



UNIVERSITY OF
KWAZULU-NATAL

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POLICY ON SCHOLARSHIPS

Name of policy:	Policy on Scholarships	
Reference number:	CO/01/1803/13	
Originator/Author: (name and position)	Prof. Renuka Vithal (Chair: University Scholarships Committee) Prof. Trevor Jones (Past Convenor: Awards Committee) Mr Richard Morrison (Manager: Student Funding)	
Custodian: (position/office)	Manager Student Funding, Student Services Division	
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Implementation responsibility:	University Scholarships Committee; Student Funding in Student Services Division	
Implementation procedures approved by:	Structure: Senate	Date: 20 Feb 2013

A: POLICY STATEMENT

1. Purpose statement

Scholarships and merit bursaries are awarded by the University to students to recognise and reward academic excellence.

Scholarship funding is made available to a range of students from first undergraduate entry to final postgraduate exit from the university, and is based on academic merit.

Scholarships are intended to *attract* the highest-calibre students to the University, to *retain* these students in current and future programmes, and to *reward* prior and current academic excellence. They are also offered in the context of advancing the University's mission, vision and transformation imperatives.

2. Introduction and background

Scholarships comprise one component of funding of a broad range of funds made available by the University to students. All categories of University student funds, which include scholarships, bursaries and loans, are administered and managed by Student Funding in the Student Services Division, which ensures their efficient disbursement to students.

The Scholarships Committee, which is re-established as a committee of Senate, oversees the allocation of one of the categories of student funding, namely the University scholarships and merit bursaries to academically outstanding students; and it has the responsibility to facilitate their fair and equitable award across Colleges and in line with the vision, mission and strategic goals of the University. College representatives have a key role in decision-making regarding the allocation of scholarships on behalf of their Colleges, which are effected by the Scholarships Office for the Scholarships Committee.

It is noted that Schools and Colleges also offer funding to students. The Scholarships Committee, with the assistance of College representatives and Student Funding, however, comprehensively report to Senate on the extent of student scholarships and merit bursaries being awarded across the University as a whole.

3. Definition of terms

Scholarship is an award for past meritorious academic performance and achievement at the highest level. It is primarily based on academic excellence but can include additional conditions¹.

Merit Bursaries are awards made mainly to postgraduate students where academic merit decisions are required, that is, to distinguish students with good academic results for particular categories of awards.

¹ Example: related to gender

Fee Remission has reference to the University fee remission policy. Tuition fees are waived for all full-time Masters and Doctoral full-thesis degrees for the minimum period of study for the degree.

Entrant refers to a student who is registering at a tertiary institution for the first time, for the first year of an undergraduate degree or diploma.

Purse refers to the monetary value of a scholarship award, usually paid directly into a recipient's fee account after registration at the University. Scholarships may be awarded *without purse* (or with a proportion or part of the purse) where a condition of award precludes multiple awards or overlapping awards or the candidate is pursuing less than a full load for legitimate reasons.

Renewable Scholarships are those where the scholarship and purse endure over a period specified either in number of years or for the duration of a qualification subject to merit criteria at stated intervals.

Conditions of Award: All scholarships have attached, *inter alia*, conditions, criteria, terms and limitations for eligibility of award and procedures to be followed in making awards such as selection, lists of candidates, criteria for renewal, etc. Award Committees and sub-committees are bound by the rules of conditions.

University / UKZN refers to the University of KwaZulu-Natal.

4. Scope

Scholarships and merit bursaries are awarded to students who are registered at the University; or where conditions specify, awarded to those who are graduates of the University. Students of any nationality of the University are eligible for Scholarships or merit bursaries unless this is explicitly disallowed in the conditions.

This policy covers University scholarships, external scholarships awarded on behalf of agencies, University administered merit awards, external bequests and trust scholarships administered by the University, and funds allocated on behalf of the National Research Foundation (NRF) or similar statutory bodies.

The policy applies to scholarships and merit bursaries awarded by the University Scholarships Committee (and its subcommittees) and administered by the Scholarships Office in Student Funding.

The University Donor Policy and Naming Policy must be referred to when creating and naming any new scholarship.

This policy and procedures complements that of Student Loans and Bursaries; and Postgraduate/Staff Fee Remission.

5. The Policy

5.1 Scholarships and merit bursaries are awarded to entrants, undergraduate, graduate and postgraduate students according to the specific conditions and criteria governing the various awards or grants.

5.2 All awards made are based on academic merit, notwithstanding that some specialised awards respond, in part, to other criteria.

5.3 Awards can be applied for, be based on nominations or automatically allocated administratively according to certain approved conditions and criteria.

5.4 All awards offered by the University Scholarships Committee are made within the authority of the rules, procedures and parameters determined or approved by the University Scholarships Committee, which is a committee of Senate.

5.5 The University Scholarships Committee may delegate the allocation of specific awards to any sub-committee it establishes to make such awards with full decision-making powers.

5.6 College Representatives in the University Scholarships Committee participate as members in the committee or award sub-committees and in selections at College level to enable fair and equitable distribution and award of scholarships within the approved University policy.

5.7 Scholarships and merit bursaries are made subject to the availability of funding. Funding for scholarship or merit awards are provided: through the annual University Scholarships Budget approved by Council; through the income available from bequest/trust/donor funds administered by the University; and through externally provided funds for awards at the University.

5.8 Scholarships are renewable subject to awardees meeting certain conditions, which includes maintaining specified levels of high performance and is also subject to the availability of funding.

5.9 The parameters, purse levels, and expenditure estimates are determined annually by the Scholarships committee, and the Scholarships budget is allocated to all categories of awards for which it is responsible.

5.10 Annual reports are tabled at Senate and Council on the Scholarships awarded.

B: PROCEDURES AND GUIDELINES FOR IMPLEMENTATION

Primary responsibility for the decisions and allocation of Scholarship and Merit Awards and related budget rests with the Scholarships Committee while the Scholarships Office as part of Student Funding in the Students Services Division is responsible for the system allocation, administration and management of the awards and related funds on behalf of the Scholarships Committee.

1. The University Scholarships Committee has the responsibility to²:

1.1 recommend to Senate and, where relevant, Council, the funding of scholarships; and the policies and conditions governing the management of scholarships, merit bursaries and prizes administered by the University;

1.2 exercise oversight in the award of scholarships and merit bursaries administered by the University; and those administered on behalf of external donors and trusts;

1.3 consider nominations and applications for the award of national and international scholarships and to adjudicate (where applicable) in the award thereof;

1.4 consider appeals or deal with specific cases;

1.5 oversee the award and administration of block grants emanating from the NRF and similar statutory bodies;

1.6 determine the composition of Awards sub-committee(s) and delegate the allocation of specific awards to such sub-committee(s) with full powers to consider and make awards. Any member of the Scholarships Committee who wishes to attend meetings of the any Awards sub-committee may do so;

1.7 consider requests, make recommendations and implement decisions regarding the establishing and naming of any new scholarships or changes to existing scholarships; and

1.8 report annually to Senate and Council on awards made, including reports from the Colleges. College Representatives will provide reports on all awards made by the Colleges.

2. Administration and Management of Scholarships

The University Scholarships Committee and its Awards Sub-committee(s) select students and approve awards with the administrative support of Student Funding to enable efficient implementation of decisions. The disbursement of awards to students and related record keeping is managed by the Scholarships Office in Student Funding.

Student Funding staff in Colleges work in close co-operation with the Scholarships Office in all activities related to scholarships and merit bursaries under the responsibility of the Scholarships Committee.

Administrative support for scholarships' donors and students is also provided by Student Funding and related staff in the Colleges who:

2.1 manage and account for all external scholarships received on behalf of the University;

² Scholarships Committee Charter was approved by Senate in November 2011.

- 2.2 provide scholarships donors with funding reports on request by the donor;
- 2.3 arrange for the finance department to conduct an annual audit of all scholarships funds received;
- 2.4 provide support for scholarships donors including the pre-selection of students, donor liaison and information on students;
- 2.5 maintain a database of donor funds, donor contacts and fundraising efforts;
- 2.6 facilitate contacts between donors and their students by providing facilities for visiting donors; and
- 2.7 report to the Scholarships Committee on all scholarships funding received.

3. Academic Ranking and Selection Procedures

Special scholarship reports are drawn from the system by the Scholarships Office for any student with an academic record obtained at the University and these records are used as an aid in selection for any University student being considered for a scholarship (See the Scholarships Committee Handbook for explanation).

The candidates' complete academic record of performance is available when considering scholarships awards. All modules passed and failed and, for each module, the credit rating of the module, the size of the class, the final module mark, the class of pass, the top mark obtained in the class, and certificates of merit are all considered.

3.1 The academic records of students under consideration for scholarship awards are assessed in part on the basis of a Consolidated Performance Index (CPI) that combines a cardinal (actual mark or percentage) measure of performance with an ordinal measure that takes account of the ranking of the student in all modules. (See the Scholarships Committee Handbook for details.)

3.2 The candidates that are eligible for scholarships are ranked in CPI order for the most recent year of study. The listing (or a separate listing) includes the academic history of each candidate. The Scholarships Office prepares the necessary schedules for the making of awards as appropriate.

3.3 In assessing the performance of students for scholarship purposes, the greatest weight is placed on performance in the most recent/current year of study, but consistency of performance, at the first-class level, during previous years is expected from successful candidates, and performance in previous years is taken into account in ranking candidates.

3.4 *Proxime accessit* candidates are nominated where appropriate.

3.5 College representatives on the Scholarships Committee submit in January of each year the names and academic records of candidates who will be registering in their Colleges after a period of absence from the University, or after completion of their degree at another University.

3.6 Students from other Universities who qualify for Scholarships and are admitted into a College or where a College nominates candidates

transferring from other universities: in these cases the College representative is responsible for providing the full academic history of the candidates.

3.7 The Scholarships Office in Student Funding notifies all successful candidates immediately after awards are made.

4. Awards, Purses and Payments

4.1 Scholarship awards (purses) are paid directly into recipients' fee accounts as a lump sum, save in the case of scholarships awarded for study elsewhere, for which other arrangements are specified.

4.2 All awards (purses) authorised by the Scholarships Committee are released for payment under the signatures of the Chair of the Scholarships Committee and the Manager: Student Funding; in special cases requiring the issue of a cheque, e.g. scholarships to study overseas, the final signatory is the Executive Director: Student Services.

4.3 Where eligibility for award of a scholarship is restricted by gainful employment, the condition will exclude part-time instructional activities within the University such as tutoring, demonstrating, light lecturing loads, mentoring activities, etc.

4.4 UKZN scholarships are awarded without restrictions on the number of internal awards (except for special honours and masters awards and the co-incident of renewed entrant merit awards and undergraduate scholarships). In the event of accumulation of multiple awards (best student among a number of special categories) the absolute sum is limited to a maximum amount determined by the Scholarships Committee annually.

4.5 The Scholarships Committee approves an annual calculation of the cost of a year of study at the University for undergraduate, honours and postgraduate levels, differentiating postgraduate study by costs of an initial year and subsequent years for a qualification. Items comprising the calculation include at every level: tuition, residence, meals, book allowance and cost of living expenses.

4.6 The purses of some scholarships, e.g. Prestige, Doctoral Research, are expressed as one or other determined proportion of the cost of a year of study at the University. The value (purse) of all UKZN Scholarships, and where possible external scholarships, is determined by differential proportions of the cost of a year of study in order to create consistency in scholarship budgeting and to provide standards of equity over the range of merit awards.

4.7 In the case of a successful candidate being unable to take up a scholarship in any designated year an application for deferment of purse and study to the subsequent year may be lodged. The Committee may decide to defer the scholarship for one year, to carry over the application for re-ranking among candidates in the following year, or to refuse the application for deferment.

4.8 In the case of entrant merit awards, where a renewed entrant merit award overlaps with an undergraduate scholarship, the scholarship is

awarded without purse; and if the renewal is for a lesser amount than the undergraduate scholarship, the second award is endorsed as 'part of purse'.

ANNEXURE: Scholarship Awards and Merit Bursaries

The University Scholarships Committee and the Scholarships Office, on behalf of the University allocates, supports, manages, administers and variously serves a range of awards funded both internally and externally.

1 UKZN Funded Scholarships

1.1 UKZN Entrant Scholarships:

Pius Langa Scholarship (Prestige Entrant Scholarships - All Provinces)
Pius Langa Scholarship (IEB Prestige Entrant Scholarships)
Frene Ginwala Scholarship (Prestige Entrant Equity Scholarships for African Females)
UKZN Entrant Merit Awards
Prestige Sports Scholarships
Grade 12 Merit Awards to Feeder Schools
Grade 11 Merit Awards to Feeder Schools

1.2 UKZN Undergraduate Scholarships

Vice-Chancellor's Scholarships (Top 5 in each College - 1st year UG in 2nd year) (approved to be named Makgoba Scholarships)
Lawrence and Constance Robinson Scholarship (1st placed UG)
Brenda M Gourley Prestige Scholarship (2nd placed UG)
Prestige Scholarship (3rd placed UG)
UKZN Undergraduate Scholarship

1.3 UKZN Postgraduate Scholarships

UKZN Doctoral Research Scholarship: 1 per College
UKZN Postgraduate Scholarships – *summa cum laude* candidates
UKZN Postgraduate Scholarships – *cum laude* candidates
UKZN Postgraduate Scholarships - general
Special Honours Awards – *Not renewable*
Graduate Scholarships for Coursework Masters (65% and above at Honours level)
Zac Yacoob Scholarship (Top Honours Award) - *Not renewable*
Vincent Maphai Scholarship (Top Masters Award)
Fee Remission, Masters by Research (1 year/2 semesters only) and Doctoral

2 External Funds: Scholarships and Overseas Postgraduate and Merit Awards

2.1 External Bequest/Trust Scholarships Administered by UKZN – Overseas Awards

Cecil Renaud Overseas Scholarship

2.2 External Donor Scholarships Administered by UKZN

National Research Foundation Block Grants

2.3 External Bequest/Trust or Donor Scholarships Nominated by UKZN for the Awarding Body:

Canon Collins Scholarship
Carl & Emily Fuchs Scholarship
DAAD Scholarship
Ernest & Ethel Eriksen Trust
Harry Burnley Sutcliffe Scholarship
HB Webb Award
John Davidson Education Trust Bursaries
Mandela Rhodes Scholarship
SACEMA
SANERI
Stanley Murphy Bursary

2.4 UKZN As Nominating Authority for External Organizations

Commonwealth Scholarships Tenable in the UK

Commonwealth Scholarships Tenable in New Zealand
Commonwealth Scholarships Tenable in Canada
Abe Bailey Travel Bursary
S2A3 Medal
Laurie Dippenaar.

2.5 UKZN Acting as a Service Agency for collection of Scholarship Applications
National Research Foundation Scholarships

2.6 UKZN Acting as a Service Agency for advertising of Scholarships
Austrian Embassy Scholarships
Irena Scholarship Program, Abu Dhabi
Japanese Jet Programme
New Zealand Development Scholarship
Patrick & Margaret Overseas Scholarship
St Anthony's College, University of Oxford

3 External Funds: Awards in UKZN Investment Portfolios

3.1 External Bequest/Trust Scholarships Administered by UKZN – Overseas Awards
Elizabeth Allan Scholarship for Music
Emma Smith Overseas Scholarship
Emma Smith Art Scholarship - Overseas

3.2 External Bequest/Trust Scholarships Administered by UKZN
Archbishop Denis E Hurley Scholarship
Alan F. Hattersley Memorial Bursary
Alastair Graham Calder Award
Donald Moor Agricultural Bursary
Eliyahu Freed Scholarship
Gay Langmuir Award
GC Weight-Smith Scholarship
Hannah Joel Scholarship
Harp Society of South Africa Scholarship
Jim Milton Scholarship
John Travers Bursary
Lief Egeland Award
Mabel Palmer Award
Magnus Henderson Scholarship
Maryam Babangida Scholarship
MK Rosenbach Scholarship
ML Kisch Scholarship
Owen Metcalfe Bursary
Reino Stegen Scholarship
Richard AD Turner Scholarship
Roy Muller Award
Samuel Edelstein Scholarship
TB Davis Scholarship
Townley Williams Scholarship

3.3 Alumni Awards
50th Anniversary Endowment Fund
Pretoria Alumni Award
Wits Alumni Award

Further details regarding each scholarship (conditions, criteria, eligibility, etc.) are recorded in the Scholarships Handbook, which is regularly updated; and Scholarship information is available on the University website.