

TERMS AND CONDITIONS STUDENTS SHOULD TAKE NOTE OF FOR UNIVERSITY POSTGRADUATE FUNDING.

All applications for the **Postgraduate Merit Award** and **Honours to PHD 5 Year Scholarship** are done online through the Student Self-Service portal. All supporting documentation should also be uploaded online to the Postgraduate Funding Application.

All applicants should download and read the Postgraduate Funding Booklet available on the Wits Financial Aid website for all the requirements/ criteria for each application that you make.

The Postgraduate Merit Award:

The Postgraduate Merit Award is divided into two Intakes:

First intake – For students registering in the January – April intake. Applications close on the **31st of October** of the year prior to the academic postgraduate year.

Second Intake – For students registering in the July – September intake. Applications close on the **30th of April** of the intended academic year of study.

NB: A Second Intake application cannot be changed to first intake due to the financial implications except in instances where a student has formally and successfully appealed.

Honours to PHD 5 Year Scholarship:

This Scholarship only has one Intake which is the January/April Intake. Applications close the **30th of November** the year before the intended registration period.

Supporting Documentation Required:

Postgraduate Merit Award Full Time & Honours to PHD 5 Year Scholarship

- Certified copies of Academic Transcripts and Degree Certificates (applicable to applicants that did not study at The University of Witwatersrand)
- Certified Key to Grades in percentages (applicable to applicants who completed studies at an international University).

Postgraduate Merit Award Part Time

- Certified copies of Academic Transcripts and Degree Certificates (applicable to applicants that did not study at The University of Witwatersrand)
- Certified Key to Grades in percentages (applicable to applicants who completed studies at an international University).
- Certified copies of payslips of all income holders in the household
- Certified copies of ID documents of all income holders in the household

Submission of missing information for all new Wits students is **15 December** prior to the academic year applied for (**first intake**) and **15 June** for **second intake**.

NB: Please note uploading documentation to the admission application is a separate task. All applicants are to upload supporting documentation to the funding application as well.

Provisional Offers:

The offer is provisional as there are obligations attached to the award, these include:

The student registers for the specific level of study, attendance type and intake that he/she has applied for.
The student performs the academic departmental duties of 6 hours per week, per block if the student receives the Postgraduate Merit Award for Full Time study. Students that have received the Postgraduate Merit Award for Part-Time are not to perform academic duties related to this award.

Departmental Duties:

These duties are at the discretion of the School in which the student is studying and is compulsory for the **Postgraduate Merit Award Full Time & Honours to PHD 5 Year Scholarship** recipients.

FAILURE TO PERFORM THESE DUTIES WILL LEAD TO THE WITHDRAWAL OF THE AWARD.

The duties are accompanied by quarterly stipend claim forms signed by both the student and the Head of School and a specific stipend amount is paid per block to the student depending on the level of study (**Honours- R1750; Masters- R1950, PHD- R 2500 & Honours to PHD 5 Year Scholarship- R 2500**)

NB: Please make sure that your bank details are on the system with Fees Office before submitting the first stipend. The last stipend will not be paid out if the student has outstanding fees after payment of the last stipend is made.

Renewals

Renewal of the Postgraduate Merit Award & the Honours to PHD 5 Year Scholarship for the normal tenure is **NOT** automatic. Students must submit a new application every year. Please note that the normal maximum tenure is as follows:

Postgraduate Merit Award- Full Time

PHD – 3 years

Masters- 2 year

Honours – 1 Year

Postgraduate Merit Award – Part- time

PHD - 4 years

Masters- 3 years

Honours- 2 years

Honours to PHD 5 Year Scholarship

Honours – 1 year

Masters- 1 year

PHD- 3 years

Maximum Limit of Funding:

Please note that each level of study has a maximum limit of funding. Should the student reach this maximum limit the tuition portion of the award will be taken away. Should a student also receive another bursary that

is intended for the tuition portion of the fees the Postgraduate Merit Award & the Honours to PHD 5 Year Scholarship will also be taken away.

(Maximum Limits are: PHD- R 180 000; Masters- R 150 000; Honours- R 100 000)

NOTE: A STUDENT CANNOT HAVE A BURSARY THAT ALSO COVERS TUITION FEES WITH THE POSTGRADUATE MERIT AWARD & HONOURS TO PHD 5YR SCHOLARSHIP

Acceptance Letters (Applicable to Postgraduate Merit Award & Honours to PHD 5 Year Scholarship):

Students are required to sign an acceptance form that will change the offer from Provisional to firm offer. This can only be done after the registration period. **The acceptance letters are emailed to the student email and not the personal email.**

NB: The deadline stated on the acceptance letter must be adhered to

Failure to sign this acceptance will result in the withdrawal of the award.

Appeals

Appeals are not guaranteed and can be limited by the availability of funds. Formal Appeal forms can be obtained from the Financial Aid & Scholarships office. Appeal forms should be accompanied by documentation to support the appeal reason. **Should the budget allow 1st Intake Appeals are looked at, at the end of April and 2nd Intake Appeals are looked at, at the end of August.**

Please note that changing from Part-time to Full-time is not automatic by request due to the financial implications of the changes, but a formal appeal form has to be submitted and a decision by a committee will be taken.

NB: A student is not limited to applying for either Full-time or Part-time; hence if the student is uncertain of the form of study, we advise the student to apply for both Part-time and Full-time.

Students will also not be able to change the level of study (Honours, Masters & PhD), if the student is unsure the student would need to apply for more than one level of study.

Students that are considering an upgrade or conversion will need to apply for both levels of study (Masters and PhD). Your application will only be considered if your Masters programme is discontinued on the system and you meet the minimum academic requirements for PhD Merit Award.

Special Notes

- Incomplete applications will not be considered.
- Students who register for postgraduate diplomas e.g. PGCE, GDE, LLB are not eligible for the awards.
- Residence fees and meals will not be covered by awards.
- Additional charges such as departmental charges, notes, unit parks, clubs, computer lab charges, miscellaneous fees, parking charges and international registration fees will not be covered by these awards.
- Funds are not guaranteed and subject to budget limits.

Application Statuses:

Received: means that you have successfully made an application and the Financial Aid & Scholarships office has received the application.

All Documents Processed: means the application is complete

Provisional Offer means that you have been guaranteed the Award should you meet and uphold the conditions of the award state herein.

Maximum Supplementation/ PG Merit Award Refused Insufficient Funds: means that the student has met the requirements of the award but due to the lack of funds the award cannot be given to the student.

Below Prescribed Academic: means that the student has failed to meet the minimum academic requirements for the Award and the application has been unsuccessful.

Outstanding Information: should be uploaded online and be recently certified with actual obtained marks; if not, a certified key to grade detailing the ranking system used should be attached as well.

Maximum Tenure: means that the student has reached the maximum limit/years that the Postgraduate Merit Award and Honours to PHD 5 Yr Scholarship funds for the specific degree