



UNIVERSITY OF JOHANNESBURG

UJ Supervisor-Linked Bursaries (SLB)

INFORMATION SHEET

1. Bursary Values

Bursary amount to be allocated to the student account will be based on faculty's discretion.

2. Nomination Deadlines

Faculty Representatives (FR) are required to prepare a list of students nominated for SLB in a form of template provided by Ms. Dudu Mbatha (DM). There are three deadlines for submission of these lists:

- 2.1 For students registering at the beginning of the year – 08 March 2018
- 2.2 For students registering in April and May – 10 May 2018
- 2.3 For students registering in the second semester – 09 August 2018

3. Quality Checks of lists

Each nomination will be prepared by the FR and be checked by any personnel within the faculty against the information that is loaded on ITS. The discrepancies must be rectified by FR. A nomination list must not be forwarded to the Finance Department for payments until ALL discrepancies have been resolved. Hence payments to students will be delayed as a result of discrepancies.

4. Payment of bursaries to students

FR will submit the lists of students to Student Finances (SF) instructing the SF to pay the bursaries into the student accounts. The bursaries are paid directly by crediting student accounts with the bursary amounts allocated. Any available funds on the student statement can be claimed at the end of the year. Students must complete an application for Refund Form which is available from the cashiers or client services. The refund process is administered by SF.

5. Quality Control Eligibility Checklist

a) Period of study?

Full-time and part-time Master's students in 2018 within two years from the first date of registration may be nominated. If students did not receive the bursary in the first year of study, they may receive it for the second year. However they cannot be nominated for the third year of study. Similarly, a full-time or part-time Doctoral student may be paid only for the three years from the first date of registration.

b) Is the student registered?

Only registered students may be nominated. If a student is not registered, they will be removed from the list. During the review of the list prepared in the faculty, the person who verifies the accuracy of the allocations prepared should inform FR about the number of students which were not registered and the onus is on the FR to nominate the student once they are registered.

c) Is the student part-time or full-time?

There are sometimes discrepancies in the actual status of a student and the information on ITS. At times this is as a result of the fact that specific courses can only be registered as part-time and the student is studying or vice versa. FR should keep records of these occurrences in order to validate the amount allocated to students.

d) Is the student registered for the full year or one semester?

This must be indicated on the nomination list as well as it affects the bursary amounts.

e) Does the student qualify for a fees remission?

Staff members, their spouses and children who qualify for the tuition fees remission as part of staff concession are not eligible for SLB's.

f) Has the student been awarded other funding?

Students must declare all other funding that they have been/will be awarded in 2018. If they are receiving bursaries from internal funding sources (excluding the UJ Merit bursary), their SLB component may be cancelled or reduced. If they are receiving external funding up to the maximum amounts allowed, the SLB component may be reduced or cancelled. The maximum amounts allowed are R120K for a

Master's and R180K for a PhD. The Faculty is responsible in notifying the Postgraduate School (PGS) of any additional funding received by SLB students.

g) **Duplication**

Please ensure that students are 1) not nominated more than once on a specific list and 2) not nominated on a different list.

h) **Sufficient progress** (for continuing students)

Faculties are responsible for ensuring that the students who are continuing have made sufficient progress for continued support. This should be assessed by the supervisor of the student.

6. SLB Agreement

Students are required to complete the application form together with the SLB Agreement which indicates the terms and conditions of the bursary. This document must be completed and signed by each student on submission of the application form. The original SLB Agreements must be forwarded to the Corporate Governance in order to meet with the university regulations.

7. Other Issues

Deregistration

FR are expected to inform SF and PGS on the student deregistration. As the SLB funds are allocated to faculties, FR should therefore advise on whether the student will be liable to pay back the bursary or not.

Motivations for extension

Motivations for extensions will be dealt with by the faculty. FR will advise PGS on such extensions. Such extensions will only be approved in exceptional circumstances.

Progress Monitoring

Faculties are responsible for monitoring progress.

Unblocking for Registration

Students cannot be unblocked for registration with a Supervisor-linked Bursary.

Reconciliation for take back of funds

A student who has not completed the maximum allowed period will be required to pay back the SLB funds to the university. The maximum allowed period is:

1. Two years full-time or three years part-time for Master's degree.
2. Three years full-time or four years part-time for Doctoral degree.