

EMERGING RESEARCHER GRANT FOR THE ADVANCEMENT OF HIGHER DEGREE QUALIFICATIONS GUIDELINES

1 Background

The institutional Capacity Development Grant (UCDG) is one of the sub-programmes in the National University Capacity Development Programme (UCDP), implemented by the DHET and universities.

The NWU's approved UCDP plan 2024-2026 makes provision for the Advancement of Higher Degree Qualifications, as part of the UCDG staff development component (focus area 2). Project 8 specifically aims at improving the proportions of NWU employees with a master's or doctoral qualification. Individual grants are awarded on an annual basis to provide financial support to cover costs typically associated with the completion of a higher degree.

2 Eligibility

- 2.1 NWU employees— full-time, permanently appointed, or appointed for a fixed term with full benefits whose contract is not ending in the funding year.
- 2.2 Applicants must be registered for a master's or doctoral degree with the intention to submit for examination in the funding year. Priority will be given to candidates who provide proof of notices of submission.
- 2.3 A candidate is only eligible to receive the grant once per level i.e. once for a master's degree and once for a doctoral degree.
- 2.4 No second master's or doctoral degree per person will be funded.

3 Permissible expenses

- 3.1 Expenses typically associated with the completion of a higher degree e.g. editing cost, expenses for printing and binding of the dissertation/thesis.
- 3.2 Travel cost, directly related and necessary to complete studies e.g. to travel to a supervisor, promoter, or mentor who is an expert in the field (travel cost + accommodation).
- 3.3 Lecturer/staff replacement cost – to allow time for studies.
- 3.4 If the degree is done in article format, article-related costs necessary for the completion of the degree.
- 3.5 Other expenses must be motivated and will be considered; however, it should be linked to the completion of the degree.

4 Non-permissible expenses

- 4.1 Registration, tuition, or study fees
- 4.2 Conference-related expenses
- 4.3 Daily allowances, costs related to visa applications, and Covid tests, in case of permissible traveling.
- 4.4 Regalia / other expenses related to the graduation ceremony.
- 4.5 Cost incurred after completion of the studies e.g. publication costs.

5 Value of award

5.1 R38 000 per award.

6 Process

- 6.1 Each faculty nominates/approves applications according to the specifications in the call and eligibility criteria stated in this document.
- 6.2 The attached application form should be completed and submitted before the due date if/ when applicable.
- 6.3 Proof of registration should accompany the application.
- 6.4 Nominations should be approved by the Deputy Dean of Research & Innovation (or delegate) of the relevant faculty.
- 6.5 The form should contain all the electronically signed signatures requested, before submission to the Research Support Department for attention Mrs. Amanda Koto (<mailto:amanda.koto@nwu.ac.za>)
- 6.6 Incomplete applications or those without all the relevant signatures will not be considered.
- 6.7 Should a period of leave (staff replacement) be in play, the applicant should ensure that all relevant parties are aware of it and that leave arrangements have been made.
- 6.8 Successful candidates will receive an award letter indicating the value of the award.
- 6.9 A type 1DA account should be created on KFS (within one month of the award date) and should be used for the purpose of this grant only. Overspending or depositing other funds into these accounts is not allowed.
- 6.10 The funds to the value of the award will be transferred to the 1DA account, by Academic Grants Administration.
- 6.11 Funds can then be claimed by submitting the signed and approved application form with the relevant source documents (e.g. receipts) to the financial officer in the relevant department/faculty, who will process the claim in accordance with the UCDG rules as well as the NWU financial rules and procedures.
- 6.12 The relevant financial officer will close the account as soon as the purpose of the account has been fulfilled, i.e. after the duration of the account expired, and the claims and the degree have been finalised. Unspent funds will be written back. If the purpose has not been fulfilled as expected, a motivation signed by the supervisor and line manager should be submitted, to request an extension for the account to stay active until the determined date/new target date for completion of the degree.
- 6.13 Feedback on the progress of the degree should be submitted before the end of the funding year.

Research Support

APPLICATION FORM

EMERGING RESEARCHER GRANT FOR THE ADVANCEMENT OF HIGHER DEGREE QUALIFICATIONS
APPLICATION FORM FOR UCDG FUNDING: Emerging Researcher Grant 2024

Kindly take note that this grant is only available to a candidate who:

- is a full-time staff member,
- registered for a Master's or PhD degree,
- is not a prior recipient of this award for the same degree/level,
- is in the final year of a first M/PhD study in 2024 (candidates with the intention to submit in the following year should rather apply then).

Please take note that the Information you are providing may be classified as personal information in terms of the Protection of Personal Information Act 4 of 2013 and that the information provided will be used for purposes as required in terms of DHET requirements and for statistical purposes (such as UCDP reporting) The information will be dealt with according to the POPI Act.

1 Personal Details

1.1 Surname

1.2 Full names

1.3 First name

1.4 Maiden name

1.5 Title

1.6 Gender Male Female Non-binary

1.7 Population Group

1.7.1 Non-South African Specify

1.7.2 South African Black Coloured Indian/Asian White

1.8 ID number

1.9 Contact number

2 Employment Details

2.1 NWU Staff no

Academic Staff

Support Staff

2.2 Employment type: Full-time-

Permanently appointed

Fixed term
contract w/benefits

2.3 End date of Contract

2.4 Position occupied

2.5 Campus

Mafikeng

Potchefstroom

Vanderbijl

2.6 Faculty where employed

2.7 Research Entity/School/Department

2.8 Telephone no

2.9 E-mail address

3 Study Details

3.1 Registered

3.1.1 Yes

No

3.2 **Qualification for which you are registered currently** (Note: Proof of registration should accompany the application).

3.3 First year of registration for current M/PhD

3.4 Target date for submission

3.5 Milestones in the academic life-cycle reached to date:

3.5.1 Research proposal accepted

Yes

No

3.5.2 Title approved and registered

Yes

No



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|-------|----------------------------|-----|----|
| 3.5.3 | Ethical Clearance obtained | Yes | No |
| 3.5.4 | Notice of submission given | Yes | No |
| 3.5.5 | Submitted for examination | Yes | No |

3.6 If the degree is done in article format, has the article(s) been:

3.6.1 Submitted

3.6.2 Accepted

3.7 Field of Study

3.8 Title of the project for the doctoral degree

3.9 Institution where the degree is registered

3.10 Faculty where the degree is registered

3.11 School/Research Entity where the degree is registered

4 Promoter or supervisor for Master's or Doctoral degree

4.1 Name of Promoter / Supervisor

4.2 Institution

4.3 School/Research Entity

4.4 Faculty

4.5 E-mail address

5 Budget details for funding

Please provide as many details as possible

<p>5.1 Travel and accommodation Restricted to traveling directly related to studies e.g. visiting a supervisor (provide reason for traveling). No daily allowance, cost for visa/COVID tests.</p>	
<p>5.2 Lecturer replacement Provide details e.g. modules, names of replacement staff, and period (Leave arrangement should be in place before appointing replacement staff).</p>	
<p>5.3 Printing/binding/editing of research product.</p>	
<p>5.4 Other (provide detail and motivation).</p>	
<p>5.5 TOTAL: R38 000</p>	

5.6 Applicant's Fiscal/Financial officer in the department who will be responsible for processing the claim:

6 Signatures

Note: Please sign electronically or alternatively use the Fill & Sign tool to sign this document.

E-mail the signed copy of this document to the next signatory to sign.

6.1 I declare the following:

- 6.1.1 Compliance with the Eligibility Criteria.
- 6.1.2 That the information provided in this form is correct.
- 6.1.3 That all relevant parties have been consulted and that the faculty processes regarding approval of leave have been followed where applicable.

Signature Master's/Doctoral student		Date	
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6.2 Kindly confirm satisfactory progress with the relevant study for a reasonable expectation of submission for examination in 2024.

Name & Surname of Promoter/ Supervisor		Date	
Signature of Promoter/ Supervisor			

Name & Surname of Line Manager		Date	
Signature of Line Manager			

Name & Surname of Deputy Dean Research and Innovation/ Delegate		Date	
Signature of Deputy Dean Research and Innovation/ Delegate			

Please ensure that the form contain all the electronically signed signatures requested, before submitting it for the attention of Amanda Koto (amanda.koto@nwu.ac.za)



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



NWU®
NORTH-WEST UNIVERSITY
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Original details: (33427429) C:\Users\33427429\North-West University\RI-RS - Research Development - Documents\Research Development\UCDG 2024 - 2026\UCDG GENERAL\templates\APPLICATION FORM_9.2.1.5.1.docm
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