



UNIVERSITY OF PRETORIA

UP DOCTORAL RESEARCH BURSARY

2025

1. ELIGIBILITY

- The University of Pretoria (UP) Doctoral Research Bursary is available to students who have applied for full-time doctoral studies at the University of Pretoria.
- Applicants must have applied for academic admission on the UP Online admission system and have been allocated a student number.
- Applicants must have identified a potential Supervisor, commenced discussions with the potential supervisor, and have confirmation of the in-principle acceptance to supervise the doctoral studies.
- Only full-time registered PhD students can take up a bursary award in a given year.
- This bursary is awarded to candidates whose studies contribute to the strategic research areas of the Faculty in which they are registered or to which they are applying.
- Applicants must demonstrate academic potential and be within the first three years of the PhD studies for the 2025 academic year.
- Applicants must endeavour to complete their studies within the minimum period of three years.
- Applicants must provide proof that they have applied for **other external funding sources** for the 2025 academic year.
- Applicants who qualify for the UP-Staff Waiver are not eligible to apply.
- Applicants cannot take up remunerated work for more than 12 hours per week.
- Applicants must not already be in possession of a Doctoral degree.
- Applicants doing a non-degree preparatory course are not eligible to apply for this bursary.

2. CONDITIONS

- The UP Doctoral Research Bursary is awarded for a period of up to three (3) years for students in the first, second or third year of registration for doctoral studies, and holders have to complete the degree in four (4) years in order to avoid being in breach of the signed bursary agreement.
- The bursary may be supplemented by other external non-UP funding sources, within the specific rules of these funding sources, up to a total of R300 000.00 per annum.
- If an awardee has any other **single source funding** of R130 000.00 or more (one hundred and thirty thousand Rand), he or she is not eligible for the UP PhD Research Bursary.
- Any payment made to a Doctoral student in lieu of work done must be paid to the student via the UP-Human Resources Department. If the Faculty makes such payment as a General Studentship award, the UP Doctoral Research Bursary 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, such as tutoring or similar activities.

- Any final year PhD student who completes his or her studies within the first six (6) months of the year of registration and whose UP tuition for the year is reserved by UP accounts, the award for such year shall be adjusted to 50% of the full value initially granted.
- No agreement will be entered into with the student regarding the extension of the maximum period allowed for completion of the degree except in exceptionally extenuating circumstances. In such a case, an appeal may be submitted to the Postgraduate Scholarship Manager in the Graduate Support Hub within the Department of Research & Innovation (DRI) with a motivation from the student and supported by the Supervisor and Dean. No funding will be granted during the extension period. (Extension requests and supporting documentation must be sent to pgbursary@up.ac.za)
- 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 first payment on registration.

3. NEW BURSARY AWARD APPLICATION AND ADMINISTRATION PROCESS

- The UP Doctoral Research Bursary value for 2025 is R130 000.00.
- Applications are made online via the application system found on the UP Portal.
- The online application goes through a flow process, which can be viewed by the applicants on the UP Portal.
- The Dean of the Faculty ensures that the faculty's research priority areas are met and makes recommendations accordingly.
- All online applications are submitted to the Postgraduate Scholarship Office. (PGSO)
- The closing date for new applications for the 2025 UP Doctoral Research Bursaries is **18 September 2024**.
- Successful applicants will be informed of their provisional award via email during early December 2024.
- Provisional awardees of this bursary must register for their relevant study programme **by 28 February 2025** (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 (28 February 2025) will not receive the award for the 2025 academic year and will need to re-apply for the following year.
- An exception to this rule will occur if an applicant can provide proof to the PGSO that submission for the Master's degree examination was done by 28 February 2025.
- International students must provide proof that an application and payment were made for a study visa.
- Bursary funds for successful awardees will be disbursed to the student's UP account by the end of April on condition that the signed Bursary Agreement form has been submitted to the PGSO.
- Successful applicants who do NOT wish to accept the awards must notify the PGSO of this in writing within 15 working days of receiving the award notification to pgbursary@up.ac.za.
- Awardees can request a pay-out of their credit available after UP tuition and UP Residency fees (if applicable) have been paid. One pay-out will be done by the PGSO during the First Semester to the maximum of R50 000.00. During the 2nd Semester only, scheduled pay-outs will be captured by the PGSO office.

4. RENEWAL OF UP DOCTORAL RESEARCH BURSARIES

- The value of the renewal award will be R130 000.00.
- Renewals are not guaranteed and are subject to a report of satisfactory progress and the recommendation of the supervisor and the Dean or Deputy Dean of the Faculty.
- The progress indicator must be captured on PeopleSoft by the Faculty. No award will be renewed with a negative indicator. Awards are only renewed on positive indicators.
- A student with a negative indicator will need to re-apply via the online application process for the following academic year.
- Applicants eligible for renewal will receive an email from the PGSO to start the renewal online application process.

- The closing date for the renewal online application to be completed by the applicant and approved by the Dean or Deputy Dean by the end of **October 2024**.
- Eligible returning students who do not register by **28 February 2025** will be in breach of their UP-Bursary Agreement.
- Bursary funds for eligible renewal awardees will be disbursed to the student's UP account by the end of April on condition that the signed Bursary Agreement form has been submitted to the PGSO.
- Awardees can request a pay-out of their credit available as stated in the last paragraph of section 3 above.

5. RECOVERY OF BURSARY FUNDS

- If a student fails to comply with any of the conditions, terminates their studies or does not complete the doctoral programme within the prescribed period, the UP Doctoral Research Bursary awards will be 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).