

**UNIVERSITY OF PRETORIA  
RESEARCH SUPPORT**

**CONSTITUTION: UP POST-DOCTORAL FELLOWSHIP PROGRAMME**

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**1. CONCEPT**

The University of Pretoria (UP) annually grants fellowships to attract excellent young post-doctoral fellows to the University. These bursaries are made annually on a competitive basis while adequate funding is available. Strong research leaders at the University are encouraged to submit a proposal in order to obtain such a residential post-doctoral fellowship, for which a suitable candidate has been identified.

**2. AIMS OF PROGRAMME**

- 2.1 To allow established researchers and research entities to have the opportunity to recruit individuals to enhance their research scholarship.
- 2.2 To provide outstanding young researchers with an opportunity to develop their research skills at UP and to transfer new skills to UP.
- 2.3 To develop the careers of post-doctoral fellows as academics by encouraging participation to a limited degree in teaching and co-supervision of postgraduate students not to exceed 12 hours per week.
- 2.4 UP should benefit from the presence of the fellows by the development of new areas of research and enhanced research productivity through the increased level of publications and the throughput of post-graduate students.

**3. THE POST-DOCTORAL FELLOW**

- 3.1 A post-doctoral fellow is regarded as *a young researcher (up to 40 yrs of age) with a doctorate who conducts research at a university in collaboration with a senior research mentor in order to develop his/her research capabilities, usually before taking up a permanent position.*
- 3.2 A post-doctoral fellow is regarded as an asset to a university and is treated and supported as such in the system.
- 3.3 In this programme, advanced degrees other than a doctorate may be recognized in some fields of research (Refer to paragraph 5.1).

**4. APPLICATIONS: REQUIREMENTS**

- 4.1 Normally only one UP post-doctoral fellowship per research leader (mentor) will be

awarded annually.

- 4.2 Only proven research leaders appointed to the academic staff of the University will qualify for a post-doctoral fellowship grant. Exceptions may be made in cases where a candidate's expertise could be an essential stimulus for a new and important research field, or where it would accelerate the development of a research group with great potential.
- 4.3 The quality of the research plan in which the fellow will participate, and the potential for increasing the research output of the group through the award of the fellowship, serve as important criteria for the award of these fellowships.

## 5. REQUIREMENTS OF FELLOWSHIP CANDIDATES

- 5.1 Post-doctoral fellows are required to have a **doctorate**. Exceptions may be made in certain professional areas – such as health sciences - where there is an acknowledged dearth nationally *and* internationally of researchers with a doctorate. In such cases candidates with other advanced degrees (usually at Masters Level) and adequate and proven research experience will be considered, if arguments for their support are well substantiated. Post-doctoral fellowships cannot, however, be allocated to candidates to further their studies. In such cases applications should be made for postgraduate bursaries.
- 5.2 Candidates may not have attained their highest qualification (preferably a doctorate) more than **seven years** prior to their appointment as post-doctoral fellows.
- 5.3 The expertise and research focus of the post-doctoral fellow should contribute to a noticeable increase in good quality research outputs. The abilities and previous achievements of candidates will be important criteria in identifying suitable fellows. This should be supported by at least two letters of reference from academic sources (e.g. the candidate's doctoral supervisor) to testify to the candidate's academic abilities and the suitability of his/her research experience for the proposed research project.
- 5.4 Candidates should not have obtained their most recent advanced degree at UP, or be linked to UP in any other manner, just before taking up the fellowship.
- 5.5 Candidates will be allowed to provide teaching and supervisory services to postgraduate students up to a maximum of 12 hours per week for additional remuneration in the form of a salary. Grant-holders need to inform the Dean of teaching commitments expected of the postdoctoral fellow.

## 6. DURATION OF FELLOWSHIP

- 6.1 Fellowships are awarded for **one to two years**. In the case of an application for a bursary made for a two year period, this fact should be clearly stated in the original application. At the end of the first year a satisfactory progress report will justify a continuation.
- 6.2 Normally no fellowship will be awarded for a third year.

## 7. VALUE OF THE FELLOWSHIP

- 7.1 A UP post-doctoral fellowship consists of a tax-free **bursary** of an amount that is determined from time to time by the Vice-Principal: Research & Postgraduate Studies. The amount may be supplemented from other sources of funding, but approval for the supplementation must be obtained from the Vice-Principal: Research & Postgraduate Studies.
- 7.2 In addition, a **travel allowance** not exceeding the amount to be determined from time to time is available for travel to and from the University of Pretoria at the commencement and termination of the support period. The allowance may also be used to cover the costs involved in obtaining a visitor's visa endorsed to conduct research (**NOTE: NOT A WORK PERMIT**) that fellows from abroad have to obtain. The relevant amount will be paid only upon the lodging of a claim through the Client Service Centre (CSC).
- 7.3 A once off amount to be determined from time to time is available for **conference presentations** by the fellow in the two year support cycle.
- 7.4 This grant may not be used to contribute to costs related to the research work. The grant-holder should ensure that all the necessary infrastructure and research running costs are available for the proposed research.

## 8. PROCEDURE

- 8.1 A call for applications will be made at least twice a year and more frequently if necessary.
- 8.2 Applications should be submitted by the research leader and should provide information requested on the prescribed form (refer to item 11). In the event of a successful application the **research leader** will become the **grant-holder** and accountable person for the grant. Grant-holders who have not submitted final reports for previous bursaries from the UP Post-doctoral Fellowship Programme will not be eligible for further support (refer to item 9.1).
- 8.3 The applications have to be supported by the Head of the Department and the Dean (who will also rank order the applications for the faculty). Applications need to be submitted via the Dean's office (applicants should ensure that they comply with internal faculty submission deadlines which will be prior to the central deadline).
- 8.4 Assessment of these applications will be made by the Awards Committee for the Post-doctoral Fellowship Programme.
- 8.5 The fellow will be informed in writing of the award of the bursary, as well as the logistical arrangements, by the **Client Service Centre (CSC)**.
- 8.6 The post-doctoral fellowship must be **taken up** within **twelve months** of its allocation.

- 8.7 A fellowship **cannot be transferred** from one fellow to another within the approved support period unless approved by the Awards Committee.
- 8.8 The **term** of the post-doctoral fellowship will commence on the date of **arrival** at UP.
- 8.9 Grant-holders are requested to **inform** the Client Service Centre of the arrival date of the fellow at least **two months** prior to arrival to enable them to make the necessary arrangements. The CSC will communicate with the fellow w.r.t. logistical arrangements.
- 8.10 **Renewal** of the fellowship for the **second year** (in cases of bursaries made for two years) is dependent upon submission of a satisfactory **progress report**. The report must be submitted by the **grant-holder** on the prescribed form (refer to 11 for web address) to the Department of Research & Innovation Support no later than **THREE MONTHS** before the end of the first year of the fellowship.

## 9. REPORTING

- 9.1 A final report on the prescribed form (refer to 11) should be submitted by the grant-holder to the Department of Research & Innovation Support within **one month** of the **termination** of the fellowship.
- 9.2 If information on publications by the grant-holder and postdoctoral fellow is not available at the time of reporting, this should be indicated in the report and the information should be submitted to the Department of Research & Innovation Support as soon as it becomes available.
- 9.3 The Post-doctoral Fellowship Programme will be monitored on a continuous basis and periodically submitted to evaluation.

## 10. OTHER IMPORTANT REQUIREMENTS

- 10.1 The grant-holder and the relevant department should ensure that the necessary infrastructure and funds are available for the proposed research when the post-doctoral fellow joins the University. The funds will only be released upon written **confirmation** from the Head of the Department that the necessary **infrastructure** for hosting the candidate is in place.
- 10.2 The programme does **not** provide financial **support** for **family** / dependents of the postdoctoral fellow.
- 10.3 The grant-holder should as soon as possible negotiate with the fellow to ensure clarity on the role and expectations of both parties before the fellowship commences.
- 10.4 The grant-holder should ensure that tasks related to the research do not expose the fellow to unnecessary risk.

**11. CONTACT PERSONS**

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