



**Nelson Mandela
Metropolitan
University**

for tomorrow

INSTITUTIONAL REGULATORY CODE (IRC) (Policies, Procedures, Rules etc.)

To be completed by initiator of policy/policy owner:

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| 1. POLICY TITLE: | NMMU POSTGRADUATE RESEARCH SCHOLARSHIP POLICY | |
| 2. FIELD OF APPLICATION: (All persons to whom policy applies) | Postgraduate students, Academics, Administrative support staff | |
| 3. COMPLIANCE OFFICER(S): (Persons responsible for ensuring policy implementation) | RCD, Finance, Executive Deans, Heads of departments/Directors of Schools | |
| 4. STAKEHOLDER CONSULTATION (State the stakeholder group/s consulted during policy formulation/revision) | Faculty Boards, FRTI Committees, NMMU RTI Committee, NMMU Scholarships and Bursaries Committee | |
| 5. DESIGNATION OF POLICY OWNER: (Person responsible for maintaining policy) | Director: Research Capacity Development | |
| 6. NAME OF POLICY OWNER: | Dr BML Pretorius | |

POLICY HISTORY *(To be completed by policy owner)*

| Decision Date (Compulsory) | Status (New/Revised/ No Changes) | Implementation Date (Compulsory if "new" or "revised") | Approving Authority (If "new" or "revised". N/A if no changes) | Resolution Number e.g. 07/11- 10.2 (Minute number. N/A if no changes) | Policy Document Number (e.g. D/....07 N/A if no changes) | Pending date for next revision (Compulsory) |
|-------------------------------|--|---|---|--|--|--|
| 4/11/2010 | New | Pending approval Council by | Senate | S10.48.4.2.2 | D740/10 | n/a |
| 22/11/2010 | New | Pending approval Council by | EMCOM | 10/13-6.10 | D/740/10 | n/a |
| 1/12/2010 | New | Jan 2011 | Council | C10.57.3.2.1. 2 | D_740_10_ (12-11- 2010_ 12h34) | Jan 2013 |
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| SUBJECT (Broad policy field): | Research, Innovation and Engagement |
| SUBJECT NUMBER: | 400 |
| CATEGORY (Policy sub-field): | Support |
| CATEGORY NUMBER: | 402 |
| IRC NUMBER: | 402.11 |

NMMU POSTGRADUATE RESEARCH SCHOLARSHIP POLICY

1. PREAMBLE

This policy applies to the NMMU Postgraduate Research Scholarship (PGRS) awarded to postgraduate students at the Nelson Mandela Metropolitan University (NMMU). The PGRS is administered by the Department of Research Capacity Development (RCD).

2. DEFINITIONS

- 2.1 “Student” refers to an individual registered or intending to register for a qualification at the NMMU, for either part-time or full-time study.
- 2.2 “Postgraduate student”, for the purpose of this policy, means a student who is registered at the NMMU for a Master’s (M) or Doctoral (D) degree.
- 2.3 “Gross salary” means salary income (excluding 13th cheque or bonus) as received from an employer whether this is from temporary or permanent employment.

3. PRINCIPLES

- 3.1 The PGRS is intended to facilitate access to postgraduate studies by contributing towards the tuition and registration fees, books and living costs of students, and is not intended to support the running costs of research projects.
- 3.2 Academic merit is the most significant criterion for awarding the PGRS, however equity considerations are also taken into account.
- 3.3 Preference will be given to South African citizens, followed by students from SADC countries.
- 3.4 The funding available will be split between the Natural Sciences (Science, EBEIT and Pharmacy in Health Sciences) and the Social Sciences & Humanities (Arts, Business and Economic Sciences, Education, Law, Health Sciences - excluding Pharmacy). This split will be determined annually by the NMMU Scholarships and Bursaries Committee.
- 3.5 Priority will be given to students whose research projects fall within the identified Research Themes of the NMMU, and which are consistent with NMMU's core values. Depending on the availability of funds, projects which fall outside the identified NMMU Research Themes will be considered on the basis of a strong motivation by a supervisor and with the support of the Executive Dean of the Faculty.

- 3.6 Depending on the availability of funding an additional award namely, a “Financially Needy Bursary”, may be made available on application to financially needy students who have been awarded the PGRS, with the support of the student’s supervisor/promoter. The funds will be determined in accordance with the NSFAS criteria, which include family income, number of dependents supported, other bursaries awarded, and cost of the particular qualification. The percentage of the bursary value awarded as Financially Needy funding will be determined annually by the NMMU Scholarships and Bursaries Committee.

4. ELIGIBILITY FOR THE PGRS

Full-time and part-time students of any nationality registering or intending to register for Master’s or Doctoral degrees at the NMMU may apply for the PGRS according to the prescribed application procedure (available on the RCD website) subject to the following criteria and the availability of funds:

- 4.1 Employees of the NMMU who receive study-related financial incentives (e.g. waiving of class fees) are not eligible for the PGRS.
- 4.2 Subject to paragraph 4.6 students earning above the permissible salary threshold are not eligible for the PGRS. The threshold value will be determined annually by the NMMU Scholarships and Bursaries Committee. In the case of students with dependents, eligibility for partial funding above this threshold will be considered in accordance with the NSFAS criteria, which include family income, number of dependents supported, other bursaries awarded, and cost of the particular qualification.
- 4.3 Students must have attained an average of 60% or higher for their BTech, Honours degree or equivalent to be eligible to apply for a PGRS for their Master’s studies.
- 4.4 Students registered for coursework Master’s degrees will be eligible only if the Master’s programme registered for comprises at least 60 credits for the research treatise.
- 4.5 Students must have attained an average of 65% or higher for their Master’s studies to be eligible to apply for a PGRS for their doctoral studies. In the case of a student upgrading from Master’s to doctoral studies, the student must have attained an average of 65% in the Honours degree and the award period will be adjusted accordingly.
- 4.6 Doctoral candidates who meet the academic criteria set out in 4.5 but who exceed the permissible salary threshold shall be eligible for an award to the value of the registration downpayment fees as determined annually by the university.

- 4.7 Beneficiaries of bursaries shall not receive a total amount which exceeds the pre-determined value in internal bursaries (that is bursaries awarded from council funded research accounts) or external bursaries or scholarships (derived from non-council funds) as determined annually by the NMMU Scholarships and Bursaries Committee.

5. VALUE AND DURATION

- 5.1 The value of the PGRS awards will be reviewed on an annual basis by the NMMU Scholarships and Bursaries Committee.
- 5.2 In exceptional cases, where unforeseen practical research problems or personal circumstances (amongst others, illness or bereavement) beyond the control of the student necessitate a further period of registration, the supervisor/promoter may submit a written motivation for further funding up to a maximum of one year. Such motivation must be supported by the Executive Dean for consideration by the Director, Research Capacity Development. Should continuation of funding not be approved by RCD, the relevant Executive Dean may appeal to the Deputy Vice-Chancellor: Research & Engagement.
- 5.3 The duration of the awards for full-time and part-time master's and doctoral studies will be determined by the NMMU Scholarships and Bursaries Committee and stipulated in the operational guidelines which are available on the RCD website.

6. PGRS CONDITIONS

- 6.1 The PGRS must be applied for and is not granted automatically.
- 6.2 The initial PGRS application must be supported by the student's supervisor/promoter. In cases where the appointment of a supervisor or promoter is pending, the application must be supported by the Director of School/Head of Department and signed by the Executive Dean.
- 6.3 Each student must sign acceptance of the PGRS conditions, on or before a date set down by RCD (as published on the RCD website). Failure to do so will result in the award being cancelled and allocated to the next eligible applicant.
- 6.4 Once granted, the PGRS will be awarded for the maximum duration permissible, subject to the following:
- 6.4.1 The student must apply for renewal of the PGRS each year.
 - 6.4.2 Satisfactory progress: A report supported by the supervisor/promoter indicating that satisfactory progress has been made must be submitted by the student per semester by a date to be determined by RCD.

- 6.5 Funds will be transferred on an annual basis to the student's account in two equal amounts (one per semester) as the award is subject to student progress as verified in the submission of the progress reports by the student's research supervisor/promoter and signed by the FRTI Chairperson.
- 6.6 The student must complete the degree for which the PGRS was granted within the prescribed period as laid down in the operational guidelines however, also including any extensions of the study period granted by RCD. Failure to complete studies in the prescribed period will result in the funds already awarded being reversed, unless such failure was the result of proven medical incapacity or death of the student. Student debtors will be handed over to the Finance Department for recovery of outstanding amounts. This refers also to students who exit a programme with a lower level exit qualification.
- 6.7 Students who suspend their studies and have received Faculty approval for such suspension must apply in writing to RCD to be considered for reinstatement of the PGRS. Together with the said application the student must submit proof that an application to resume their studies has been approved by the relevant faculty in which the student is registered.
- 6.8 Students living with disabilities may apply in writing to RCD to have the duration of the scholarship extended. Such applications will be assessed in terms of the NMMU's Policy on Persons Living with Disability.
- 6.9 The student must inform RCD in writing of any other bursaries or scholarships received before or after allocation of the PGRS.
- 6.10 Students must be registered before PGRS funds are disbursed.
- 6.11 Students registered for full-time studies and who have been awarded the PGRS will be expected to work within the relevant Faculty/Department for two hours per week as research assistants, tutors/demis or mentors without remuneration.
- 6.12 In the event of a student being found guilty of misconduct in terms of the NMMU Student Disciplinary Code, and a sanction is imposed, which disqualifies the student from completing his/her studies for which the PGRS has been awarded, the scholarship will be reversed and all monies received for the current degree will become payable to the university.

Approved May 2007 (D/530/07)

(Initially D/665/05: Approved October 2005, Implemented January 2006)