



UNIVERSITY OF PRETORIA

POSTGRADUATE BURSARY CONDITIONS

Masters and Doctoral

2025 Academic Year

The Department of Research and Innovation (DRI) plays a pivotal role in providing University funding for postgraduate studies at 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.
- 1.3 Awards are granted based on academic performance, research priorities and budget availability.
- 1.4 Each faculty is allocated a budget for the academic year.
- 1.5 A bursary can be offered to top current students at 2nd year Masters and 2nd or 3rd year PhD studies who previously have not received the award.
- 1.6 A bursary can be offered to top prospective Master and PhD students who have been conditionally admitted / already admitted for the 2025 academic year
- 1.7 Each faculty will provide their nominated lists to DRI
- 1.8 DRI will forward a provisional offer via email to the nominated students with the 2025 Bursary Agreement attached, which needs to be returned by the nominated awardee within the deadline provide by DRI.
- 1.9 DRI will lift the First fees payment block to allow the nominated awardee to register without the need to pay the First payment at the start of the 2025 academic year. An email will be sent out to the nominated awardee per faculty per level of study.
- 1.10 DRI will disburse the bursary funds into the awardee's UP student account once the signed bursary agreement has been submitted and the awardee has registered, and all eligibility criteria met.
- 1.11 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

- 2.1 Students with outstanding debt from the previous year(s) must make payment arrangements with UP Student Accounts first before the award can be finalised.
- 2.2 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.
- 2.3 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.
- 2.4 If the signed Bursary Agreement is not returned by the deadline date communicated to each awardee, the award will be cancelled.

- 2.5 No break in the study period is allowed. (See point 4.1)
- 2.6 Masters and Doctoral students must preferably be admitted by 31 March 2025 and registered by the end of April 2025.

3. Ineligibility Criteria

- 3.1 Students who already hold a qualification at the same or higher level are not eligible for a bursary.
- 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, Certificates, PG Diplomas, on-line degrees or distance learning 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 Master's and Doctoral students with another single source funding of R175 000.00 or higher per annum is not eligible.

4. Maximum Funding Period

4.1 *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)
Master's	2 years only (1 st and 2 nd 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 st , 2 nd , and 3 rd year of registration for the doctoral degree.	4 years beyond the minimum period for the specific Doctoral degree

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 for academic reasons).

5. Value of UP Bursaries

- 5.1 UP Master's and Doctoral Bursaries:
- Master's course work = R18 000.00
 - Master's research = R22 000.00
 - Doctoral = R25 000.00

- 5.2 Capped Maximum Bursary Values:

- 5.2.1 The UP-PGB may be supplemented with external funds, however Points 3.6 above must to be adhered to in the case of a large single source award.
- 5.2.2 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.
- 5.2.3 The capped values indicated below are only applicable if a student has a UP Postgraduate Bursary (UP-PGB) and external funds in the same academic year. Students with international external funding are not restricted to the capped values due to forex payments. (These values are determined by the exchange rate)
- 5.2.4 Additional once off allowances for a laptop, conference attendance, equipment and experimental training from a funder is not considered part of the total value of the bursary awarded to a student.
- 5.2.5 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 = R200 000.00 per annum
- Master's level = R250 000.00 per annum
- Doctoral level = R300 000.00 per annum

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 4.1).
- 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 of the preceding year of the renewal allocations.
- 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 5.1.
- 6.7 Renewal awards will be automatically disbursed to the student's UP account once all criteria have been met.

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 by the deadline provided.
- Should the bursary be cancelled, payment arrangements are to be made by the student with the Student Accounts Division at the Student Services Centre. Or go to: <https://www.up.ac.za/student-fees/article/2735955/payment-arrangements>
- 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*).