DEPARTMENT OF RESEARCH AND INNOVATION
INTERNATIONAL COOPERATION DIVISION
UP FUNDED INTERNATIONAL PROGRAMMES
GUIDELINES FOR THE STAFF TRAVEL ABROAD PROGRAMME

1. APPLICATION PROCEDURES AND DEADLINES

The University of Pretoria (UP) provides mobility opportunities for staff members to conduct research in collaboration with and/or undertake special training at international institutions in line with UP priorities. The aims of the Staff Travel Programme are to foster international visits and research collaboration with the top ranked institutions in the world and to ensure that the visit and/or research conducted will contribute towards enhancement of expertise and skills in critical areas of research at the University of Pretoria.

1.1 New Applications

1.1.1 Applications for awards must be completed in accordance with the prescribed electronic application form. The designated contact person at the Department of Research and Innovation (DRI) needs to be contacted in order to guide the applicant with the application process. All sections of the prescribed application form must be completed otherwise the application will not be considered.

1.1.2 There are three central closing dates per annum: 28 February; 31 May and 31 August. Deadlines must be strictly adhered.

1.1.3 Only ad-hoc applications with a strong motivation to be reviewed ad-hoc will be considered and reviewed.

1.1.4 All applications will be reviewed by the Vice-Principal: Research and Postgraduate Education and the Selection Committee.

1.1.5 An application which has been submitted after the applicant has already left abroad, will not be considered as applications cannot be approved retrospectively.

1.1.6 The applicant should be part of a programme of research and/or training that will be enhanced by the Staff travel abroad. Ad hoc exchanges will not receive support, unless a particularly strong motivation is provided.

1.1.7 Funds will not normally be granted only to attend conferences. Exceptions will be considered for developing researchers.

1.1.8 Bursaries are allocated to individual staff members once only for a particular programme or research project. Staff members may not reapply in the subsequent year.

1.2 Who is eligible to apply

1.2.1 Full-time/permanent academic staff members who would like to conduct research in collaboration with, and/or undertake special training at an international institution and where the travel will enhance UP’s research profile, may apply.

1.2.2 Full-time staff members of an international institution, particularly those with which the University has a cooperation agreement, who would like to conduct collaborative research at UP, may apply. The application is submitted to the Committee by the programme/Project leader at UP.

1.2.3 The applicant must be a proven researcher and/or have achieved success in other academic fields, or be a young staff member, at the start of their academic careers, or be from under-represented groups at the University. The exchange can be used as development opportunity, within the framework of a research programme.

1.3 Procedure of Application

1.3.1 The candidate must complete an electronic application which is found on the University Website (www.up.ac.za/en/international-cooperation-division). All supporting documentation must be attached to the application form: Relevant quotations e.g. airline tickets and accommodation, UP approved CV, Invitation letter etc.

1.3.2 Once an application is supported by the Dean; Faculty Research Committee Chairperson or Deputy Dean: Research and Postgraduate Education, it can be submitted to DRI. (Applicants must ensure that they comply with internal faculty submission deadlines which will be prior to the central closing date).

1.3.3 These approved applications will be reviewed by the Review Committee after the three central closing dates at a Review Committee meeting.

1.3.4 The Review Committee makes recommendations on the allocation of funds to the Vice-Principal: Research and Postgraduate Education for approval, dependent on availability of funds.
1.3.5 Applicants will be informed of the results of the application as soon as possible after the Review Committee meeting via e-mail.
1.3.6 Applicants should note that application does not guarantee allocation, and awards are made dependent on available funding.

1.4 Value of the Bursary

1.4.1 Candidates may apply for a maximum of R60 000.00. Should this amount be insufficient for the intended study tour, Faculties and Departments are encouraged to supplement this funding.
1.4.2 The bursary application should be accompanied by a detailed budget for the intended trip (Budget template to be used and all supporting documentation e.g. quotations of accommodation, airline tickets etc. to be attached to application).
1.4.3 The budget and related planning should be based on the UP’s financial guidelines and procedures for visiting lecturers and international visits.
1.4.4 In the planning of the travel, attempts should be made to secure alternative and additional funds, from the “host” institution and from external agencies, and evidence provided.
1.4.5 If funds are obtained from other sources, e.g., The National Research Foundation (NRF), the contribution of the University, as well as the Department/Faculty/School may be reduced accordingly. It is the responsibility of the staff member concerned to ensure that any additional funding is brought to the attention of the Committee.

1.5 Duration of the Visit

1.5.1 Although a specific period is not prescribed, the visit may not last longer than a year. The Bursary is valid for a maximum of 1 Year.

1.6 Conditions for staff travel abroad

1.6.1 Staff travel abroad will be supported only if taken place within the framework of a well-planned research/ training programme between the institutions concerned.
1.6.2 The nature, aims and the potential benefits of the programme, as well as the quality of the submission, will be of primary importance in the evaluation process.
1.6.3 The academic achievements/potential of the applicant is of key importance in the consideration of the proposal. Exposure of young staff members or staff from under-represented groups at the University is strongly encouraged.
1.6.4 In cases where an inter-institutional agreement exists, the requirements of the particular cooperation agreement should be carefully considered, to ensure that the application meets any criteria that have been specified. A comprehensive list of all current UP Agreements with international institutions can be obtained from the DRI.
1.6.5 Both Institutions involved in the Staff travel abroad should support the application before applying for funding.
1.6.6 Where substantial funding is needed, an application for financial support should be submitted, at the same time as an application is made to UP, to the NRF or any other organisation that may support the Staff travel abroad. This should be indicated in the application.
1.6.7 Applications should have the support of the Head of Department and the Dean/Deputy Dean: Research and Postgraduate Education.

1.7 Reporting and Renewal of Grants

1.7.1 Within four weeks (one month) after having returned from the research visit, the staff member must submit a report detailing the original planned achievements/outputs against the achievements/outputs/value emanating from the research visit.
1.7.2 Should a report not be submitted, or if the nature of the report is unsatisfactory, the Review Committee for the Programme, in consultation with the Head of Department or Dean/Deputy Dean: Research and Postgraduate Education, may recommend that the full Bursary, or part thereof be reimbursed to the University.

2. DISBURSEMENT OF THE FUNDS
2.1 Should the application be successful, funds will be transferred into the Cost Centre provided by the applicant (Either a Congress Funding, Publication of Development Cost Centre) provided on the application form.

2.2 All unspent funds must be TRANSFER/PAID back to UP after return from the visit into a UP Cost Centre to be provided by DRI.

3. CONTACT PERSON

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