



UNIVERSITY OF CAPE TOWN

GUIDELINES FOR SETTING UP CONDITIONS OF AWARD FOR POSTGRADUATE SCHOLARSHIPS/BURSARIES AND FOR THE ADVERTISING OF SUCH AWARDS

All awards that are available to postgraduate students must be formalised via Conditions of Award (which must be approved by the Chair of the Postgraduate Studies Funding Committee) and must be advertised/publicised. Application and selection processes must be competitive, free and fair. The University as a matter of policy is required to advertise/publicise all opportunities for postgraduate awards, so that free and fair competition is ensured. All established awards administered by the Postgraduate Funding Office are therefore described in the University's Booklet No. 14 (in the Series of Handbooks) entitled *Financial Assistance for Postgraduate Study and Postdoctoral Research*.

The following Guidelines outline the requirements for establishing postgraduate awards, and for advertising such awards and have been compiled to assist you with the correct terms of reference. It is hoped that this document will assist you to compile your advertisements in a clear and unambiguous way. Postgraduate students are defined at the University of Cape Town (for the purposes of postgraduate awards) as being individuals who are registered for Honours, master's or doctoral degrees. It is important to note that awards for students in the 4th year of a bachelor's degree, as well as postgraduate Certificates and Diplomas, are ineligible for postgraduate funding.

The South African Revenue Services require that institutions follow the Guidelines that they have established so that "blanket" exemption of taxation can be enjoyed by the recipients of scholarships and bursaries. The SARS Guidelines are incorporated into the University's overall Guidelines to ensure compliance and consistency.

All postgraduate students who are granted awards for study at UCT are required to comply with the University's [official and approved policies on postgraduate funding](#). These policies must be embodied in individual Conditions of Award and related advertising text. The points that must be noted are as follows:

Students supported by awards (administered via the Postgraduate Funding Office) must be registered for full-time study.

Tenures of awards are strictly limited as follows:

- 1 year for the FIRST year of the Honours degree
- 2 years for the FIRST and SECOND years of the master's degree.
- 3 years for the FIRST, SECOND and THIRD years of the doctoral degree.
- Renewals (if available) will be contingent on satisfactory academic progress and/or the availability of funds.

Students receiving awards from all funding sources will be subject to limitations on income.

For 2024 the annual income limits are as follows:

Honours – **R190,000**; Master's – **R254,000** and Doctoral – **R315,000**. The Postgraduate Funding Office reserves the right to withdraw UCT General Operating budget (GOB)-sourced funds if students receive income (from all sources) over the stated limits.

If the award has a repayment clause, please ensure that the fund holder/ department enters into a legally binding agreement with the recipient.

All conditions of Award and/or advertisements must follow the same structure and contain the following:

Purpose:	The Purpose must describe the source of the scholarship/bursary funds and the objective of the award, eg The XXX Scholarships have been established to provide support to master's students who will be required to join the team in the Department of XX to study the impact of XXX.....
Call for application	The call for application should include the level of degree applicable, Where required, criteria that state preference for members of designated groups, nationalities, etc, must be in line with requirements of the Constitution.
Conditions	The successful incumbent will be required to: <ul style="list-style-type: none"> • Register for full-time study in the relevant department/faculty • Comply with the University's approved policies, procedures and practises for the postgraduate sector. <p>Although successful candidates will be permitted to take up part-time employment (maximum 20 hours per week) they may not hold scholarships and salaried/full-time employment concurrently.</p> <p>It must be stated that no service will be required in return for the award.</p>
Value and tenure	The value of the scholarship/bursary must be declared. The tenure of the fellowship must be stated. It is advisable to state that the fellowship is tenable for one year and where renewal may be possible, that renewal for a further year will be considered on evidence of satisfactory academic progress and availability of funds.
Academic Criteria	The academic criteria must be stated, and minimum qualifications and requirements must be made clear.

Application requirements	All applications should include: A letter of application A CV Copies of academic transcripts Either names (and contact details) OR letters of reference from at least two academics who have taught, supervised or worked alongside the applicant should be a requirement.
Selection Process	Selection and recruitment of applicants can be done at Department, Faculty or URC level, (by committees authorised to select such candidates), or in specific instances, by the Postgraduate Studies Funding Committee. In all cases, such selection must take account of the University's approved policies and procedures. However, the selection process must be stated., e.g. eligible and complete applications will be considered by the Faculty Research Board (or the Director of the Unit and a sub-committee).
Closing date for applications	A clear date for submission of complete applications be stated.
Contact details for submission of applications and for enquiries	Applicants must be given contact names and details for enquiries and the name and address of the person to whom applications should be submitted.
UCT's Indemnities	All advertisements/conditions must contain the following indemnities: The University of Cape Town reserves the right to disqualify ineligible, incomplete and/or inappropriate applications, The University of Cape Town reserves the right to change the conditions of award or to make no awards at all.

Please contact Chantal Swartz (Senior Manager: Postgraduate Funding Office) via email at crv.swartz@uct.ac.za if you have any queries.

APPROVED BY: Deputy Vice-Chancellor (DVC) Acting **Professor Jeff Murugan** - Chair: Postgraduate Studies Funding committee at the meeting on **14 November 2024**