferably on **one** institution with a minimum stay of 1 (one month) and a maximum stay of 12 (twelve) months. Visits of less than one month and longer than one year, will not be considered. Supervisors and HODs can assist, if required, in recommending an institution (preferably from among the highly rated universities in the world with the best expertise in the appropriate study field). Candidates are required to provide reasons why visit a specific institution is necessary for his/her research (and why it cannot necessarily be obtained at UP). Although recommended, it is not a pre-requisite to visit only institutions which have formal agreements with UP.
- 4.5 The successful postgraduate student will be required to sign a UP agreement where he/she undertakes to:

- 4.5.1 Be registered at UP as a full-time student for the duration of the program as indicated in the application form (e.g. Masters or PhD) and that he/she is not in full-time employment outside the University of Pretoria
- 4.5.2 Register each year thereafter at UP until completion of the study program for which he/she is registered at the time of application;
- 4.5.3 Repay the bursary in full if the study is terminated or discontinued irrespective of the reason - even if it is the result of a recommendation by the supervisor/Head of the Department due to poor academic performance;
- 4.5.4 Promptly notify UP in writing of any change in the circumstances under which the bursary was awarded or any change which might affect the bursary award;
- 4.5.5 Promptly notify UP in writing of any change of address or contact details.
- 4.5.6 Submit a report within one month after his/her return from the institution visited in terms of the Postgraduate Bursary Program. Failure to submit the report will result in the refund of the full bursary to UP.

5. VALUE OF THE BURSARY AND CONDITIONS

- 5.1 A Bursary application may not exceed a maximum amount of R60 000.00. Should an applicant's budget exceed the amount of R60 000, proof must be submitted on how the rest of the funds will be secured, before the Committee will consider the application. An applicant must determine himself/herself the amount that is needed, based on the cost of living, predicted travel expenses, etc. and should only apply for what is needed (and not necessarily the maximum amount). The Committee will determine the final bursary amount to be awarded upon assessment of the application. The maximum Bursary amount may be revised from time to time.
- 5.2 The budget may include an economy class return air ticket, accommodation and/or a daily subsistence allowance (which must comply with University regulations). Any unspent bursary funds must be repaid to UP upon the return of the student.
- 5.3 Candidates are strongly encouraged to seek additional sources of funding for their travel. Success in this will be regarded as a positive factor in consideration for the award of Bursary funds.
- 5.4 If the applicant secures additional funding, this should be indicated in the application budget. The bursary amount required may be reduced by the amount of additional funding obtained. It is the responsibility of the applicant to ensure that the University is notified if duplicate funds are obtained after a Bursary has been awarded. In such a case the University reserves the right to withdraw the Bursary or request that the bursary amount be refunded to UP.
- 5.5 Within one month after the exchange visit, the bursary recipient has to submit a report and a budget expense report. Unspent funds must be refunded to the University of Pretoria.

- 5.6 The Bursary Program is subject to the availability of funds. The Chairperson reserves the right to cancel further application rounds in a particular year due to depletion of funds.

6. APPLICATION PROCEDURES

- 6.1 The applicant must complete the attached application form. This must be done in consultation with the applicant's supervisor/study leader, reflecting the purpose and need for the exchange visit, how the research will benefit the programme for which he/she is registered, and why the research cannot be done at the University of Pretoria.
- 6.2 After initial approval by the Supervisor, the Head of Department must give his/her approval and a fully motivated recommendation. The final application with recommendations by both the Supervisor and Head of Department must be submitted to the Faculty Research or PG Committee, via the Dean of the Faculty, for evaluation and shortlisting of candidates.
- 6.3 Applications from shortlisted candidates must be submitted to the UP Department of Research and Innovation Support: International Programs Division, room 2-97, Graduate Centre, Hatfield campus, by the deadline date of a specific application round.
- 6.4 Applications received by the Department of Research and Innovation Support: International Programs Division, by the deadline date, will be assessed by the Bursary Programs Evaluation Committee, under the Chairpersonship of the Vice-Principal: Research and Postgraduate Education. The outcome and amount of the bursary award will be communicated to Faculty Deans within approximately 2 weeks (14 days) after the Evaluation Committee Meeting took place. The decision of the Committee is final.

7. SUBMISSION OF REPORTS

- 7.1 Within four weeks of the completion of the exchange visit abroad, the student has to submit a report in the attached format to his Study leader/Supervisor and HOD for recommendation and signature and thereafter to the Dean who will submit it to the Research Committee for their recommendation before it is submitted to the Department of Research and Innovation Support: International Programs Division who will submit it to the Bursary Programs Evaluation Committee meeting for final approval. The outcome will be communicated to the Dean who will inform the candidate.
- 7.2 The report has to reflect the initial purpose of the exchange visit and whether the envisaged outcomes have been achieved. If not reasons have to be submitted and the motivation by the Supervisor/Study leader and HOD obtained, before it is assessed by the Faculty Research Committee and finally by the Bursary Programs Evaluation Committee. If the latter is not satisfied with the results obtained, the candidate could be requested to refund the bursary to UP. Any publication and or article which resulted from such a visit also has to be included in the report (copies thereof also need to be included, if available).

UNIVERSITY OF PRETORIA

**DEPARTMENT OF RESEARCH AND INNOVATION SUPPORT
POSTGRADUATE STUDY ABROAD BURSARY PROGRAM
APPLICATION FORM –POSTGRADUATE STUDENTS**

1. CONTACT

Mrs Louise Bredenkamp
University of Pretoria
Department of Research and Innovation Support
Room 2-97
Graduate Centre, Hatfield Campus

Tel: 012 420 6412
E-mail: louise.bredenkamp@up.ac.za

2. DETAILS OF APPLICANT

Copies of all required documentation (eg. academic record, Curriculum Vitae, proof of current registration at UP, an airline quotation, budget on the prescribed template, letter of invitation by the host institution on their letter head (no email message will be accepted), recommendation by the Study leader/Supervisor, HOD and endorsement by the Dean of the Faculty, Research Committee must be attached to the prescribed application form.

The following information is also required:

Title:
Surname:
Initials:
Full Name:
Student Nr:
E-mail / telephone nr:
Permanent residential address and telephone number:
Current Degree Program:
Department/School at UP:
Contact telephone number (preferably also cell number):
E-mail address of Supervisor:

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Supervisor:

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Name in print

.....
Department

3. FOREIGN INSTITUTION TO BE VISITED AND CONTACT/S

The foreign institution that will be visited, as well as the Name, Department/Faculty/School of the Study/Project Leader/s or Mentor/s at the institution/s to be visited. A letter of invitation from the proposed institution/s must be included in the application:

INSTITUTION/S TO BE VISITED:

CONTACTS:

.....
.....

4. DURATION OF VISIT AND ARRANGEMENTS

Indicate the envisaged travel dates, the duration of the visit abroad as well as the status of the arrangements for the visit. If the applicant is also a permanent UP staff member, information on the arrangements for a substitute during his/her absence will also be required before submission of the application:

DATE/S OF VISIT:

5. PURPOSE OF THE VISIT

What is the purpose and need of the visit? Envisaged outcomes, as well as why the research could not be conducted at UP, is also required. (***Should not exceed one page in length***).

6. UP RELATIONSHIP WITH THE INSTITUTION TO BE VISITED

Does UP already have an established relationship with the institution to be visited or an academic at the particular institution? Will the relationship continue after the visit and is an institutional relationship with the institution envisaged? Is the institution on the QS list of Top Universities?

7. BUDGET FOR VISIT

Provide a detailed budget for the visit (**template enclosed**). Please include other funds secured for the visit and the exact amount requested from the Bursary Program. The SARS table (obtainable from the UP intranet – Department of Finance) could act as a guideline for the daily subsistence and accommodation for the country to be visited. It should be noted that although it is a guideline, actual envisaged costs for the visit should be included (not exceeding the maximum allowance) as any unused funds will have to be refunded to UP after the visit (with receipts to be provided to the Faculty accountant of the expenditure during the visit, upon request).

8. DECLARATION OF THE APPLICANT

I hereby certify that the information in this form is correct and that, should the bursary be granted, I shall adhere strictly to the prescribed guidelines.

SIGNATURE: **DATE:**

9. RECOMMENDATION BY SUPERVISOR/STUDY LEADER

Please indicate the importance and need for the visit – not less than two paragraphs:

.....
.....

NAME IN PRINT: E-MAIL:

SIGNATURE: DATE:

10. RECOMMENDATION BY THE HEAD OF DEPARTMENT

Please indicate the importance of this visit for the development of the student concerned and/or the project concerned – not more than 1 (one) page.

NAME IN PRINT: E-MAIL:

SIGNATURE: DATE:
DEPARTMENT:

11. ENDORSEMENT / COMMENTS BY THE DEAN OF THE FACULTY

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NAME IN PRINT: E-MAIL:

SIGNATURE: DATE:
FACULTY:

12. ENDORSEMENT / COMMENTS BY THE RESEARCH COMMITTEE

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NAME IN PRINT:..... E-MAIL:

SIGNATURE: DATE:

UNIVERSITY OF PRETORIA
DEPARTMENT OF RESEARCH AND INNOVATION SUPPORT
POSTGRADUATE STUDY ABROAD BURSARY PROGRAM

REPORT FORM – GRADUATE / POSTGRADUATE STUDENTS

The applicant must complete this form within one month of the completion of the exchange visit

Form to be handed in at:

Mrs Louise Bredenkamp
University of Pretoria
Department of Research and Innovation Support
Room 2-97
Graduate Centre
Hatfield Campus

Tel: 27+12+420 6412

E-mail: louise.bredenkamp@up.ac.za

1. DETAILS OF STUDENT (who submitted the original application)

Title:
Surname:
Initials:
Full Name:
Student Nr:
E-mail / cell number:
Permanent residential address in South Africa:
Current Degree Program:
Department/School at UP:
Contact telephone number and e-mail address of Supervisor:

2. APPLICATION ROUND AND BURSARY AMOUNT AWARDED

Please indicate the Bursary round in which you applied as well as the amount awarded for the visit.

APPLICATION ROUND (INDICATED ON AWARD LETTER RECEIVED):

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AMOUNT RECEIVED:

3. INSTITUTION VISITED AND TITLE OF THE EXCHANGE PROGRAM

TITLE/RESEARCH PROGRAMME/PROJECT:

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INSTITUTION/S VISITED:

DATES OF VISIT/S:

(As indicated in the original application). Please also indicate whether the research/institutional relationship will continue in future and indicate contact names and detail (if applicable)

4. ACHIEVEMENT OF AIMS

Refer to the objectives, outcomes and envisaged benefits included in the original application and describe the extent to which they were achieved. If not achieved, also give reasons why not. If publications have resulted from the visit, please give details.

5. EVALUATION

Give your own evaluation of the success achieved with the exchange and its contribution to the progress made with the exchange program.

6. FINAL SOURCES OF FINANCE FOR THE EXCHANGE

Indicate briefly the final sources from which this exchange was financed and the contribution from each source (including the Bursary Program). Please indicate whether any funds have remained and date of refund to UP (with proof of deposit enclosed)

7. DECLARATION

I certify that the information in this report is correct and complete.

SIGNATURE OF STUDENT:

DATE:

8. COMMENTS BY THE SUPERVISOR/STUDY LEADER

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.....

NAME: **SIGNATURE:**

DATE:

9. COMMENTS BY THE HEAD OF DEPARTMENT:

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.....

NAME: **SIGNATURE:**

DEPARTMENT:

DATE:

10. COMMENTS BY THE DEAN OF THE FACULTY

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NAME: **SIGNATURE:**

FACULTY:

DATE:

11. COMMENTS BY THE RESEARCH COMMITTEE

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NAME: **SIGNATURE:**

DATE: