



UNIVERSITY OF JOHANNESBURG

2015 UJ Honours Bursary Application and Agreement

General Information

Only students accepted into an Honours programme within one of the departments and faculties listed may apply for the UJ Honours bursary. Students must be registering for the first time for a full-time Honours degree (not BTech or fourth year of a professional degree) in the following faculties and disciplines:

FACULTY	DISCIPLINES
Art, Design and Architecture	Graphic Design
Education	Childhood Education; Educational Psychology; Mathematics Education; Science Education
Economics and Financial Sciences	Economics and Econometrics
Health Sciences	Sport and Movement Studies
Humanities	African Languages, Afrikaans, Anthropology and Development Studies, Communication Studies, English, French, Greek and Latin Studies, Historical Studies, Journalism, Film and Television, Linguistics, Philosophy, Politics, Psychology, Religion Studies, Social Work, Sociology, Strategic Communication
Management	Human Resources Management; Industrial Psychology; Information Management; Information Technology Management; Logistics Management; Marketing Management; Public Management and Governance; Strategic Management; Tourism Development; Transport Economics
Science	Applied Mathematics; Biochemistry; Botany; Chemistry; Computer Science; Energy Studies; Geography; Geology; Informatics; Information Technology; Mathematical Statistics; Mathematics; Physics; Zoology

Minimum Criteria to apply

- Accepted or conditionally accepted in the specified department to study full-time for an Honours degree in 2015;
- Entering the Honours level of study for the first time. Students studying towards a second Honours degree do not qualify;
- Students must have a minimum average of 65% in the final year major to be undertaken at Honours level in order to apply;
- Bursaries are NOT automatic. Successful students are selected by a faculty committee. The selection is based on faculty specific criteria and bursaries are provided subject to availability of funds.
- Students who qualify for and who are selected to be recipients of the UJ Honours bursary may receive the following benefits:
 - Full payment of tuition fees, and
 - The allocation of a stipend to the recipients of the UJ Honours bursaries for 2015 be left to the discretion of the respective faculties they deemed appropriate.

Achievement	65 – 69%	70 – 74%	≥ 75%
Stipend Amount	R7 000	R8 000	R8 500

Process

- Students must first submit an application to be accepted for an Honours degree within the specified specific departments.
- If the student is accepted or conditionally accepted in the academic department, a UJ Honours bursary application form may be obtained from the faculty representative and completed.
- Completed forms with the required attached documents must be submitted to the faculty representative. The documents to be attached are:
 - A certified copy of the applicant's ID or passport;
 - A signed and stamped letter of acceptance into an Honours programme from the home department;
 - A signed and stamped official academic record.

- Applications must be submitted by the faculty-specific deadline as indicated below:

FACULTY	CONTACT PERSON	CONTACT NUMBER	EMAIL
Art, Design and Architecture	Ms L Hollander	011 559 1471	lhollander@uj.ac.za
Faculty Deadline for students to apply: 30 November 2014			
Economic and Financial Sciences	Ms S Chauke	011 559 2522	schauke@uj.ac.za
Faculty Deadline for students to apply: 30 November 2014			
Education	Ms P Mohau	011 559 3503	pmohau@uj.ac.za
Faculty Deadline for students to apply: 30 November 2014			
Health Sciences	Ms R Shellaine or Ms P Serra	011 559 6234 011 559 6969	srooi@uj.ac.za pams@uj.ac.za
Faculty Deadline for students to apply: 30 November 2014			
Humanities	Mr A Wessels	011 559 2356/2791	Humanities1@uj.ac.za
Faculty Deadline for students to apply: 30 November 2014			
Management	Ms L Van Lodewyk Ms F Sass	011 559 3874 011 559 2725	lavernvl@uj.ac.za fsass@uj.ac.za
Faculty Deadline for students to apply: 30 November 2014			
Science	Ms A Greyling	011 559 2374	agreyling@uj.ac.za
Faculty Deadline for students to apply: 30 November 2014			

- Each faculty co-ordinates the selection process. Successful students will be notified individually.
- South African students: If a student is successful, the Faculty representative submits the details of the student to the Bursary Office for financial unblocking for registration. Students who completed their B degree at UJ do not have to pay any fee upfront for registration. Students (who completed their B degree at another South African university) will need to pay the application fee upfront.
- International students: If a student is successful, the (s)he submits the form at the Division of Internationalisation with the required documentation for the Department of Home Affairs compliance. If the documents meet the requirements, the student will be unblocked and a clearance certificate will be provided. The clearance certificate must be submitted at the Bursary Office for financial unblocking for registration. International students who completed their B degree at UJ do not have to pay any fee upfront for registration. International students who completed their B degree at another institution will need to pay the application fee upfront.
- The Bursary Office unblocks students and students may register online.
- Once the student is registered, the bursary will be paid into the student account in two portions, one per semester.
- Students must apply for a refund via the refund process to have any credit balance refunded directly into their bank accounts. Refund forms are available from the cashiers.

Conditions

- The University reserves the right, should circumstances be justified, to alter the criteria, guidelines and values of bursaries without prior notice to applicants.
- Bursaries are paid subject to sufficient funds being available to award bursaries to candidates who are selected.
- Please note that upon cancellation of studies, the full bursary will be cancelled and the student is liable for paying back the bursary. Postgraduate students are expected to complete their studies (in the minimum time stipulated) to avoid having to pay back the bursary.
- Students must complete their Honours degree within one year. If a student fails to complete in one year, students must approach the faculty representative to apply for an extension of time to complete the Honours degree. If an extension is approved, no funding is provided during the second year of study, however the student will be allowed up to twelve months to complete the degree, failing which the student will be liable for paying back the full bursary and stipend amount including interest.
- Note that all successful students are required to work in the department for eight hours a week. The duties and working hours are managed by the department.
- Students who are awarded external bursaries (e.g. NRF, CSIR) only qualify for top-up funding from UJ up to but not exceeding the difference between the UJ bursary they qualify for and the external bursary.
- Students with external bursaries with contractual obligations are not eligible for the UJ Honours bursary.
- It is the student's responsibility to ensure that all the bursary conditions are met.



UNIVERSITY OF JOHANNESBURG

Application Form for a UJ Honours Bursary for 2015

In the case of questions containing options please mark the selected option with an "X".

A. Particulars of Applicant

Title [Dr / Mr / Mrs / Ms / Miss] _____

Surname _____

Maiden Name _____

First Names _____

UJ Student Number _____

ID/Passport Number _____

Permanent Home Address _____

Postal Address _____

Cell phone number _____

Tel (H) _____ Tel (W) _____

Email _____

Name of next of kin _____

Tel. number of next of kin _____

Please ensure that an active email and correct cell phone numbers are indicated as these will be used to communicate the results of your application.

B. 2015 Registration Details

Level of study in 2015 _____

Year of first registration for this degree _____

Did you study at UJ for your previous degree? **Yes / No**

If NO, please name the institution where you studied and attach a certified copy of your academic record from your previous institution _____

Registration status? **Full-time / Part-time**

Faculty _____

Department _____

Campus? **APK / APB / DFC / SWC**

C. Declaration

I, _____ (full names and surname) hereby certify that the information supplied in this application is correct. I accept the terms and conditions as set out in the attached agreement.

Applicant Signature _____ Date _____

D. Acceptance by the Faculty (Please mark you're your response with an "X" where applicable)

(To be completed by authorized faculty representative signatory)

Please confirm that the student has been accepted for an Honours in the Faculty. **Yes / No**

If yes, which department _____

Indicate the average mark obtained in the subject pursued at Honours level in the final undergraduate programme ____%

Faculty representative signature and stamp

E. Outcome of Selection process

The student's application is **Successful/Unsuccessful**

Feedback supplied to student on application:

Feedback method _____

Date on which feedback has been supplied

Date _____

F. Approval of payment of the bursary (to be signed by second faculty authorized signatory)

The above student may be paid the UJ Honours bursary. The confirmed average mark is _____ %

Authorised signatures and stamp _____

Date _____

I, _____ (full name);
Student number _____ (referred hereinafter the bursary-holder), hereby accept the bursary awarded to me by the University of Johannesburg (hereinafter UJ). The terms and conditions as may be imposed by UJ and of which the bursary-holder shall be advised in writing shall form an integral part of this agreement. The bursary is awarded subject to the following terms:

A. BURSARY CONDITIONS

1. The bursary-holder consents to the collection and processing of his/her personal information for the purposes of the administration and management of this bursary.
2. The bursary-holder will be a full time registered UJ student during the tenure of the bursary at UJ.
3. The bursary-holder will be entering the Honours level of study for the first time.
4. The bursary will be awarded for one year only.
5. As a UJ bursary-holder I confirm that I am aware that I may not hold any bursaries, awards, assistantship or emolument concurrently with the UJ Honours bursary which binds me to enter the service of any organisation upon completion of my studies. If I am awarded a bursary with a contractual obligation during my Honours, I will notify the Faculty representative immediately and the UJ Honours bursary will be recalled.
6. The bursary holder is required to declare all funding awarded from the Institution or external sources. If a bursary-holder is awarded any external bursary (e.g. NRF, CSIR, etc), he/she only qualifies for a top-up bursary from UJ up to but not exceeding the difference between the UJ Honours bursary they qualify for and the external bursary. If the external bursary is awarded after the UJ Honours bursary has been allocated to the student account, the UJ Honours bursary is recalled and only the top-up amount is paid.
7. UJ reserves the right to reduce the university allocation depending on the amount received by the bursary holder from other university and/or external sources of funding.
8. The bursary-holder acknowledges and agrees that he/she will at all times comply with UJ's terms and conditions as contained in the registration form signed by each bursary-holder.
9. As a condition of the bursary, students may be expected to engage in an academic activity designed to further enhance the development of their academic and/or research skills. Students receiving these bursaries are therefore required to work within the department for eight hours a week. The duties and working hours of students are managed by the department.
10. If a bursary-holder does not obtain the degree for which the bursary was awarded within the prescribed period, relinquishes his/her studies or leaves the University during the period for which the bursary was awarded, he/she may have to refund all payment of the bursary already received plus interest at the official interest rate for government loans as announced by the Minister of Finance from time to time.
11. Should the bursary-holder fail to fulfil any of the aforesaid conditions or should it transpire that a bursary was awarded on the basis of false information supplied to UJ, the university would be entitled to recover any bursary funds paid from the bursary holder.

Notwithstanding the conditions referred to in the clauses of this agreement, UJ reserves the right to adjust or cancel its bursary.

12. The bursary holder will notify UJ immediately of any change in the circumstances under which the bursary was awarded that might affect the award of the bursary. Should the bursary holder fail to do this, the bursary will be cancelled by the UJ with immediate effect in which event the bursary-holder will be liable to refund the university as explained in within this agreement
13. Should the bursary holder not perform in terms of this agreement and UJ be compelled to institute legal action for the recovery of any funds awarded to the bursary-holder (s)he will be liable for all costs incurred on the scale of attorney and client basis and (s)he further agrees to the jurisdiction of the Magistrate's Court in accordance with Section 45 of Act 32 of 1994, as amended for any action that may arise from this agreement.
14. The bursary-holder hereby elects the following address as his/her *domicilium citandi et executandi* for the service of all notices of court process in terms of this Agreement. **(NB: PO Box numbers and university residence or departmental addresses are not acceptable. Please provide a residential address).**

Accepted and signed at _____ this _____ day of _____ 20____

Bursary-holder's signature

1) Witness' signature

Bursary-holder's identity number

2) Witness' signature