



UNIVERSITY OF PRETORIA

UP DOCTORAL RESEARCH SUPPORT BURSARY CONDITIONS

2019

1. ELIGIBILITY AND CONDITIONS

- The UP Doctoral Research Support Bursary is available to students who register for a doctoral study programme on a full-time basis at the University of Pretoria, and are **not employed for more than 12 hours a week**.
- Applicants are required to have applied for external sources of funding prior to their application to this programme.
- The UP Doctoral Research Bursary is awarded to candidates on the grounds of the contribution their study is likely to make to strategic areas of research, which are priorities for the Faculty.
- Applicants must demonstrate academic potential, be within the first three years of first registration for the PhD study, and show promise of completing their studies within the recommended time, all of which must be motivated by the supervisor and/or Dean
- The UP Doctoral Research Bursary is awarded for a period of 3 years and holders have 4 years to complete their degree before being considered to be in breach of agreement.
- Registration for a 4th year requires written permission by the Dean and confirmation that the student will graduate within the 4th year.
- Students who have not completed their Masters study programme by 1 February of each academic year will not be considered for a UP Doctoral Research Support Bursary. No deferral to second semester will be allowed.
- Holders of the UP Doctoral Research Bursary may not hold other UP funded bursaries.
- No correspondence will be entered into regarding the maximum period allowed for completion of the degree and retention of the bursary, except in exceptional extenuating circumstances. In such cases, an appeal may be submitted to DRI with a motivation from the student, supported by the Dean.
- Bursary holders may be expected to provide a service to the University for a certain number of hours per month for tutoring purposes, to be agreed with the Dean.

2. DISTRIBUTION OF AVAILABLE FUNDS

- Awards to individual students are based on a motivation from the academic supervisor and a recommendation by the Dean of the Faculty ensuring that the faculties' research priority areas are considered. All applications are submitted to the Department of Research and Innovation. (DRI) The Vice Principal: Research and Postgraduate Education signs off the budget allocation for the academic year.
- Students who are provisionally awarded the bursary and who do not have outstanding debt on their UP student account, will have their financial registration block lifted in order to register for the each new academic year without having to pay the initial registration fee.

3. NEW BURSARY AWARD APPLICATION AND ADMINISTRATION PROCESS

- The UP Doctoral Research Bursary value is R100 000.00 per annum in 2019.
- Applications for the UP Doctoral Research Bursary will be made by way of completing and submission of an application form obtainable at www.up.ac.za/funding.
- The application form must be submitted to the Faculty Dean who will make a recommendation and send the application forms to DRI. DRI coordinates the applications; ensuring criteria are met before sending to Dean's office for ranking taken into account the Faculty's priority research areas. Final ranked lists, with recommendations by DRI, are forwarded to the Vice Principal: Research and Postgraduate Education for approval.
- The closing date for new applications for the 2019 UP Doctoral Research Bursaries is **31 October 2018**.
- Successful applicants will be informed via email of the provisional award.
- Students who have been provisionally awarded the bursary must register for their relevant study programmes by **28 February 2019** (the year for which the award is made) in order for the award to be finalized.
- Doctoral students who register after the relevant closing dates above will not receive the bursary award, for the current year, and will need to re-apply for the following year.
- The bursary may be supplemented by other funding sources external to UP within the specific rules of these sources up to the value of R300 000.00
- Bursary funds for successful awardees will be disbursed to a student's account by the end of April on condition that the ***Declaration Form**¹ has been submitted to the Postgraduate Scholarship Office.
- Successful applicants who do NOT wish to accept the awards must notify the University of this in writing within 15 working days of receiving the award notification, to pgbursary@up.ac.za

¹ All awardees have to declare to adhere to the 12 hour work criteria

4. RENEWAL OF UP DOCTORAL RESEARCH BURSARY

- Renewals are not guaranteed, and are subject to a report of satisfactory progress and the recommendation of the supervisor and the Dean of the Faculty
- For renewal, the UP Doctoral Research Progress Report form will be sent to current awardees by DRI.
- The closing date for the renewal form to be completed and sent back to DRI is **31 January 2019**.
- Successful renewal awardees will be informed via email by DRI.
- Students who have been provisionally awarded the renewal bursary must register for their relevant study programmes by **28 February 2019** (the year for which the award is made) in order for the award to be finalized.
- Eligible returning students who do not re-register by **28 February** will be in breach of their agreement for all previous years the UP Doctoral Research Bursary awards given.
- Student's eligible for the renewal, who do not have outstanding debt on their UP student account, will have their financial registration block lifted in order to register for the new academic year without having to pay the initial registration fee.
- The value of the renewal award will be the same as the value as stated at point 3, bullet 1.
- Renewal Bursary funds for successful awardees will be disbursed to a student's account by the end of March, on condition the Declaration Form has been submitted to the Postgraduate Scholarship office.

5. RECOVERY OF BURSARIES

- If a student fails to comply with any of the conditions, terminates their studies or does not complete the program within the prescribed period, the UP Doctoral Research Bursary awards for all the years the bursary was granted are cancelled and the bursary values will be debited to the student account.
- The Division for Student Accounts administers outstanding balances on student accounts. Should the bursary be cancelled, re-payment arrangements of the student account must be made with Student Accounts Division at the Student Service Centre.
- The conditions as set out in the Student Enrolment Contract shall apply to the amount debited to the student account. (Page 2, Clause 9) (Available on UP Portal – Student Centre – scroll to online contract link)