



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 must 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 **host**.
3. The **PDRF** must then submit the form (with section 1 completed) to host who completes section 2 and the ICS representative who will complete details in section 3.
4. The completed form must then be submitted to the Postgraduate School (PGS) – George Kapendeka (georgek@uj.ac.za) and Denver Kalomo (denverk@uj.ac.za), who will cancel the registration then submit the completed form to Ms Dudu Mbatha (rdbmtha@uj.ac.za).

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

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:		
Host's signature:		
Section 3. To be completed by the representative from Information Communication Systems (ICS):		
Dr will terminate their postdoctoral fellowship with effect from Please remove their username and password from the system.		
PDRF email address:		
Name: Jafta Marwane Signature:	Email address: jaftem@uj.ac.za Telephone: 011 559 7778	
Name: Koketso Kabini Signature:	Email address: koketsok@uj.ac.za Telephone: 011 559 7778	
Section 4. Cancellation of accommodation		
Please liaise with the accommodation manager 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 PDRFs 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:		
Other (please specify):		

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

The completed form
must be submitted to the PGS.

George Kapendeka

georgek@uj.ac.za

and

Denver Kalomo

denverk@uj.ac.za