



**UNIVERSITY OF CAPE TOWN (Hereinafter referred to as the “University”)  
POSTGRADUATE FUNDING OFFICE (PGFO)**

**ENROLLMENT CRITERIA AND ELIGIBILITY FOR A POSTDOCTORAL RESEARCH FELLOW  
AT THE UNIVERSITY OF CAPE TOWN**

<p>Definition</p>	<p><b>Postdoctoral Research Fellows (PDRFs)</b> are PhD graduates who are granted fellowships to conduct research under the host/principal investigator of an established academic. The PDRF has the status of an academic-in-training. The official definition of a PDRF at UCT reads:</p> <p><i>“Postdoctoral Research Fellowships are normally awarded to individuals within five years of having achieved a doctoral degree. <b>Postdoctoral Research Fellows are individuals who undertake research and gain professional experience for a future academic career, under the mentorship of a Host/Principal Investigator. Fellowships are negotiable up to 2 years after which extension of tenure may be considered for up to a maximum of five years. A sixth year of enrollment cannot be considered. The purpose of the Postdoctoral Research Fellowship is to provide an opportunity for experiential learning in research, which may serve as a path for further academic and professional development”</b></i></p>
<p>Conditions of enrollment (A)</p>	<p>PDRFs who have been accepted by an academic department and who are supported by a postdoctoral fellowship, may be enrolled at UCT under the following conditions:</p> <ul style="list-style-type: none"> <li>➤ Compliance with the University’s official definition, specifically in that the prospective Postdoctoral Fellow has achieved her/his <b><u>PhD degree within 5 years of such enrollment.</u></b></li> <li>➤ On condition that the prospective Postdoctoral Fellow has <b><u>not previously held any permanent academic or professional positions.</u></b></li> <li>➤ Individuals may enroll as PDRFs <b><u>if they have submitted their PhD thesis for examination.</u></b> However, <b><u>enrollment is limited to 6 months,</u></b> and enrollment will be cancelled thereafter unless proof of having obtained the doctoral degree is submitted.</li> <li>➤ The Postdoctoral Research Fellow is expected to conduct research under the <b><u>leadership of a Host/Principal Investigator (PI).</u></b></li> <li>➤ The Postdoctoral Research Fellowship can be <b><u>renewed each year on condition of satisfactory progress and available funding.</u></b></li> <li>➤ The Postdoctoral Research Fellowship is <b><u>limited to a tenure of two years.</u></b> It may, under exceptional conditions, be extended to a 3<sup>rd</sup>, 4<sup>th</sup> and even a 5<sup>th</sup> year. However, no postdoc may hold a fellowship for longer than 5 years in total.</li> <li>➤ PDRFs may undertake limited teaching and/or co-supervision of students, but these commitments <b><u>may not exceed 12 hours per week.</u></b></li> <li>➤ PDRFs must be 60 years of age or younger.</li> </ul>
<p>Conditions of enrollment (B)</p>	<ul style="list-style-type: none"> <li>➤ Postdoctoral Fellowships are funded from a variety of sources. Each <b><u>fellowship will have specific conditions of award</u></b> that must be approved by the Chair of the University Research Committee or delegated authority. The Conditions of Award must contain all of the clauses noted in Conditions of enrollment (A) above.</li> <li>➤ The CVs of all prospective Postdoctoral Researchers are checked by the Senior Manager – PGFO and individuals can be only be enrolled if <b><u>(i) their fellowships are covered by approved and signed Conditions of Award, and</u></b> <ul style="list-style-type: none"> <li>o <b><u>(ii) that the prospective PDRF complies with the Conditions of Award.</u></b></li> </ul> </li> <li>➤ <b><u>In all cases, Fellowship-funding will be administered by the UCT Postgraduate Funding Office (PGFO).</u></b> No other area in the university has the authority to enroll or take on PDRFs.</li> <li>➤ <b><u>International PDRFs must apply for the appropriate visa</u></b> (visa related enquiries should be directed to either <a href="mailto:IAPO@uct.ac.za">IAPO@uct.ac.za</a>)</li> <li>➤ <b><u>International PDRFs must provide proof of having medical insurance.</u></b></li> <li>➤ <b><u>International PDRFs have to be cleared for enrollment by the International Academic Programmes Office (IAPO).</u></b> The Postdoctoral Administrator arranges this on behalf of the PDRF.</li> <li>➤ The PDRF is required to complete the <b><u>Memorandum of Agreement (MoA) which is the formal appointment contract between the PDRF and UCT.</u></b></li> <li>➤ In addition to the above, the PDRF is required, together with his/her Host/Principal Investigator, to complete the <b><u>MoU (Memorandum of Understanding).</u></b> This document is a bilateral agreement between the two parties in which the research to be undertaken is described, the research plan recorded, as well as the Annual Schedules on which expectations, progress, outputs and problems/setbacks should be recorded. This document must be held by the head of department and used for the monitoring of research progress.</li> </ul>