



Termination of Postdoctoral Research Fellowship at the University of Johannesburg (UJ)

This form is to be completed by a Postdoctoral Research Fellow (PDRF) immediately upon giving notice of resignation from the Fellowship.

Process for termination of Postdoctoral Research Fellowship:

1. This form has to be completed and submitted at least one month prior to the termination of the Postdoctoral Research Fellowship.
2. The PDRF submits a letter of resignation and completed PDRF-02 form to the supervisor.
3. The PDRF then has to submit the form (with section 1 completed) to supervisor who completes section 2 and the ICS representative who will complete section 3.
4. The completed form is then submitted to the relevant **Faculty Officer** indicated below, who will cancel the registration then submit the completed form to **Ms Prashika Panday** at the Postgraduate School.

Please ensure that all indicated service providers at UJ have been informed about the termination of the fellowship.

Faculty	Contact Person	Contact Number
Art, Design and Architecture	Ms Adele Maritz	011 559 1126
College of Business and Economics	Mr Nathaniel Mudzunga	011 559 2522
Education	Ms Rachel Steyl	011 559 3263
Engineering and the Built Environment	Ms Dudu Kanyi	011 559 2109
Health Sciences	Ms Reihaanah Pieterse	011 559 6073
Humanities	Ms Nosi Seranyane	011 559 2051
Law	Ms Phaladi Magongoa	011 559 3843
Science	Ms Liezel van Greune	011 559 3751

Section 1. (To be completed by the Postdoctoral Research Fellow (PDRF))

Name:	PDRF registration number:
Date of first registration at UJ:	Date of termination of fellowship:
Faculty:	Department:
Forwarding address:	
Contact number:	Email address:

Reason for termination:

PDRF signature:

Section 2. (To be completed by the supervisor)

Name:	Email address:
Contact number:	Department:

Are there any outstanding obligations that the PDRF has to adhere to? **Yes/No.**
If **yes**, please specify:

Supervisor's signature:

Section 3. To be completed by the representative from Information Communication Systems (ICS):

Dr will terminate his/her postdoctoral fellowship with effect from Please remove his/her username and password from the system.
PDRF email address:

Name: Freddy Moafuriwa Signature:	Email address: fmoafuriwa@uj.ac.za Telephone: 011 559 3265
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Name: Jaco Jonker Signature:	Email address: jjonker@uj.ac.za Telephone: 011 559 3335
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Name: Amanda Coetzee Signature	Email address: amandac@uj.ac.za Telephone: 011 559 4933
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Section 4. Cancellation of accommodation

Please liaise with the accommodation manager in order to obtain the cancellation form for completion and send it back to the relevant person for the refund to be transferred to your PDRF account. The refund can be claimed from the Finance Department as soon as the amount reflects as a credit balance on the PDRF account.

Section 5. To be completed by the Postgraduate School

Remaining balance on the statement on termination of PDRF:

Source of funding	ITS Cost Code	Amount to be reversed to relevant accounts
Faculty:		
URC:		
NRF:		
Claude Leon Foundation:		
Other (please specify):		

Completed by:	Date:	Signature:
Authorized by:	Date:	Signature: