



UNIVERSITY OF JOHANNESBURG

Application for a UJ Master's or Doctoral Merit Bursary for 2018

The **UJ Merit Bursary** is awarded directly to the student in response to his/her application. The focus is entirely based on the historical academic performance of the student.

Deadline for 2018 applications: 16 April 2018 (first semester) and **15 August 2018** (second semester).

This form is to be completed if you are applying for a UJ Master's or Doctoral bursary in 2018.

The criteria and values of the bursaries are as follows:

Type of bursary	Eligibility	Value
UJ Master's Merit Bursary	• Students with an average mark between 70-74% in their Honours / BTech / final year of a four year degree	R7,130 (full-time or part-time)
	• Students with an average mark equal to or greater than 75% in their Honours / BTech / final year of a four year degree	R10,970 (full-time or part-time)
UJ Doctoral Merit Bursary	• Students with an average mark between 70-74% in their Master's	R10,970 (full-time or part-time)
	• Students with an average mark equal to or greater than 75% in their Master's	R16,460 (full-time or part-time)

Before completing this application form, please read through the following sections carefully:

1. Instructions
2. Conditions and Guidelines

INSTRUCTIONS

1. Please tear off the Application Form section for submission.
2. Students must apply at the beginning of the year in which they register for their Master's or Doctorate. The bursaries are not automatically received; students must apply each year even if they have received a bursary in the previous year and are eligible for the bursary in the following year.
3. Incomplete applications will NOT be processed.
4. Students who studied for their previous degree at another institution (other than UJ) must attach a certified copy of their official academic record/transcripts to their application. The application will not be processed if this is not attached.
5. Merit Bursaries are only awarded to UJ registered students. Students must therefore register BEFORE submitting the application as the bursaries are only paid to registered students.
6. Students must apply before 15 August in the year that they register for their Master's or Doctorate.
7. The following categories of students must ensure that the progress report (Section D) is completed by their supervisor before submission: a) Second year of Master's; b) Second or third year of Doctorate.
8. Completed application forms must be dropped off at the boxes located at the following points on the various campuses:

Campus	Room	Contact number
APB	A Red 30	011 559 1370
APK	E Ring 125	011 559 4483
DFC	Admin Building Reception	011 559 6274
Soweto	Admin Block Room 111	011 559 5220

9. Applications are assessed on a weekly basis. Within ten days of submitting the application, all candidates will be sent an email/SMS informing them whether they are working successful or not. Students are responsible for updating their contact information reflected on the application form with the relevant campus contact person.
10. Please note that payments of merit bursaries will only begin after 1 March 2018. No Master's and Doctoral Merit bursary payments will be paid before March 2018, irrespective of when the application is submitted. If a candidate is successful, the full bursary is paid directly into the student account thereby crediting any debits. Students must complete an Application for Refund form (available at Student Finances or the Cashiers) in order to have the available balance transferred to their bank accounts. The refund is available in two portions, one per semester. You are therefore only allowed to refund the bursary amount available after the bursary has credited any debits in your student account.

Please note: All queries related to payments of Applications for Refund must be directed to the Revenue (Student Finances) section on your campus.

CONDITIONS AND GUIDELINES

- The allocation of UJ Merit bursaries to master's and doctoral students is not automatic. Students must apply each year of their master's or doctoral study as the criteria may change from year to year. The allocation of UJ Supervisor-linked bursaries to master's and doctoral students is not automatic. Supervisors and faculties retain the right to review the Bursary in subsequent years depending on performance.
- The University reserves the right to claim back or cancel any bursaries awarded in the event a master's student fails to complete the degree within three years or a doctoral student within five years, or in the event of a unilateral cancellation of registration.
- The University reserves the right to differentiate the bursary amounts across various faculties.
- Students who register for non-degree purposes do not qualify for the allocation of any UJ bursaries.
- In the event of taught master's programmes, the candidates are expected to register for the prescribed number of semester/year courses for the applicable year.
- The University reserves the right, should circumstances be justified, to alter the criteria, guidelines and values of bursaries without prior notice to applicants.
- Subject to sufficient funds being available, Merit Bursaries are awarded according to the criteria, guidelines and values of bursaries as set out in the table above.

In the case of a full-time student, it is a condition of the UJ Supervisor-linked bursary that your department and/or faculty may expect you to engage in an academic activity designed to further enhance the development of your academic and/or research skills. The nature of this activity will be defined by your department, which will negotiate with you the ideal time at which it is to be performed – by mutual agreement this may be during term-time or during vacation, but it will in any event not exceed 6 hours per week, up to a total of 132 hours per year.

- Students who possess other internal and / external funding that exceeds the maximum value as set by the University will not be eligible for a merit bursary. The amount will be determined by the University on annual basis and will not exceed the sum of the cost of tuition, accommodation, books and stationery. In the event that the other bursary does not cover full cost of study for the academic year, a top up merit bursary will be awarded to qualifying students up to the maximum value as determined by the University.

Periods of support

Master's → The bursary amount is awarded annually for a maximum of two years. Students applying in the second year of their master's are only eligible for one year of funding. The second year of funding is dependant on availability of UJ funds and satisfactory progress by the student.

Doctoral → The bursary amount is awarded annually for a maximum of three years. Students applying in their second or third year are only eligible for two and one year of funding, respectively. The second and third years of funding are dependant on availability of UJ funds and satisfactory progress by the student.

Acceptance of conditions for the Merit Bursary

A student who is successful in obtaining a Merit Bursary must accept the following conditions:

1. The bursary-holder will be a registered UJ student during the tenure of the bursary at the UJ.
2. The bursary will be awarded maximally for the prescribed period only, viz. two years for Master's study and three years for Doctoral study.
3. If a bursary-holder does not obtain the degree for which the bursary was awarded within the prescribed period (three years for Master's and five years for doctoral study), relinquishes his/her studies or leaves the UJ during the period for which the bursary was awarded, he/she will have to refund all payments of the bursary already received for study towards the particular degree/diploma, plus interest at the official interest rate for government loans as announced by the Minister of Finance from time to time.
4. Should the bursary-holder fail to fulfill any of the aforesaid conditions or should it transpire that a bursary was awarded on the basis of false information supplied to the UJ, the UJ would be entitled to cancel this agreement and recover any bursaries paid.
5. **Notwithstanding the conditions referred to in the clauses of this agreement, the UJ reserves the right to adjust or cancel its bursary.**
6. The bursary-holder will notify the UJ immediately of any change in the circumstances under which the bursary was awarded that might affect the Bursary 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 bursary as contemplated in Clause 3 above.
7. Should the bursary-holder not perform in terms of this agreement and the UJ be compelled to institute legal action for the recovery of any Bursary, the bursary-holder will be liable for all costs incurred on the scale of attorney-and-client basis and further agrees to the jurisdiction of the Magistrate's Court in accordance with Section 45 of Act 32 of 1944, as amended, for any action that may arise from this agreement.



UNIVERSITY OF JOHANNESBURG

APPLICATION FORM

Please tear off the Application Form section for submission.

A. Particulars of Applicant (Please circle response)

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

Surname _____

Maiden Name _____

First Names _____

UJ Student Number _____

ID/Passport Number _____

Have you ever been awarded a UJ Merit Bursary previously? **Y / N**

If Yes, in which year/s was the bursary awarded? _____

Are you a permanent member of staff at the UJ? **Y / N**

If yes, what faculty are you situated within? _____

Permanent Home Address _____

Postal Address _____

Tel (Cell) _____ Tel (H) _____

Tel (W) _____ Email _____

Tel.no. and name (Next of Kin) _____

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

B. 2018 Registration Details

Level of study in 2018: **Master's / Doctoral** Year of first registration for this degree _____

Did you study for your previous degree at UJ? **Y / N**

If NO, please list the institution that you studied through? _____

If NO, please attached a certified copy of your academic record from your previous institution.

Status: **Full-time / Part-time**

Faculty _____

Department _____

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

Year of Study Master's: **1 / 2** Doctorate: **1 / 2 / 3**

Master's converted to Doctorate: **1 / 2 / 3 / 4**

C. Declaration

I hereby certify that the information supplied in this application is correct. If awarded a Merit Bursary, I herewith accept the conditions set out below.

Applicant Signature _____ Date _____

D. Progress Report (Please circle response)

To be completed by supervisors of the following categories of students:

1. Second year Master's
2. Second or third year Doctorate

Details of Supervisor

Title _____ Initials _____

Surname _____

Faculty _____

Department _____

Contact details of Supervisor: Tel. ext. _____

Email _____

Please indicate whether the student has made sufficient progress in 2017: **Y / N**

Support for 2018 Merit Bursary: **Recommended / Not recommended**

Supervisor Signature _____ Date _____



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7. Should the bursary-holder not perform in terms of this agreement and the UJ be compelled to institute legal action for the recovery of any Bursary, the bursary-holder will be liable for all costs incurred on the scale of attorney-and-client basis and further agrees to the jurisdiction of the Magistrate's Court in accordance with Section 45 of Act 32 of 1944, as amended, for any action that may arise from this agreement.