



University of the Free State

Application for Staff Study Support for 2022

Please complete this form in full and submit a signed copy to the Centre for Graduate Support, Room 16, Johannes Brill Building, Bloemfontein campus of the University of the Free State or email a digitally signed version to Mr. K. Nyaile at nyailek@ufs.ac.za, Ms. Phakisi at phaksit@ufs.ac.za, Ms. J.D. Wessels at liebenbergjd@ufs.ac.za or Ms. Lekoekoe at lekoekoemm@ufs.ac.za.

Terms & Conditions

Only UFS staff* who **registered** for a Masters or a PhD degree at the University of the Free State, or at another South African university, may apply.

*Both permanent academic and support staff of the UFS may apply

*Both contract academic and support staff of the UFS may apply if there is still at least 2 years of the contract left at the time of application

*Both part-time academic and support staff may apply for the UFS staff study support grant

I. Attachments required with your application:

- I.I Proof of registration at UFS or other South African University
- I.II Certified copy of ID
- I.III Copy of the letter of the approved title registration
- I.IV Copy of the letter of the approved ethical clearance/ethical waiver
- I.V Completed budget form for sections A-F
- I.VI If studying with UFS, HR confirmation letter of study benefits
- I.VII If studying with another institution, motivational letter signed by HOD

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |

II. Types of staff study support

- II.I Section (A -F) Only applicable to PhD applicants
- II.II Section (B-F) Applicable to Master's students

III. Staff study support is only available to UFS staff that receive **NO*** other funding for their research.

* Discretionary exceptions may be made to add to insufficient other funding, if motivated and funds are available.

IV. UFS staff members, who receive this grant, will be required to work at the UFS for at least **one (1) year** and the service will start in the year that follows the grant benefit. This grant is subject to the same contractual arrangements as for UFS staff benefits bursaries. Staff members must submit a letter with this application of what was specifically approved by HR in terms of their UFS staff benefit bursary.

V. The teaching replacement can only be utilised while the applicant is still busy with the writing up of the thesis and not when their research process is completed.

Conditions to apply:

- VI.** Master's students may only apply for the staff study support grant for years 1, 2 and 3 from the first year of registration.
Doctoral students may only apply for the staff study support grant for years 1,2,3,4 and 5 from the first year of registration.

VII. Funding will be awarded at the discretion of the Staff Study Support Grant evaluation committee, constituted by the Vice-Rector: Research and the Director: Centre for Graduate Support.

VIII. I agree, understand, and consent to the terms and conditions of this application for staff study support.

Date (format: 01/01/2022)

Applicant signature

If Staff Study Support Grant application is approved (in full or partially)

Terms & Conditions

VIII. Upon approval of the application (in full or partially) the following terms come into place:

- a. The financial approval for this application is not transferable to another applicant or study.
- b. Service providers will be paid directly and NO payment will be made into the bank account of the applicant
- c. **Approval is only valid for the year in which the application was submitted**
- d. After approval by the Staff Study Support Grant evaluation committee, an official letter, signed by the Director of the Centre for Graduate Support will confirm the outcome
- e. In order to qualify for further financial support in subsequent years, a progress report needs to be completed for the year in which a grant allocation was received
- f. Should staff members leave the University during their study, or after completing their degree, but before having rendered one year of service to the University, they will be expected to repay the cost of the benefit pro rata.

1. Personal details of applicant

| | | | |
|--------------|-----------------------------|----------------------|----------------------|
| Title | <input type="radio"/> Prof. | First name(s) | <input type="text"/> |
| | <input type="radio"/> Dr. | Surname | <input type="text"/> |
| | <input type="radio"/> Mr. | ID number | <input type="text"/> |
| | <input type="radio"/> Ms. | Staff number | <input type="text"/> |

E-mail address **Cellphone number**

Office address (office number, building)

I am registered for a: MSc PhD

Office phone extension

Gender Male
 Female

Race African
 Indian
 Coloured
 White

Campus Bloemfontein campus
 QwaQwa campus
 South campus

*Information on race and gender is required by the DHET, who provide funding for this grant

2. Employment information

Complete the following section relating to your current employment at the UFS

- Faculty**
- Faculty of Economic and Management Sciences
 - Faculty of Education
 - Faculty of Health Sciences
 - Faculty of Law
 - Faculty of Natural and Agricultural Sciences
 - Faculty of The Humanities
 - Faculty of Theology
 - School for Open and Distance Learning
 - Other

Department / Unit

- Post level**
- Professor
 - Associate Professor
 - Adjunct Professor
 - Senior Lecturer
 - Lecturer
 - Junior Lecturer
 - Senior Director
 - Director
 - Deputy Director
 - Assistant Director
 - Chief Officer
 - Senior Officer
 - Officer
 - Senior Assistant Officer
 - Assistant Officer

- Employment contract** My appointment is part-time with a fixed contract position
 My appointment is full-time with a fixed contract position
 My appointment is part-time, but it is a permanent position
 My appointment is full-time and it is a permanent position

Current Head of the Department / Line Manager (*Please choose a title and insert initials and surname*)

Title Prof. **Initials and surname**
 Dr.
 Mr.
 Ms.

All the expenses indicated under sections A,B,C, D, E, & F need to be accompanied by a fully completed budget, as well as *quotations. Two quotations are required if the service rendered amounts to/more than R10 000 and three quotations if/more than R50 000.

* Please detail the support requested to alleviate your workload in the attached Excel spreadsheet and attach it to your application.

* Teaching replacement assistance will **not** be granted for **more than 12 months**, except in cases of exceptional motivation.

* Financial support for teaching assistance implies that the funding will be applied to offset costs towards the temporary appointment of a substitute lecturer/assistant by the faculty/division in order to relieve the applicant of a significant portion of lecturing/workload. The aim is to assist the applicant to focus on completing and submitting his/her dissertation/thesis for examination.

How many hours or teaching assistance are required?

What is the level of expertise required in terms of teaching assistance?

- Senior Lecturer (PhD & Strong research background)
 Lecturer (PhD)
 Junior Lecturer (Basic lecturing experience)
 Tutor
 Demi
 Marker
 Presenter (practical classes)

Rate per hour

Total cost

During which semester do you require teaching assistance?

- 1st semester 2022(January-June)
 2nd semester 2022 (July-December)
 Full year 2022 (January - December)

* **Please take note that a ceiling amount of R15 000 is allowable for editing assistance for PhD students and R10 000 for Master's students.**

Total editing cost

Section C

Tuition fees at other South African universities (excluding MBA and other related degrees)

Total cost

- * This section is applicable to all PhD and Master's students
- * Please submit a quotation/fee statement from the applicable university for the tuition fees and registration
- * Please submit a motivation why you are studying at another university and not the University of the Free State

Section D

Travel & accommodation costs while attending contact/supervision sessions

Total cost: travel

Total cost: accommodation

- * This section is applicable to all PhD and Master's students
- * Please submit a detailed budget with quotations for air ticket, Bidvest vehicle, accommodation.
- * **Please provide two quotations for any amount => R10 000 and three quotations for any amount => above R50 000**

Section E

Travel & accommodation costs for fieldwork

Total cost: travel

Total cost: accommodation

- * This section is applicable to all PhD and Master's students
- * Please submit a detailed budget with quotations for air ticket, Bidvest vehicle, accommodation.
- * **Please provide two quotations for any amount => R10 000 and three quotations for any amount => R50 000**

Section F

Other costs

Specify:

Total cost:

- * This section is applicable to all PhD and Master's students
- * Please submit a detailed budget with quotations for other items necessary to complete the degree as well as a motivation
- * **Please provide two quotations for any amount => R10 000 and three quotations for any amount => R50 000**

Budget (Section A-F)

Note that your application will not be reviewed if the budget form is not fully completed and accompanied by supporting documents and related quotations. **Provide two quotations for any budget item amount => R10 000 and three quotations for any budget item amount => R50 000**

| <i>Funded Categories</i> | <i>Items</i> | <i>Unit(s)</i> | <i>Amount per unit (R)</i> | <i>Total Amount (R)</i> |
|--------------------------------|---|----------------|----------------------------|-------------------------|
| (A) Teaching Assistance | <i>Hours Required</i> | | | |
| (B) Editing Costs | <i>First Quote</i> | | | |
| | <i>Second Quote</i> | | | |
| (C) Tuition Fees | <i>New Student = Quote</i> | | | |
| | <i>Current Student = Fee Statement</i> | | | |
| (D) Supervision Visit | <i>Accommodation</i> | | | |
| | <i>*Car Rental (UFS Bidvest Branch)</i> | | | |
| | <i>Flight Ticket</i> | | | |
| (E) Fieldwork | <i>Accommodation</i> | | | |
| | <i>*Car Rental (UFS Bidvest Branch)</i> | | | |
| | <i>Flight Ticket</i> | | | |
| (F) Other Costs | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

* Include fuel and tollgate costs in your car rental quotation. (E-tolls for GP only to the max of R100 per day)

* Submit a motivation for other costs under Section F.

3. Academic information

Complete the following section relating to your current studies

Under which faculty and department do your studies fall?

Faculty of Economic and Management Sciences

Faculty of Education

Faculty of Health Sciences

Faculty of Law

Faculty Faculty of Natural and Agricultural Sciences

Faculty of The Humanities

Faculty of Theology

School for Open and Distance Learning

Interdisciplinary

Department / Unit

Registered module code

Supervisor (*Please choose a title and insert initials and surname*)

Title Prof. Initials and surname

Dr. Please indicate your field of study below

Mr.

Ms.

Student number

Indicate your nationality below

4. Registration and milestones reached (progress)

Date of first registration for the degree (format: 01/01/2022)

Date of title registration at Committee for Title Registration (format: 01/01/2022)

Formally registered title of dissertation

Ethical Clearance number (as per Ethical Clearance Approval Letter)

Intended submission date for examination purposes (format: 01/01/2022)

What is your current level of progress achieved in your thesis?

| | Not yet started | Partially completed | Awaiting feedback / Minor revisions in progress | Completed |
|-------------------|-----------------------|-----------------------|---|-----------------------|
| Research Proposal | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Literature review | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Data Collection | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Data Analysis | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Conclusion | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Executive summary | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Final Editing | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

5. Previous and other funding (if applicable)

Have you received any other grants or research funding in support of your studies?

- Yes
 No

If you chose "Yes", please provide specific information on the grant provider, the amount and the time frame of the allocation. Attach a copy of the contractual agreement with the grant provider to your application.

6. Recommendation

Supervisor support

I confirm that the applicant achieved the above milestones and requires the indicated support to finalise the remaining aspects of his/her dissertation.

Supervisor signature

Date (format: 01/10/2022)

7. Approval

*This application has been discussed and agreed to between the Head of Department (line head) and the Dean/Director of the relevant faculty/division.

*The applicant has undertaken to use this opportunity to complete his/her study and is supported in this, by his/her supervisor.

*The applicant undertook to repay the costs of the grant pro rata should he/she fails to submit a complete dissertation as indicated on the intended submission date.

*The applicant, the Head of Department (line head) and Dean have read and agreed to the stipulated conditions on this application.

Applicant signature

Date (format: 01/10/2022)

Department Head / Line Manager signature

Date (format: 01/10/2022)

Dean / Division Head signature

Date (format: 01/10/2022)