



UNIVERSITY OF CAPE TOWN

Postgraduate Studies Funding Committee

POLICIES ON FUNDING FOR HONOURS, MASTERS AND DOCTORAL STUDENTS AT UCT

This Policy Document was approved by UCT Council on 05 November 2003, and was effective immediately.

Postgraduate Studies Funding Committee –

First Review 2004

Second Review 2006

Third Review 2007

Fourth Review 2008

Fifth Review 2011

Sixth Review 2013

Policies	Rules and Narrative
<p>1. <u>Time-frames for support</u> for different kinds of degrees</p> <p>1.1 The Honour's degree. Tenure - 1 year <i>Students who are employed full-time are ineligible.</i></p>	<p>1.1 Strictly One year.</p>
<p>1.2 The Master's degree. Tenure - 2 years. <i>Students who are employed full-time are ineligible.</i></p>	<p>Normally two years, the second year of funding being renewable only on proof of satisfactory progress. <u>Exception:</u> Up to 50% of the previous year's funding will be allocated to students who require an extra (maximum) 6 months for purposes of:</p> <ul style="list-style-type: none"> • Corrections and re-submission of their theses. • Late completion of the degree due to supervision problems, laboratory /equipment failure/other. In such cases full motivation endorsed by the Dean of Faculty is required. • To enable a student to complete the degree and graduate.
<p>1.3 The Doctorate degree. Tenure - 3 years <i>Students who are employed full-time are ineligible.</i></p>	<p>Normally three years, the second and third years of funding being renewable only on proof of satisfactory progress. <u>Exception:</u> Up to 50% of the previous year's funding may be allocated to students who require an extra (maximum) 6 months for purposes of:</p>

	<ul style="list-style-type: none"> • Corrections and re-submission of their theses. • Late completion of the degree due to supervision problems, laboratory /equipment failure/other. In such cases full motivation endorsed by the Dean of Faculty is required. • To enable a student to complete the degree and graduate.
1.4 Upgrade from Master's to Doctoral	<p>Normally 4 years in all. <u>Exception:</u> Up to 50% of the previous year's funding may be allocated to students who require an extra 6 months for purposes of:</p> <ul style="list-style-type: none"> • Corrections and re-submission of their theses. • Late completion of the degree due to supervision problems, laboratory /equipment failure/other. In such cases full motivation endorsed by the Dean of Faculty is required. • To enable a student to complete the degree and graduate.
2. General Eligibility for funding	<p>Although each individual scholarship/bursary indicates eligibility in the approved Conditions of Award, the general eligibility for funding includes the following:</p> <ul style="list-style-type: none"> • Honours students must be registered for full-time study to be eligible for UCT-sourced funding; • students who are employed full-time are ineligible; • students who hold income (from all sources) in excess of the limitations shown in 3 below are ineligible; • students who register for a second degree at the same level are normally ineligible, eg.: <ul style="list-style-type: none"> * a Master's graduate who registers for a further Master's degree: and * a graduate of a 4-year Bachelor degree who registers for an Honours degree; • students registered for the MMed degree are ineligible; • the university reserves the right to decline late, incomplete and inappropriate applications, and • no awards will be processed without the required and approved Conditions of Award.
<p>3. <u>Overall limitations on income</u> from all sources.</p> <p>New Limitations approved by PSFC 2014+ (PSFC Minutes April 2013)</p> <p>Honours – R150,000 Masters – R200,000 and Doctoral – R250,000</p>	<p>Applying a limit to total income from all sources (in respect of students receiving support via the University) ensures equitable distribution of available funding.</p> <p><u>In 2017 the new overall limits are set at:</u> Honours – R172,000 Masters – R230,000 and Doctoral – R283,000</p> <p>The limits have increased by 15% for the year 2017 and onwards until reviewed again.</p> <p>UCT reserves the right to recover any UCT-sourced funds allocated to any student from the University's own funding if the student receives support in excess of the stated maxima.</p>

<p>4. The University reserves the right to <u>cancel late and incomplete applications</u> for funding</p>	<p>This ensures that selection processes are fair, and that those students who have complied with the deadlines and application conditions compete on the same level.</p>
<p>5. After establishing that they are in line with the laws of the country, the University will ensure that the <u>conditions of awards and grants</u> as laid down in bequests or by donors, sponsors or the University, are adhered to.</p> <p>The University reserves the right to cancel or withdraw any award made if the recipient of such an award does not comply with the stated conditions of the award.</p>	<p>All awards made are governed by conditions that are approved by the DVC for Research & Innovation. Such conditions ensure that:</p> <ul style="list-style-type: none"> • the University remains compliant with tax regulations/guidelines; • the applications submitted by students in competition for such awards are assessed using the stated criteria, and • the selection process for all awards is based on set and approved criteria. <p>The University is legally bound to abide by the conditions of award, which are often based on bequests or on the instructions of external donors, such as the NRF.</p> <p>No awards will be processed without the required and approved Conditions of Award.</p>
<p>6. The University reserves <u>the right to recover any monies</u> disbursed to any student (including monies disbursed on behalf of the NRF and MRC), if that individual does not comply with the conditions of award; does not make satisfactory progress or if he/she deregisters without prior notice <u>or reasonable cause</u>. The recovery process is routed through the University's Finance Department, via the Fees Office and the Debtors' section.</p>	<p>Satisfactory progress and registration for the degree for which the student is being funded, are conditions of award. All awards made via the PFO are done so by means of a claim form, which requires an undertaking from the student that she/he agrees to comply with the conditions of award.</p> <p>The NRF and MRC have their own conditions and agreement with similar repayment clauses, which students must sign.</p> <p><u>Note:</u> The Postgraduate Funding Office ascertains satisfactory progress through direct communication with the Programme Convenors and individual student's supervisors.</p>
<p>7. <u>Guarantee of funding and outstanding fee debts</u></p> <p>The University does not guarantee funding to any student/applicant. The University does not at any time undertake to provide full-cost support</p>	<p>The University is <u>unable to provide any guarantee</u> that every applicant for financial aid and funding will receive support.</p> <p>Similarly, the University is unable to undertake to offset any debt incurred by the student and/or any balance reflected which is reflected on that student's fee-account.</p>

<p>to any student/applicant. The University will not be responsible for the outstanding fee debt of any student.</p>	
<p>8. <u>Cash Advances</u> (called Allowances) Only students registered for full-time study at the University of Cape Town, and who have a offered, pledged or processed award, are eligible to draw Allowances from the University.</p>	<p><u>Rules:</u> <i>Allowances will only be available to students under the following conditions:</i></p> <ol style="list-style-type: none"> 1. <i>Where an application has been submitted by a student and an award offered, but not yet processed. In such cases any allowance must not exceed the amount owed to the university in terms of fees or other charges. Normally 50% of such fees or charges are repaid to the university in the first and then in the second semester.</i> 2. <i>(i) Where a nomination has been made to the NRF by a Grant-holder for a renewal of an award in respect of a student who has made satisfactory progress. (ii) Where a nomination has been made to the NRF by a Grant-holder for a new award for a student in good academic standing and who is a South African citizen.</i> 3. <i>Where applications have been made to the MRC and the NRF for renewal by students who are eligible and who have made satisfactory progress, and where results of such applications have not yet been released by the NRF. (This recommendation is based on the NRF's undertaking to support students for the prescribed tenures of degree).</i> 4. <i>Where a student requires an advance of part or the whole of a second instalment of an existing award for good reason (to be supported by the Course Convenor/Supervisor and/or the Head of Department and approved by the Director of the Postgraduate Centre & Funding Office) and where she/he has made satisfactory academic progress in the first semester</i> <p><i>In all cases, such 'Allowances' must be underwritten by the fund-holder via an undertaking on the relevant letter-head and with the original signature of the fund-holder.</i></p>
<p>9. Payment of award on receipt of claim forms.</p>	<p>In order to prevent fraud, only claim forms with original signatures will be accepted. No photo-copies, scanned forms or electronic signatures are acceptable.</p>