



## 2023 UJ Honours Degree/Postgraduate Diploma Bursary Agreement and Application Form

### General Information

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

FACULTY	DISCIPLINES
<b>Art, Design and Architecture</b>	All Honours Degree/Postgraduate Diploma Specialisations.
<b>College of Business and Economics</b>	All Honours Degree/Postgraduate Diploma Specialisations.
<b>Education</b>	All Honours Degree/Postgraduate Diploma Specialisations.
<b>Engineering</b>	Construction Management; Construction Project Management; Construction Health and Safety Management; Quantity Surveying; Mine Surveying; Urban and Regional Planning; Chemical Engineering; Electrical Engineering; Mechanical Engineering; Industrial Engineering; Metallurgical Engineering; Mining Engineering.
<b>Health Sciences</b>	Sport and Movement Studies; Complementary Medicine.
<b>Humanities</b>	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.
<b>Science</b>	All Honours Degrees/Postgraduate Diploma Specialisations.
<b>Johannesburg Business School (JBS)</b>	Postgraduate Diploma in Business Administration.

### Minimum Criteria to apply

- Students who are accepted or conditionally accepted in the specified department to study full-time for an Honours Degree/Postgraduate Diploma in 2023;
- Entering the Honours/Postgraduate level of study for the first time. Students studying towards a second Honours Degree/Postgraduate Diploma do not qualify;
- Students must have an average of 60% in the final year major to be undertaken at Honours Degree/Postgraduate Diploma 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 the availability of funds.

### Process

- Students must first submit an application to be accepted for an Honours Degree/Postgraduate Diploma within the specified specific departments.
- If the student is accepted or conditionally accepted in the academic department, a UJ Honours Degree/Postgraduate Diploma 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 letter of acceptance into an Honours Degree/Postgraduate Diploma programme from the relevant department;
  - A signed and stamped academic record to date. Final results can be submitted after application.
- Application deadlines: To the discretion of the Faculty.

FACULTY	CONTACT PERSON	CONTACT NUMBER	EMAIL
<b>Art, Design and Architecture</b>	Ms Adele Maritz	011 559 1126	amaritz@uj.ac.za
<b>College of Business and Economics</b>	Mr Phillip Mthethwa	011 559 3731	cbehonsbursary@uj.ac.za
<b>Education</b>	Ms Prudence Mohau	011 559 3503	pmohau@uj.ac.za
<b>Engineering</b>	Ms Katlego Lokhele	011 559 6070	fehebursaries@uj.ac.za
<b>Health Sciences</b>	Ms Bathabile Vilakazi Dr Tebogo Tsele-Tabakang	011 559 6234 011 559 6273	bathabilev@uj.ac.za ttsele-tebakang@uj.ac.za
<b>Humanities</b>	Ms Sune Theunissen	011 559 2197	stheunissen@uj.ac.za
<b>Science</b>	Mr Cyril Mashele Mr Tinyiko Sithole	011 559 4169 011 559 6349	cyrilm@uj.ac.za tinyikos@uj.ac.za web-science@uj.ac.za
<b>JBS</b>	Ms Mariëtte Steyn	011 559 1866	mariette.steyn@jbs.ac.za

- The selection process is co-ordinated at Faculty level. 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.
- **International students:** If a student is successful, then he/she 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 should be submitted to the relevant faculty contact person to confirm that the international clearance is finalised. The Faculty will include the name of the student to the list to be submitted to Student Finance in order for the finance blocks to be lifted for registration.
- The Student Finance unblocks students with no outstanding fees in order for them to register online.
- The bursary amount will be credited to the student account.
- Should there be any funds due to the student after the bursary amount is transferred to the student account, students may apply for a refund through the online refund claim process.

### Conditions

- I agree that the University, through its normal governance bodies, may amend any rule, regulation, policy or procedure relating to the bursary and that I shall be bound to any such amendment as soon as it may take effect. I, the bursary applicant, acknowledge and understand that the University is obliged to collect and process personal information to enable the execution of this agreement and the bursary.
- I acknowledge that, unless expressly changed in writing, all the terms of this agreement shall remain in force and shall stand for as long as the student is a registered student of the UJ, irrespective of whether or not the student's studies may be suspended.
- I agree that the University has the right to cancel my bursary should I be awarded any bursary, if I provide incorrect or false information or documentation or if I fail to provide material information or documentation.
- 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/Postgraduate Diploma 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/Postgraduate Diploma. If an extension is approved, no funding is provided during the second year of study, however the student will be provided with a grace period of twelve months to complete the qualification.
- Note that all successful students may work in the department for eight hours a week, provided that the department has resources for the appointment. The duties and working hours are managed by the department.
- Students who are awarded external bursaries (e.g. NRF, CSIR) have to choose one bursary. Students will not concurrently hold any external bursaries in conjunction with the UJ Honours Degree/Postgraduate Diploma bursary.
- Students with external bursaries that have contractual obligations towards the external bursary providers are not eligible for the UJ Honours Degree/Postgraduate Diploma bursary.
- It is the student's responsibility to ensure that all the bursary conditions are met.



## Application Form

UJ Honours Degree/Postgrad Diploma Bursary for 2023

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

Telephone (Home)

Telephone (Work)

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. 2023 Registration Details

Level of study in 2023

Year of first registration for this qualification

Did you study at UJ for your previous qualification? **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's signature

\_\_\_\_\_  
Date

**D. Acceptance by the Faculty** (Please mark 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 Degree/Postgraduate Diploma in the Faculty.

**Yes**            **No**

If yes, which department

Indicate the average mark obtained in the subject pursued at Honours Degree/Postgraduate Diploma level in the final undergraduate programme            %

\_\_\_\_\_  
Faculty representative signature and stamp

\_\_\_\_\_  
Date

**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

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

The above student may be paid the UJ Honours Degree/Postgraduate Diploma bursary.

The confirmed average mark is            %

\_\_\_\_\_  
Authorised signatures and stamp

\_\_\_\_\_  
Date

For record purposes, please indicate how you became aware of the bursary.

Sunday Times

City Press/Rapport

Mail & Guardian

SMS

Radio

Other

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I, \_\_\_\_\_ (full name and surname);  
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 Degree/Postgraduate Diploma 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 Degree/Postgraduate Diploma 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 Degree/Postgraduate Diploma, I will notify the Faculty representative immediately and the UJ Honours Degree/Postgraduate Diploma 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), have to choose one bursary. Students will not concurrently hold any external bursaries with the UJ Honours Degree / Postgraduate Diploma bursary.
7. UJ reserves the right to reduce the university allocation depending on the amount received by the bursary holder from other universities 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 may 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 qualification 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 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 the 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