

UNIVERSITY OF PRETORIA

POLICY ON UP POSTGRADUATE SCHOLARSHIPS - 2014

1. ELIGIBILITY

UP postgraduate scholarships are available to students who register for an Honours degree, a research Masters degree (as defined in Appendix 1) or a Doctoral programme at the University of Pretoria.

2. DISTRIBUTION OF AVAILABLE FUNDS

In each budget cycle, the Budget and Planning Committee recommends to the Vice-Principal for Research and Postgraduate Education the amount allocated for postgraduate scholarships in the University.

Awards to individual students are subject to approval by the Research or Postgraduate Committees of the respective Faculties. (Please refer to Appendix 1 for the order of priority).

3. QUALIFYING CRITERIA FOR UP POSTGRADUATE SCHOLARSHIPS

- 3.1. Students who are enrolled for a four-year bachelor's degree programme do not qualify for an honours degree scholarship in their final year, i.e. the fourth year of study.
- 3.2. Scholarships are awarded to applicants on the grounds of the contribution that their study is likely to make to specific focal areas of research, which are determined by the University from time to time.
- 3.3. Postgraduate students are automatically considered for a scholarship once they have been enrolled for a postgraduate program by the Faculty (no application for a scholarship is required). (Refer to 5.3 and 5.4). Awards to particular candidates will be determined by Faculty Research Committees who may consider the performance of the candidates to whom they make awards.
- 3.4. Students who have not completed their preceding study programme will not be considered for a UP postgraduate scholarship. Special study programmes (including diplomas and certificates) and study programmes that do not qualify for subsidy purposes are not taken into consideration.
- 3.5. Scholarships are awarded once only for any one postgraduate study programme at a particular level. Thus, students who already hold a postgraduate qualification at one level will not be considered for a scholarship for postgraduate study at the same level (e.g. students who enrol for a second or even a third honours degree, Master's Degree or Doctoral programme).

3.6. Students who simultaneously register for an undergraduate and a postgraduate programme, e.g. BTH and BA (Honours) in Greek may be considered for both the UP undergraduate achievement scholarship and the postgraduate scholarship.

3.7. Honours Degrees

3.7.1. Students who enrol for a second or multiple honours, masters or doctoral study programme(s), will not be considered for a further scholarship award irrespective of whether the previous programme(s) was terminated or completed successfully.

3.7.2. A student who enrolls for an honours study programme who also holds a Masters- or Doctoral degree will not be considered for an honours scholarship.

3.7.3. For scholarships awarded at Honours level, eligibility will be determined by the Faculty admissions committee, and a candidate who has been enrolled will be eligible for the award of a postgraduate scholarship. Awards to particular candidates may be determined by Faculty Research Committees based on consideration of the performance of the candidates to whom they make awards, as well as other criteria as decided upon by the Faculty Research Committee.

3.8. Masters- or Doctoral Degrees

3.8.1. Students who are registered for Masters programmes that lead to professional qualifications are not eligible for these scholarships (e.g. MMed, MMedVet, MBA-, MPA and MPhil (Applied Theology)).

3.8.2. Students who enrol at UP for a second or multiple Masters- or Doctoral study programme(s) qualify for only one postgraduate scholarship at a particular level. A postgraduate scholarship will also not be awarded to a Master's student who already holds a Doctoral degree. (Also see 3.5.)

3.8.3. The only exception is scholarships for study in the Faculty of Theology in MTh, PhD and DD programmes where scholarships may be awarded to Masters and Doctoral students who are already in possession of a previous Masters or Doctoral degree obtained in the Faculty of Theology. (Rt 513/05).

3.8.4. For scholarships awarded at Masters or Doctoral level, eligibility will be determined by the Faculty through the admission of a candidate to the masters or doctoral program. Awards to particular candidates will be determined by the Faculty Research Committees who may consider the performance of the candidates to whom they make awards, as well as other criteria as decided upon by the Faculty Research Committee.

3.9. Scholarship Awards

3.9.1. Scholarship awards and subsequent scholarship values are not guaranteed. Scholarship values will be communicated to the Faculties by the Division for Study Finance, after these have been determined by the Strategic Committee for Study Finance and approved by the Planning and Budget Committee. Applicants are strongly advised to apply for additional or alternative funding. Information in this regard can be found at <http://www/up.ac.za/feesfunding>.

3.9.2. Scholarship values for 2014:

Study Program	Value
Honours	R18 600
Masters	R21 600
Doctoral	R24 900

The University reserves the right to amend without prior notice, the regulations and scholarship values and/or conditions applicable to the awarding of scholarships.

4. SCHOLARSHIP CONDITIONS

4.1. The holder of a UP postgraduate scholarship should complete his/her postgraduate study programme within the following period:

Degree	Period of financial assistance	Maximum period for completion of study programme
Honours	1 year	2 years
Master's	2 years	3 years (with the exception of Health Sciences where 5 years may be allowed)
Doctorate	3 years	4 years

4.2. A student whose period of registration for a postgraduate programme exceeds the period indicated in par. 4.1 will not be considered for a scholarship.

- 4.3. The Vice-Principal: Research and Postgraduate Education may consider exceptions in cases in which the prescribed curriculum exceeds the maximum period for completion that is defined in par. 4.1.
- 4.4. Holders of scholarships who do not complete their postgraduate studies within the prescribed maximum period will be liable for the repayment of the full scholarship together with interest as per the UP loan agreement signed by the scholarship holder.
- 4.5. Consideration may be given to granting a student an additional year beyond the maximum period defined in par. 4.1, to complete his or her degree programme. Such consideration is subject to a recommendation by the supervisor/Dean and a progress report that is approved by the supervisor and must be made to the Committee of Vice-Principals.
- 4.6. Where the Faculty Postgraduate Committee recommends that a student be allowed to upgrade a Masters degree to a Doctoral degree, the provisions of 4.5. will not apply since the candidate is deemed to have achieved Masters level status.

5. ADMINISTRATIVE PROCEDURES – UP Postgraduate Scholarship

- 5.1. Applications for UP postgraduate scholarships will be by way of application for enrolment in a postgraduate degree program.
- 5.2. A prospective postgraduate student will only be considered for a postgraduate scholarship once the student is enrolled for a postgraduate study programme.
- 5.3. Postgraduate students must enrol for their relevant study programs by **31 May 2014** (the year in which the award is made) in order to be considered for an award.
- 5.4. Masters- and Doctoral students who register after **31 May 2014** will be considered for a scholarship in the following year of their studies provided they meet the registration deadline as per 5.3 for the 2014 academic year. This only applies to students enrolled for a Masters degree that are in their first year of study in 2014 and students enrolled for a Doctoral degree that are in their first or second year of study in 2014.
- 5.5. It is the responsibility of the applicant to submit a full academic record (reflecting all previous studies undertaken) and all required documentation with their applications for enrolment in a postgraduate degree program. The documents must be submitted to the Faculty and the records of the student must be updated accordingly on the system.
- 5.6. Scholarship awards are made by the Faculty's Research Committee.
- 5.7. After a scholarship has been awarded, both the student and the supervisor should complete the prescribed agreement form in full. The form should be submitted at the Client Service Centre, Postgraduate desk for processing of the award by the Division for Study Finance.

- 5.8. Upon receipt of the correctly completed agreement form, the full amount of the scholarship will be credited to the student's account. The scholarship is first used to cover tuition fees. A credit balance will only be refunded upon the approval of a payout request form which is obtainable at the Client Service Centre.
- 5.9 Scholarships that have been provisionally awarded but not taken up by students by will be cancelled as follows:
 - 5.9.1 Scholarships provisionally awarded in 1st round and not taken up by **31 May 2014** will be cancelled.
 - 5.9.2 Scholarships provisionally awarded in the 2nd round and not taken up by **31 August 2014** will be cancelled.

6. ADMINISTRATIVE PROCEDURES – UP Postgraduate Renewal Scholarship

- 6.1. A renewal scholarship for the second (Masters) or second and third year (Doctoral), is available to the holders of scholarships for Masters and Doctoral studies.

6.1.1. The renewal scholarship award for 2013 is:

Renewal Scholarship	Value
Masters 2 nd year & Doctoral students 2 nd / 3 rd year	R3 000

- 6.2. Postgraduate students must enrol for their relevant study programs by **31 May** (the year in which the award is made) in order to be considered for a renewal award.
- 6.3. After a scholarship has been provisionally awarded, both the student and the supervisor should complete the prescribed agreement form in full. The form should be submitted at the Client Service Centre, Postgraduate desk for processing of the award by the Division for Study Finance.
- 6.4. Upon receipt of the correctly completed renewal agreement form, the full amount of the scholarship will be credited to the student's account. The scholarship is first used to cover tuition fees. A credit balance will only be refunded upon approval of a payout request form which is obtainable at the Client Service Centre.
- 6.5. Renewal scholarships that have been provisionally awarded but not taken up by **31 July 2014** will be cancelled.

7. RECOVERY OF SCHOLARSHIP AMOUNTS THAT ARE REPAYABLE

- 7.1. A scholarship becomes repayable if the recipient does not fulfil the conditions stated in paragraph 4 above or if the study is terminated or discontinued for whatever reason.
- 7.2. When a scholarship becomes repayable, it is repayable in full plus the interest that is stated in the postgraduate scholarship agreement.
- 7.3. The Division for Student Accounts handles the recovery of scholarship amounts that are repayable.

DEFINITION: RESEARCH MASTERS DEGREE

The Council for Higher Education (CHE) policy in relation to postgraduate research is as follows:

Postgraduate research is research conducted for either a research masters or a doctoral degree. A research masters' degree is defined as any master's degree where an independent research thesis constitutes at least 50 percent of the credit for the degree.

The current University practice is that a master's degree may be earned in either of two ways:

1. by completing a single advanced research project, culminating in the production and acceptance of a dissertation, or
2. by successfully completing a course work programme requiring a high level of theoretical engagement and intellectual independence and a research project, culminating in the acceptance of a dissertation. In the latter case, a minimum of 60 credits at level 9 must be devoted to conducting and reporting research

The postgraduate scholarships at masters level should only be awarded to those candidates registered for degree programmes that have at least 25 % of the credits for research (60 credits out of 240 total credits at level 9) in the following order of priority depending on availability of funds:

1. Research Masters students with a Research Component of 100%
2. Masters students with a Research Component of 50% and more (<100%)
3. Masters students with a Research Component of 25% and more (<50%)