



UNIVERSITY OF PRETORIA

UP DOCTORAL RESEARCH BURSARY

2023

1. ELIGIBILITY

- The UP P Doctoral Research Bursary is available to students who apply for a doctoral degree programme on a full-time basis.
- Applicants must have applied for academic admission on the UP Online admission system and been allocated a student number.
- Current full-time PhD students may apply.
- This bursary is awarded to candidates whose study contributes to the strategic research areas of the Faculty where they are registered at or applying to.
- Applicants must demonstrate academic potential and be within the first three years of the PhD studies.
- Applicants must show promise to completing their studies within the minimum period of three years.
- Applicants must show proof that they have applied for other external funding sources for the 2023 academic year.
- Applicants who qualify for the UP-Staff Waiver are not eligible to apply.
- Applicants may not be working more than 12 hours per week.
- Applicants may not already have a Doctoral degree.
- Applicants doing a non-degree preparatory course are not eligible to apply.

2. CONDITIONS

- This Bursary is awarded for a period of 3 years and holders have 4 years to complete their degree before being in breach of the agreement signed.
- 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 per annum.
- NRF Doctoral bursary holders who have a bursary to the value of more than a R100 000 (one hundred thousand Rands), is not eligible to be awarded the UP PhD Research Bursary. If already awarded the UP Bursary will be reversed.
- If an awardee has any other single funding sources exceeding a R100 000 (one hundred thousand Rands), will have the UP PhD Research award cancelled.
- Any payment made to a Doctoral student in lieu of work done must be paid to the student via the HR Department. If such payment is made by the faculty as a General Studentship award, the UP award will be adjusted in order for the total of the funds received is within the maximum supplement value as mentioned above.
- Bursary holders may be expected to provide a service to the University for a maximum of 12 hours per week for tutoring or similar activities.

- No correspondence will be entered into regarding the maximum period allowed for completion of the degree, except in exception extenuating circumstances. In such a case, an appeal may be submitted to DRI with a motivation from the student and supported by the Dean. No funding will be granted during the extension period.

3. DISTRIBUTION OF AVAILABLE FUNDS

- The Dean of the Faculty ensures that the faculties' research priority areas are met and makes recommendations accordingly.
- 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.
- Provisional awardees 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.

4. NEW BURSARY AWARD APPLICATION AND ADMINISTRATION PROCESS

- The UP Doctoral Research Bursary value for 2023 is R120 000.00.
- Applications will be made by way of completing and submission of an online application form.
- The online application form goes through a flow process, which can be viewed by the applicant on their UP Portal.
- 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 2023 UP Doctoral Research Bursaries is **30 August 2022**.
- Successful applicants will be informed of their provisional award via email in early December 2022.
- Provisionally awarded applicants of this bursary must register for their relevant study programme **by 28 February 2023** (the year for which the award is made) in order for the award to be finalised.
- Provisional awardees who register after the relevant closing date mentioned above will not receive the award for the current year, and will need to re-apply for the following year.
- Bursary funds for successful awardees will be disbursed to the student's UP accounts by the end of April on condition that the Bursary Agreement form 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

5. RENEWAL OF UP DOCTORAL RESEARCH BURSARIES

- 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.
- The progress Indicator must be captured on the PeopleSoft by the Faculty. No award will be renewed without this information captured.
- Eligible renewal applicants will receive an email from DRI to start the renewal online application process.
- The closing date for the renewal online application to be completed by the applicant and the Dean's approval is **1 December 2022**.
- Eligible returning students who do not re-register by **28 February 2023** 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 R120 000.00.
- Renewal bursary funds for successful awardees will be disbursed to the student's UP account by the end of March, on condition the Agreement Form has been submitted to the Postgraduate Scholarship office.

6. RECOVERY OF BURSARY FUNDS

- 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's UP Account.
- The Division of Student Accounts administers outstanding balances on student accounts. Should the bursary be cancelled, re-payment arrangements must be made with Student Account 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 the UP Portal – Student Centre – scroll to online contract link)