1. ELIGIBILITY

UP postgraduate bursaries are available to students who register for Honours, Masters or Doctoral programmes at the University of Pretoria.

2. DISTRIBUTION OF AVAILABLE FUNDS

In each budget cycle, the Budget and Planning Committee recommends to the Vice-Principal for Research and Postgraduate Education the amount allocated for postgraduate bursaries in the University. From this budget, bursaries and awards will be offered as follows:

Honours merit awards will be offered to students who achieve the necessary marks for their previous degree (see Section 3.6 below).

Faculties will be invited to nominate admitted students undertaking Masters and Doctoral postgraduate studies for award of bursaries, based on faculty priorities. The document “Postgraduate Bursaries: Procedures and Functions”, which sets out guidelines that Faculties should follow, will be provided to Faculties.

Selection of students to be nominated may be approved through the Postgraduate Committees of the respective Faculties who will consider the performance of the candidates for whom they make nominations. Bursaries will be offered to individual students. Award of bursaries is subject to approval by the Vice-Principal for Research and Postgraduate Education, through a Committee coordinated by the Department of Postgraduate Support and Recruitment.

3. QUALIFYING CRITERIA FOR UP POSTGRADUATE BURSARIES

3.1. Bursaries will be awarded to qualifying students based primarily on the contribution that their study is likely to make to specific areas of research and faculty priorities as determined from time to time.

3.2. Masters and Doctoral students will be considered for a bursary once they have been admitted for a postgraduate programme, and nominated for the bursary, by the Dean of the Faculty.
3.3. Students who have not completed their preceding study programme will not be considered for a UP postgraduate bursary. Special study programmes (including diplomas and certificates) and study programmes that do not qualify for subsidy purposes are not taken into consideration.

3.4. Students who are enrolled for a four-year bachelor’s degree programme do not qualify for an honours degree award in their final year, i.e. the fourth year of study.

3.5. Scholarships are awarded once only for any one postgraduate study programme at a particular level. Thus, students who already hold a postgraduate qualification at one level will not be considered for a scholarship for postgraduate study at the same level (e.g. students who enrol for a second or even a third honours degree, Master’s Degree or Doctoral programme). This is subject to student records being uploaded by the Faculties and reflecting on the Peoplesoft system.

3.6. **Honours Degrees – Honours Merit Award**

3.6.1. Merit awards to Honours students will be made automatically to students who completed their previous undergraduate degree with a GPA of at least 75% in the final year examination. The GPA is determined by the Faculty Academic Administration offices and made available on the system.

3.6.2. Honours students must register by 31st March 2016 to be considered for the merit award.

3.6.3. Students who enrol for a second Honours study programme will not be considered for a further merit award irrespective of whether the previous programme was terminated or completed successfully.

3.6.4. A student who enrols for an Honours study programme but who also holds a Masters- or Doctoral degree will not be considered for an Honours award.

3.6.5. Should a holder of the Honours merit award terminate their studies, for whatever reason, the award will be cancelled.

3.6.6. The Honours merit award for 2016 will be R 5 500 and is awarded for one year of study.

3.7. **Honours Degrees – Honours Equity Award**

UP Honours equity awards are available to students who register for Honours programmes at the University of Pretoria. The purpose of these awards is to attract promising black students to undertake postgraduate studies.

3.7.1. Students admitted for Honours programmes who are black\(^1\) South African citizens will be considered.

3.7.2. Honours Equity awards will be made automatically to students who completed their previous undergraduate degree with a GPA of at least 65% in the final year examination.

3.7.3. Honours students must register by 31st March 2016 to be considered for the equity award.

\(^1\) Black South Africans as per the DHET definition
3.7.4. Students will be considered where their proposed area of study aligns with specific faculty priorities as determined from time to time.

3.7.5. Students who are enrolled for a four-year bachelor’s degree programme do not qualify for an honours bursary award in their final year, i.e. the fourth year of study.

3.7.6. Students who already hold an Honours qualification will not be considered.

3.7.7. Funds available for the programme are limited and therefore, meeting the eligibility criteria does not guarantee that an award will be offered. Where funding is limited, academic merit will be considered.

3.7.8. Should a holder of the Honours Equity award terminate their studies, for whatever reason, the award will be cancelled.

3.7.9. The bursary value for 2016 is R5 500 and is awarded for one year of study.

3.8. Masters or Doctoral Degrees

3.8.1. Students who enrol at UP for a second or multiple Masters- or Doctoral study programme(s) qualify for only one postgraduate scholarship at a particular level. A postgraduate scholarship will also not be awarded to a Master’s student who already holds a Doctoral degree. (Also see 3.5.)

3.8.2. For bursaries awarded at Masters or doctoral level, eligibility will be determined by the Faculty through the admission of a candidate to the Masters or doctoral programme.

3.8.3. Postgraduate students must register for their relevant study programs by **30th April 2016** (the year in which the award is made) in order to be considered for an award.

3.8.4. Masters- and Doctoral students who register after **30 April 2016** will be considered for a bursary in the following year of their studies provided they meet the registration deadline for the relevant academic year.

3.8.5. Bursary awards will be allocated by a central committee under the management of the Department of Research and Innovation Support.

3.8.6. The University reserves the right to amend without prior notice, the regulations and scholarship values and/or conditions applicable to the awarding of bursaries.

3.8.7. The values of the bursaries in 2016 will be as follows:

Doctoral studies and Masters by research studies (100% research component): the bursary will be R1000 less than the amount of the annual fees.

For Masters by coursework (research component less than 100%): the bursary will be R 7700.
## 4. CONDITIONS FOR MASTER AND DOCTORAL BURSARIES

<table>
<thead>
<tr>
<th>Degree</th>
<th>Period of financial assistance</th>
<th>Maximum period for completion of study programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s*</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Doctorate*</td>
<td>3 years</td>
<td>4 years</td>
</tr>
</tbody>
</table>

*The Dean may consider requests for extensions in cases in which the prescribed curriculum exceeds the maximum period for bursary awards that is defined above or where an additional year is necessary for a Masters or Doctoral degree (See Section 4.2).

4.1. Holders of bursaries who do not complete their postgraduate studies within the prescribed maximum period as indicated in the table above, will be liable for the repayment of the full bursary. In such cases the bursary award will be cancelled via the student account.

4.2. Consideration may be given to requests by students for an additional year beyond the maximum period defined above, to complete the degree programme. Such consideration is subject to recommendation by the supervisor/head of department and a progress report that is approved by the Dean. The Faculty Academic Administration must inform the Department of Postgraduate Support and Recruitment accordingly in writing of the approved extension and request that the bursary not be cancelled at this stage.

4.3. Where the Dean recommends that a student be allowed to upgrade a Masters degree to a Doctoral degree, the provisions above will not apply since the candidate is deemed to have achieved Masters level status.

4.4. Bursary awards will not be renewed in cases where satisfactory academic progress is not captured on the system. The UP system will carry an indicator for satisfactory academic progress which should be updated by the Faculty by 31 January 2016.

4.5. UP postgraduate bursaries will not normally be awarded to students who hold other bursaries. If other bursaries are awarded which amount to more than R 80 000 (for Masters studies) or R 100 000 (for doctoral studies), the student will not be eligible for the UP postgraduate bursary award.

4.6. Postgraduate students holding a UP Research Support Doctoral Bursary may not be awarded a UP Postgraduate Bursary.

4.7. Students who qualify for UP personnel waivers may not hold UP Postgraduate bursaries.

4.8. It is the responsibility of the student to submit a full academic record (reflecting all previous studies undertaken) and all required documentation with their applications for enrolment in a postgraduate degree program. The documents must be submitted to the Faculty and the records of the student must be updated by the Faculty on the system.

4.9. After a bursary has been awarded for Master- or Doctoral study programmes, both the student and the supervisor should complete the prescribed agreement form in full. The form should be submitted at the Postgraduate Desk for processing of the award.
4.10. Upon receipt of the correctly completed agreement form, the full amount of the bursary will be credited to the student’s account. The bursary is first used to cover tuition fees. A credit balance will only be refunded upon the approval of a payout request form which is obtainable at the Division for Student Accounts.

4.11. Masters- and Doctoral bursaries that have been provisionally awarded but not taken up by students by will be cancelled as follows:

- Bursaries provisionally awarded in 1st round and not taken up by 31 May 2016 will be cancelled.

- Bursaries provisionally awarded in the 2nd round and not taken up by 31 August 2016 will be cancelled.

5. UP POSTGRADUATE RENEWAL BURSARY

5.1. For postgraduate students who received UP postgraduate bursary awards for doctoral study in 2014, a renewal bursary for the 3rd year of the doctoral study programme, is available. The award will be made to qualifying students for whom satisfactory progress has been recorded on the Peoplesoft system. The value of the bursary is R5 500.

5.2 For postgraduate students who received UP postgraduate bursary awards in 2015, a renewal bursary for the 2nd year Masters – or 2nd and 3rd year Doctoral study programme is available. The award will be made to qualifying students for whom satisfactory progress has been recorded on the Peoplesoft system. The value of the bursary is indicated in par 3.8.7.

5.3 Postgraduate students must enrol for their relevant study programs by 30 April (the year in which the award is made) in order to be considered for a renewal award.

5.4. Once a bursary renewal has been provisionally awarded, both the student and the supervisor should complete the prescribed agreement form in full. The form should be submitted at the, Postgraduate Desk for processing of the award.

5.5. Upon receipt of the correctly completed renewal agreement form, the full amount of the bursary will be credited to the student’s account. The bursary is first used to cover tuition fees. A credit balance will only be refunded upon approval of a payout request form which is obtainable at the Division for Student Accounts.

5.6. Renewal bursaries that have been provisionally awarded but not taken up by 31 July 2016 will be cancelled.

6. RECOVERY OF BURSARIES

6.1. A bursary becomes repayable if the recipient does not fulfil the conditions stated in this document or if the study is terminated or discontinued for whatever reason resulting in cancellation of the bursary award via the student account.

6.2. The Division for Student Accounts administers debit balances on student accounts. Repayment term arrangements can be made with Student Accounts.

Rt 350/15