

UNIVERSITY OF PRETORIA  
FACULTY OF HUMANITIES

**REGULATIONS**

**re application for funds for visiting international scholars**

*administered by the Dean and the Research Committee of the Faculty of Humanities*

**NB:** PLEASE NOTE the following:

- **2014's deadlines:** ~ 1st round: **17 March** ~ 2nd round: **5 May** ~ 3rd round: **31 July**
- Confirmation is required that application has been made to other possible funds (e.g. RDP, NRF, etc.) before applying to this, the Faculty's Conference Fund. If an application was declined, reasons must be given.
- The Conference Fund includes bringing in visiting scholars and guest speakers from abroad.
- One may apply for a maximum amount of R30 000 once in two years to bring in an academic from an international institution that could add value to a research program in a department.
- A UP staff member has to apply on the visiting scholar's behalf (hereafter referred to as 'applicant').
- The application form with relevant signatures, together with supporting documentation, should be scanned and submitted as **ONE consolidated PDF file** to [aretha.schultz@up.ac.za](mailto:aretha.schultz@up.ac.za) **before the applicable due date**. **NO late applications** will be considered.
- Please make sure that your requests are in line with the tariffs on the following website: <http://www.up.ac.za/services/finance/docs/R5991afr.html>.

**REGULATIONS**

*(as adapted from DRIS – Staff inbound)*

**1. INTRODUCTION**

In order to stimulate collaboration with other universities, the Faculty provides limited funding on an annual basis for visiting international scholars.

**2. AIMS**

- 2.1 To promote international exposure of UP's academic staff and to promote exchange of expertise with their counterparts abroad.
- 2.2 The outcome of a visit should include a research agenda/ focus.
- 2.3 This visit will be supported only if it takes place within the framework of a well-planned research programme.
- 2.4 The nature, aims and the potential benefits of the visit, as well as the quality of the submission, will be of primary importance in the evaluation of the application.

**3. WHO MAY APPLY**

The UP applicant must be a proven researcher and/or have achieved success in other academic fields. Exceptions will be made in cases where young members of staff, at the start of their academic careers or from underrepresented groups at the University, may use this initiative as a development opportunity within the framework of a research project. Such applications will be encouraged.

#### 4. VALUE OF THE FUND ALLOCATION

- 4.1 ***Applicants may apply for a maximum of R30 000. Should this amount be insufficient for the intended study tour, departments are encouraged to supplement this funding.***
- 4.2 The fund application should be accompanied by a detailed budget for the intended trip.
- 4.3 The budget and related planning should be based on the University's financial guidelines and procedures for visiting lecturers and international visits.
- 4.4 During negotiations, attempts should be made to secure additional funds, perhaps from the "host" institution. Other Universities in SA can also contribute so that the visiting scholar can visit different departments at the different Universities
- 4.5 If funds are obtained from other sources, e.g., the National Research Foundation (NRF), the Faculty's contribution will top up the shortfall to a maximum of R30 000. It is the responsibility of the staff member concerned to ensure that any duplication in funding is brought to the attention of the Research Committee immediately.

#### 5. APPLICATION PROCEDURES

- 5.1 The applicant must complete the attached application form **at least 6 weeks** before the commencement of the visit.
- 5.2 The application will be evaluated by two reviewers and the Dean will make a final decision based on these reviews.

#### 6. CRITERIA FOR APPLICATION

- 6.1 Where substantial funding is needed, an application for financial support should be submitted at the same time as an application is made, to the NRF or any other organisation that may wish to support the visit.
- 6.2 Applications must include the support of the Head of Department.
- 6.3 The decision of the Research Committee is final.
- 6.4 The academic achievements of the applicant and the visitor are of key importance in the consideration of the proposal.
- 6.5 The visit must lead to an accredited publication(s).
- 6.6 The exposure of young members of staff, or staff from underrepresented communities at the University is strongly encouraged.

#### 7. SUBMISSION OF REPORTS

- 7.1 Within one month of the completion of the visit, the staff member must submit a report in the attached format to the Faculty. The report must give details of the impact and value of the visit. ***Copies of the report must be endorsed by the Head of Department.***
- 7.2 Should a report ***not be submitted***, or if the nature of the report is unsatisfactory, the Research Committee, in consultation with the Head of Department or Dean, may recommend that the ***full fund allocation***, or part thereof, be ***reimbursed*** to the Faculty.

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**APPLICATION FORM**

**re application for funds for visiting international scholars**

*administered by the Dean and the Research Committee of the Faculty of Humanities*

The application form must be submitted to the Research Committee of Humanities **via Aretha Schultz** at aretha.schultz@up.ac.za.

**APPLICATIONS TO OTHER FUNDS for the same visiting international scholar**

Fund applied to

Reasons for decline

**PART 1: DETAILS OF (UP) APPLICANT**

Surname	_____	First name(s)	_____
Title	_____	Personnel number	_____
Department	_____	Position	_____
Telephone	_____	Fax	_____
E-mail	_____	Cell	_____

**\*\*NB:** A **curriculum vitae** of the visiting scholar must be attached to the application.\*\*

**PART 2: DETAILS OF VISITOR**

Person for whom funding is requested	_____
Date of visit	_____
Institution & country	_____
Position of visitor:	_____
Expertise:	_____
	_____
	_____

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## PART 3: DETAILS OF THE VISIT

**Visitor's contribution**

**Title of project**

**Accredited publication(s) resulting**

(or past contributions to the academy in SA with the objective of stimulating research in the Faculty)

**Other outcomes of visit**

**Description** (maximum length: ½ page)

Aims:

Nature:

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Activities:

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**Activities that have taken place so far within this research project** (maximum length: ½ page)

Summary of participant(s):

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Why it should be supported as a priority:

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**The envisaged outcomes and benefits of the project (listed)** (maximum length: ½ page)

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## PART 4: BUDGET

**Detailed budget** (Please attach.)

**Contribution by the Department:**

**Additional funding**

Additional funds obtained: \_\_\_\_\_

Exact amount requested from the Faculty Research Fund: \_\_\_\_\_

### DECLARATION OF THE APPLICANT

*I hereby certify that the information in this form is correct and that I have followed all the regulations prior to my submission. I acknowledge that I may be required to refund the fund allocation if the outcome of the exchange visit is not satisfactory as determined by the Head of Department and the Dean.*

**SIGNATURE:** ..... **DATE:** .....

#### 1. RECOMMENDATION BY HEAD OF DEPARTMENT

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.....  
.....

**SIGNATURE:** ..... **DATE:** .....

#### 2. RECOMMENDATION BY DEAN OR DESIGNATED ALTERNATE

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**SIGNATURE:** ..... **DATE:** .....

## REPORT FORM

The applicant must complete this form within one month of the completion of the visit.

### Form to be submitted to:

Aretha Schultz at [aretha.schultz@up.ac.za](mailto:aretha.schultz@up.ac.za); HB 7-10; x2416

### DETAILS OF RECIPIENT OF FUNDING

Surname \_\_\_\_\_ First name(s) \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

Visitor(s) \_\_\_\_\_

Institution(s) of visitor(s) \_\_\_\_\_

Visiting period \_\_\_\_\_

Title of research project  
(as indicated in application) \_\_\_\_\_

#### Achievement of aims

(Refer to the aims, outcomes and envisaged benefits included, in the original application and describe the extent to which they were achieved.)

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#### Evaluation

(Give your own evaluation of the success achieved with the project and its contribution to towards research in the Faculty.)

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**Final sources of finance for the research project**

(Indicate briefly the final sources from which this project was financed and the contribution from each source.)

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**DECLARATION**

*I certify that the information in this report is correct and complete.*

**SIGNATURE:** .....

**NAME:** .....

**DATE:** .....

**1. COMMENTS BY DEPARTMENTAL HEAD**

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**SIGNATURE:** .....

**NAME:** .....

**DATE:** .....

**2. COMMENTS BY THE DEAN OR DESIGNATE ALTERNATE**

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**SIGNATURE:** .....

**NAME:** .....

**DATE:** .....