



# UNIVERSITY OF PRETORIA

## POSTGRADUATE BURSARY CONDITIONS

### 2024 Academic Year

The Department of Research and Innovation (DRI) plays a pivotal role in providing University funding for postgraduate studies at Honours, Master's and Doctoral level. The funds should be used to assist the faculties in attracting promising postgraduate students to pursue studies in priority areas of the University of Pretoria. (UP)

#### 1. Awarding Process

- 1.1 The awarding of the UP Postgraduate Bursary (UP-PGB) is not automatic.
- 1.2 UP does not guarantee that bursaries will be awarded to all eligible students. Awards are granted based on academic performance, research priorities and budget availability.
- 1.3 Each faculty will be allocated a budget for the year.
- 1.4 A bursary will be offered to top applicants upon admission into the postgraduate programme.
- 1.5 Each faculty will provide their nominated lists to DRI. (Guidelines will be provided to all faculties)
- 1.6 DRI will forward a provisional offer via email to the nominated students.
- 1.7 DRI will lift the First Term payment block, to allow the nominated awardee to register without the need to pay the First Term payment at the start of the academic year.
- 1.8 DRI will disburse the bursary funds into the awardee's UP account once the signed bursary agreement has been submitted and the awardee has registered, and all eligibility criteria met.
- 1.9 UP reserves the right, should circumstances be justified, to amend the guidelines, conditions and values of the bursaries without prior notice to the nominated student.

#### 2. Bursary Conditions

All students who are admitted for postgraduate studies to UP will be considered, including returning or continuing students who previously have not received the award.

- 2.1 To be considered for nomination for an Honours bursary, the student must have achieved a minimum cumulative average of 65% in the preceding completed Bachelor's degree.
- 2.2 Master's and Doctoral nominees must meet the minimum requirements of the relevant degree to which they have been admitted.
- 2.3 If the awardee is found guilty by a disciplinary committee of UP of misconduct, the award will be reversed and debited to the UP-student account.
- 2.4 If the awardee discontinues their study during the academic year of the funds being granted, the award will be reversed and debited to their UP-student account.
- 2.5 If the signed Bursary Agreement is not returned by the deadline date communicated to each awardee, the award will be cancelled.
- 2.6 No break in the study period is allowed. (See point 4.1)

- 2.7 Honours students must be admitted and registered by 28 February of each academic year.
- 2.8 Master's and Doctoral students must be admitted by 31 March and registered by the end of April of each academic year.

### 3. Ineligibility Criteria

- 3.1 Students who already hold a qualification at the same or higher level will not be considered.
- 3.2 Students who qualify for the UP Personnel Waivers are not eligible for a bursary
- 3.3 Students who hold the UP PhD Commonwealth or the UP PhD Research bursaries are not eligible.
- 3.4 Students who are admitted for non-degree purposes, PG Diplomas or any other special study programme are not eligible.
- 3.5 Any other UP-funded bursary may not be used to supplement the UP-PGB.
- 3.6 An Honours student with another single source of funding of R157 000.00 or higher per annum is not eligible.
- 3.7 Master's and Doctoral students with another single source funding of R175000.00 or higher per annum is not eligible.

### 4. Maximum Funding Period

*The duration of support for an UP-PGB is calculated from the first year of registration for the specific degree, regardless of the years of UP-PGB funding.*

Degree	Duration of bursary funds	Maximum period to complete degree (No funding granted in this year)
Honours	1 year only	2 years
Master's	2 years only (1 <sup>st</sup> and 2 <sup>nd</sup> year of registration for the Master's degree)	1 year beyond the minimum period for the specific Master's degree
Doctorate	3 years only (1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> year of registration for the doctoral degree.	4 years beyond the minimum period for the specific Doctoral degree

- 4.1 Only in extenuating circumstances will the Postgraduate Scholarship Manager consider an extension to the maximum period allowed for the completion of the studies. A written motivation by the awardee and supported by the Supervisor is required. (For example, leave of absence, health, personal, or academic).

## **5. Value of UP Bursaries – 2024/25**

### **5.1 UP Honours Bursary:**

The cumulative % GPA in previous completed degree is taken into consideration.

- Hons Merit Plus: 80% +
  - Students of all nationalities can be nominated.
  - Value of the award: R40 000.00
- Hons Merit: 70% - 79%
  - Students of all nationalities can be nominated.
  - Value of award: R35 000.00
- Hons Equity: 65% - 69%
  - RSA citizens and permanent residents who are African, Coloured or Indian can be nominated.
  - Value of award: R30 000.00

### **5.2 UP Master's and Doctoral Bursaries:**

- Master's course work = R18 000.00
- Master's research = R22000.00
- Doctoral = R25000.00

### **5.3 Capped Maximum Bursary Values:**

- 5.3.1 The UP-PGB may be supplemented with external funds, however Points 3.6 and 3.7 above must be adhered to in the case of a large single award.
- 5.3.2 A postgraduate student that receives funding from more than one source must ensure they adhere to the rules of each funder. It is recommended that the student consults with the Postgraduate Scholarship Office for guidance.
- 5.3.3 The capped values indicated below are only applicable if a student has a UP Postgraduate Bursary (UP-PGB) and external funds.
- 5.3.4 UP has the right to cancel or adjust the UP-PGB of a student if all funds granted to a student exceeds the values indicated below.

#### **Capped Total Value Amounts:**

- Honours level = R180 000.00 per annum
- Master's level = R250 000.00 per annum
- Doctoral level = R300 000.00 per annum

- 5.3.5 Students with only external (non-UP) funding are not restricted to the capped values.

## **6. Renewal of Master's and Doctoral Bursaries**

- 6.1 Master's and Doctoral students who previously received the UP-PGB will be considered for the renewal of the award.
- 6.2 The first date of registration for the degree is considered, not when first awarded the bursary. (Point 4)
- 6.3 It is the student's responsibility to ensure that their Progress Indicator is updated at faculty level. Discussions with the supervisor should begin in November.

- 6.4 Progress Indicators must be captured on the UP system no later than 30 January of each academic year by the faculty.
- 6.5 Students with outstanding debt from the previous year must make payment arrangements with UP Student Accounts first before the renewal award can be finalised.
- 6.6 Value of the renewal award will be the same as point 5.2.

### **Important**

- All awardees will be required to sign an UP-PGB Agreement which they will receive via email. The agreement must be returned to [pgbursary@up.ac.za](mailto:pgbursary@up.ac.za) by the deadline provided.
- The Division for Students Accounts administers outstanding balances on student accounts. Should the bursary be cancelled, payment arrangements are to be made by the student with the Student Accounts Division at the Student Services 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 the UP-Student Portal – Student Centre – scroll to online contract link*)