

UNIVERSITY OF PRETORIA
CORPORATE INTERNATIONAL RELATIONS

POSTGRADUATE STUDY ABROAD BURSARY PROGRAMME

REGULATIONS - STUDENTS

1. INTRODUCTION

- 1.1 The University of Pretoria (UP) wishes to facilitate interactions with international institutions and organisations that will assist the university with the promotion of its own internationalisation programmes.
- 1.2 The Bursaries are awarded four times a year, on an extremely competitive basis. All criteria as laid out in the regulations should be strictly adhered to in order to qualify and the decision of the Committee is final.

2. AIMS

- 2.1 To expose full-time postgraduate students, as well as full-time permanent academic staff members at the University of Pretoria engaged in postgraduate studies, to study opportunities at international institutions and organisations that will enhance the value of the research/field of study they are engaged in.
- 2.2 To ensure that vital expertise and skills **not** available in South Africa are transferred to the University of Pretoria via these students.
- 2.3 To stimulate international cooperation.

3. WHO CAN APPLY

- 3.1 Only Honours, Masters and Doctoral degree students who are *bona fide* registered students of the University of Pretoria.
- 3.2 Full-time permanent UP staff members engaged in Masters or Doctoral degrees and who are registered at UP or elsewhere.
- 3.3 Those candidates who have an excellent **academic record**.
- 3.4 Bursaries are allocated to individual students **once** only for a specific degree.

4. CRITERIA FOR SUCCESSFUL APPLICATIONS

- 4.1 The completed application must be accompanied by the following documents:
 - Letters of support from the study leader and Head of Department
 - Proof of registration for the Honours, Masters or Doctoral degree
 - Letter of invitation

- Academic record

- 4.2 The aim of the visit must be to conduct research and/or to participate in a course, or part of a course that is essential for obtaining the particular postgraduate qualification.
- 4.3 The visit should preferably focus on an intensive visit to **one** institution. A trip where only a few days are spent at a number of institutions will not be supported unless compelling reasons are submitted to the committee.
- 4.4 The planning and negotiations concerning the visit to a particular institution must have been completed and the application must contain details of such planning,
- 4.5 A detailed budget of the proposed trip must accompany the application.
- 4.6 Students **are not allowed to apply** whilst they are already at an international institution or post their departure from South Africa.
- 4.7 All applications should be made well in advance of the proposed trip.
- 4.8 If at all possible the visits should ideally be linked to institutions with which the University of Pretoria has International Institutional Collaboration Agreements. This is in order to stimulate such cooperative programmes, and to utilize the benefits that have been negotiated as part of these Agreements. However, in respect of the Student Bursary Programme, it is not a pre-requisite for support, and any institution with the necessary expertise may be visited.

4.9 **FUNDS WILL NOT BE GRANTED EXCLUSIVELY TO ATTEND CONFERENCES, WORKSHOPS OR SEMINARS.**

No late applications will be entertained after the 4:00 pm on the date of closure for the specific round.

5. VALUE AND DURATION OF BURSARY

- 5.1 The Bursary may be awarded for a period of minimum of 1 week to a maximum of 1 year.
- 5.2 Preference will be given to visits that last a month or longer.
- 5.3 The Bursary is made in accordance with a detailed budget that must be submitted by the applicant. It may include an economy class return air ticket, accommodation and/or a daily stipend (which, where applicable, must comply with University regulations).
- 5.4 A Bursary application **may not exceed R50 000.00.**
- 5.5 Departments/Faculties/Schools are **not** expected to provide a certain percentage of the budget for the student. However, Departmental/Faculty or School contributions will be encouraged, and will strengthen the application should such a contribution be confirmed prior to submission.
- 5.6 In the negotiations with the particular international institution an attempt should be made to secure additional funds. One should also try and secure additional forms of support and list these as part of the application.
- 5.7 Please note that this is only a top up Bursary. You may apply for other funding and this must be stated in your application budget. A student, who has already received **full funding** from

other sources, should **not** apply for this Bursary. It is the responsibility of the applicant to ensure that the University is notified if duplicate funds are obtained after a Bursary has been allocated. In such a case the University reserves the right to withdraw the Bursary.

- 5.8 The Bursary Programme is subject to the availability of funds that have been reserved for this purpose.

6. APPLICATION PROCEDURES

- 6.1 The applicant must fill in the attached application form. This must be done in consultation with the applicant's supervisor.
- 6.2 After initial approval by the Supervisor, the Head of Department must give his/her approval.
- 6.3 Completed applications must then be submitted to the UP Department of International Relations.
- 6.4 There are 4 rounds per annum. **Deadlines must be strictly adhered to, as no late applications will be considered. Cut-off time is 4:00 pm on the following dates in 2010:**
- ☐ 29 January
 - ☐ 31 March
 - ☐ 16 July
 - ☐ 30 September
- 6.5 Completed applications are then submitted to the Committee for International Funding Programmes for their consideration.
- 6.6 The decision of the Committee is final.
- 6.7 The Committee decides on the allocations. Applicants will then be informed of the results as soon as possible after the meeting of the committee.
- 6.8 Application **does not mean** allocation.

7. SUBMISSION OF REPORTS

Please take note of the following:

- 7.1 Within four weeks of the completion of the visit abroad, the student must submit a report in the attached format to the Corporate International Relations Office. The report must give details of the impact and value of the visit abroad. Copies of this report should also be handed to the Supervisor and Head of Department for their endorsement.
- 7.2 Should a report not be submitted, or if the nature of the report is unsatisfactory, the Committee for International Funding Programmes can, upon the recommendation of the Head of Department, demand the **full repayment** of the Bursary.

UNIVERSITY OF PRETORIA

INTERNATIONAL AFFAIRS

POSTGRADUATE STUDY ABROAD BURSARY PROGRAMME

APPLICATION FORM – STUDENTS

1. CONTACT

Department of Corporate International Relations
Room 3-19
Marketing Services Building
Main Campus, Lynnwood Road
University of Pretoria

Tel: 27+12+420 3237 or 420 3528
Fax: 27+12+420 3662
E-mail: louise.euthimiou@up.ac.za

2. DETAILS OF APPLICANT

A Curriculum Vitae and copies of academic records must be attached to the application.

The following information is also required:

Title :
Surname:
Initials:
Full Name:
Student Nr:
E-mail / phone nr:
Current Degree:
Department/School at UP:

.....
Supervisor:

.....
Name in print

.....
Department

3. FOREIGN INSTITUTION/S AND CONTACT/S

List the foreign institution/s that will be visited, as well as the Name, Department/Faculty/School of the Study/Project Leader/s or Mentor/s at the institution/s. A letter of invitation from the proposed institution should be included in the application.

4. DURATION OF VISIT AND ARRANGEMENTS

Indicate the duration of the visit abroad as well as the status of the arrangements for the visit.

5. AIM OF VISIT

What is the aim of this visit? ***Should not exceed one page in length.***

6. IMPORTANCE OF VISIT

Indicate the envisaged outcomes and benefits of the visit. Why should this application be supported as a priority? ***Should not exceed one page in length.***

7. BUDGET FOR VISIT

Provide a detailed budget for the visit. Please include other funds secured for the visit and the exact amount requested from the Bursary Programme. It is recommended that daily subsistence and accommodation for the country to be visited, be cleared with the Department of Finances.

8. DECLARATION OF THE APPLICANT

I hereby certify that the information in this form is correct and that, should the bursary be granted, I shall adhere strictly to the prescribed guidelines.

SIGNATURE: **DATE:**

9. RECOMMENDATION BY SUPERVISOR

Please indicate the importance of this visit for the development of the student concerned and/or the project concerned – not less than two paragraphs.

.....
.....

NAME IN PRINT: **E-MAIL:**

SIGNATURE: **DATE:**

10. RECOMMENDATION BY HEAD OF DEPARTMENT

Please indicate the importance of this visit for the development of the student concerned and/or the project concerned – not less than two paragraphs.

.....
.....

NAME IN PRINT: **E-MAIL:**

SIGNATURE: **DATE:**

UNIVERSITY OF PRETORIA
CORPORATE INTERNATIONAL AFFAIRS

POSTGRADUATE STUDY ABROAD BURSARY PROGRAMME

REPORT FORM - STUDENTS

The applicant must complete this form within one month of the completion of the exchange.
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Form to be handed in at:

Department: Corporate International Relations
Room 3-19 or 3-17
Administration Building
University of Pretoria

Tel: 27+12+420 3237 or 420 3528
Fax: 27+12+420 3662
E-mail: louise.euthimiou@up.ac.za

1. **DETAILS OF STUDENT** (who submitted the original application)
Title, surname and initials; department and faculty

2. **INSTITUTION(S) VISITED AND TITLE OF EXCHANGE PROGRAMME**
(As indicated in the original application)

3. **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.

4. **EVALUATION**
Give your own evaluation of the success achieved with the exchange and its contribution to the progress made with the exchange programme.

5. **FINAL SOURCES OF FINANCE FOR THE EXCHANGE**
Indicate briefly the final sources from which this exchange was financed and the contribution from each source.

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

SIGNATURE OF STUDENT:

DATE:

7. COMMENTS BY SUPERVISOR

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NAME: **SIGNATURE:**

DATE:

8. COMMENTS BY THE HEAD OF DEPARTMENT

.....
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NAME: **SIGNATURE:**

DATE: