

THE ABE BAILEY TRUST

All correspondence to be addressed to:
The Secretaries
Abe Bailey Trust
Att: Mrs M Naylor
3rd Floor, Nedbank Clocktower,
Clocktower Precinct, V&A Waterfront
Cape Town 8001
P O Box 86 Cape Town 8000

6 March 2014

Our Ref: MN/ej

Prof N J Grové
Registrar
University of Pretoria
PRETORIA
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Dear Professor Grové

ABE BAILEY TRAVEL BURSARY 2014 REQUEST FOR NOMINATIONS – CLOSING DATE: 6th JUNE 2014

Once again the Trustees of the Abe Bailey Trust are calling for applications for the annual travel bursary to the United Kingdom.

The Bursary is available for a suitable student of your University or a member of your staff of Junior Lecturer status. The focus of the Abe Bailey Trust is leadership development and the Trustees wish the bursaries to be awarded to persons who are academically strong and have shown exceptional qualities of leadership and service, with a good track record not only on campus but also in a wider social context and who are able to function as part of a select and highly skilled group.

This year the travel bursary will be for the period 26th November to 20th December 2014 and, in view of the time constraints for arrangements that have to be made, it is crucial that the University's applications are received before the closing date mentioned above. In addition, you will appreciate that the Trustees can only make a fair selection if all the relevant documentation is made available. For this reason no late or incomplete submissions will be considered.

As you may be aware, competition for the Abe Bailey Travel Bursary is increasing as a result of more participating institutions and students.

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To ensure that your University's nominations are considered by the Trustees please note the following expectations:

FROM THE UNIVERSITY:

1. The Trustees request that you give the bursary the widest possible publicity on campus to attract a wide spectrum of applications. To this end we have copied this letter to the University's Deputy Vice Chancellors, Deans and Faculty Managers. We have also designed a poster for use and will be sending copies separately. We would ask that these are circulated on all the university campuses, residences, faculty notice boards and any other prominent positions. We would also like the information circulated on the University's student network.
2. A committee comprising Vice-Chancellor, Registrar, Deans or other high level representative (s) be appointed to go through the applications and make the final selection.
3. A brief description of the selection process used, the number of applications received and the number of applicants interviewed.
4. Confirmation that the short listed candidates were interviewed on campus and an objective selection made.
5. A list of the top three candidates you wish to nominate in order of merit together with all the supporting paperwork referred to below.
6. Comments from your selection committee on each of the three nominees, including confirmation of the individual's previous leadership experience, including public speaking, the ability to function as part of a group and to add value to the group experience and to engage effectively with significant people and organisations (for example, MP's, local government leaders, SA High Commission officers, financial executives, academic staff and students). They should also be physically fit in order to undertake the walking tours and cope with the intensive programme of activities. Finally because of the need to apply for UK visas please ensure that nominees have a clean record.

FROM THE APPLICANT:

1. A personal letter of motivation as to why he/she is applying for the bursary
2. A current CV
3. Three letters of reference, none older than three years
4. Copies of ID, matric certificate and university academic record
5. Copies of school & university merit/achievement certificates (limited to five)
6. Details of leadership roles in the community, at school and at university

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FROM BOTH PARTIES:

The full documentation must arrive at the Trust's offices on or before the closing date. Copies of the information sheets regarding the conditions of the award, the objectives and general information are enclosed. Please ensure that the short listed candidates have received copies and that they can meet the conditions.

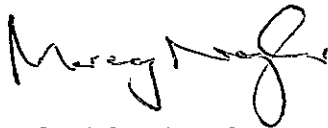
We hope that you will once again be the University's co-ordinator.

The travel bursary has had a tremendous impact on many of the participants. The Trustees hope that your University will agree to participate and look forward to receiving the nominations before the closing date.

If you have any queries please feel free to call me.

Kind regards

Yours sincerely



MORAG NAYLOR

For the Trustees

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Fax: (021) 416-8933

Email: moragn@nedbank.co.za

Encl: (i) Conditions of award
(ii) Objectives and general information about the Bursary
(iii) Copy of the 2012 programme

Cc: Prof C de la Rey: Vice-Chancellor
Prof C R de Beer: Vice-Principal
Prof R M Crewe: Vice-Principal