

2024 MASTER'S AND DOCTORAL BURSARY GUIDELINES, TERMS AND CONDITIONS

N.B: Only online applications submitted via myUnisa link app will be considered. No hard copy, email or hand delivered, late or incomplete applications will be considered.

N.B: Students need to be temporarily registered by 31 January 2024 for registration to be activated once application is successful.

N.B Returning bursary beneficiary are required to re-apply for the bursary for each academic year registered for the same previously funded qualification subject to bursary guidelines, terms and conditions.

Who can apply?

- **Returning Beneficiaries – previously funded by UNISA PG Bursary.**
 - Master's and Doctoral South African and international UNISA students continuing with their research study in the previously funded/ registered NQF level 9/8 qualification subject to academic performance and bursary guidelines, terms and conditions.
- **New Bursary applicants – never been funded by UNISA PG Bursary.**
 - Master's and Doctoral South African and international UNISA research students who have submitted and passed their Research Proposal (by 31 January 2024)
 - Master's by Coursework:
 - Master's by coursework students who have passed 2 coursework modules (by 31 January 2024)
 - Master's by coursework students who have passed all their modules and have submitted and passed their Research Proposal (by 31 January 2024) and are now doing research

Who can NOT apply?

- UNISA permanent staff members.
- First-year Master's and Doctoral students.
- Graduate School of Business Leadership students registered for:
 - Master's of Business Administration
 - Master's of business Leadership
- Students registered for special study programmes, including certificates (e.g., PGCE) and non-degree purpose programmes are not eligible for this bursary.
- Students who already hold a postgraduate degree at the same or a higher NQF level to the qualification registered for are not eligible for this bursary.

What does the bursary fund?

- The bursary covers **Tuition Fees** and **Research Essentials** (visit [Frequently asked questions \(unisa.ac.za\)](https://www.unisa.ac.za) for more information on research essentials/ activities):
 - **Master's degree by research and experimental research allowance** limited to **R55 000** over the first three consecutive years of funding (subject to an approved re/application).
 - **Master's degree by coursework research allowance** limited to **R25 000** over the first two consecutive years of funding (subject to an approved re/application).



- **Doctoral degree by research allowance** limited to **R80 000** over the first four consecutive years of funding (subject to an approved re/application).
- **Doctoral degree by experimental research allowance** limited to **R120 000** over the first four consecutive years of funding (subject to an approved re/application).
- Master's and Doctoral students with no ethical clearance certificate are only eligible for a once off laptop allowance from the above allocated research allowance subject to an approved application and a completed/ passed research proposal.
- Master's and Doctoral students will be eligible to the remaining balance of the research allowance subject to confirmed ethical clearance certificate by 31 January each academic year and an approved re-application based on academic performance.
- The bursary does NOT fund additional years beyond the above-mentioned number of years.
- The bursary does NOT cover failed/ repeating modules in the case of Master's by Coursework students.
- The bursary does NOT fund additional or different NQF level 9/10 qualification from the one previously funded.
- The bursary does NOT cover historic debt.
- Note that priority will be given to South African (citizens) students according to an 80/20 per cent ratio over international students for funding.

Outcome will be communicated to student's mylife email account:

- Unsuccessful students who paid for their own registration should deregister before cancellation closing date (through their colleges/ myUnisa) if they cannot find alternative funding.
- Master's and Doctoral students may submit an appeal between 1 May – 7 May, supported by their supervisor:
 - Appeals should be submitted as a formal email to CGS-pgb@unisa.ac.za with information/ evidence proving that the rejection reason(s) provided contradicts student's status quo.
- Students who can NOT appeal
 - Students who have been fully funded for the full bursary period.
 - Students who are unsuccessful due to insufficient funds
 - Students who have adequate external/ alternative funding (double dipping)
 - Students who were rejected by the college vetting process due to unsatisfactory academic performance.
 - Students who are NOT eligible for the bursary as per bursary guidelines, terms, and conditions

What should awarded students do?

- Send the signed bursary contract as per email instructions before closing date thereof.
- **South African students (RSA citizen)**
 1. **Students who paid their registration fees from their own pocket and or have been award research allowance:**
 - Submit their banking details through the provided link as per email instructions from the award section, student can NOT use a third-party bank account (bank account should be the student's account)
If your banking details verification is rejected, you'll be emailed a Claim/ Refund form to submit instead.
 - Email as per email instructions:
 - certified ID copy not older than 6 months along



- with proof of payment (bank statement/ bank payment confirmation/ receipt) that reflects the payment(s).

And or

2. Student whose registration fees were paid by a 3rd party (e.g., company, another person/ organisation):

- Only in the case where company is loaning the tuition fees to the student, a refund of the awarded tuition can be refunded back to the company. (Documentation from the company will be required to proof the loan)
- Refund will only be paid to individual 3rd parties that paid for student's tuition fee on your behalf as a student.
- The company/ organisation/ 3rd party bank account confirmation letter from the bank will be required and completed Claim/ Refund form with the 3rd party bank account details, as per email instructions from the award section. Include in your email submission:
 - certified ID copy not older than 6 months along
 - with proof of payment (bank statement/ bank payment confirmation/ receipt) that reflects the payment(s)
 - and 3rd party bank account confirmation letter
- The period of processing the claim will take 15-21 working days after receiving the correct refund documents.
- **International students (foreign citizen)**

1. Students who paid their registration fees from their own pocket and or have been award research allowance:

A. International students with South African Bank accounts

- Your bank account confirmation letter from your bank will be required and completed Claim/ Refund form with South African bank account details, as per email instructions from the award section. Student can NOT use a third-party bank account (bank account should be the student's account)
- Include in your email submission:
 - Certified Passport not older than 6 months,
 - Bank account confirmation letter,
 - with proof of payment (bank statement/ bank payment confirmation/ receipt) that reflects the payment(s). – if paid your own fees.

Or

B. International students with International (foreign) Bank accounts

- Completed international bank Claim/ Refund form reflecting international banking details is required.
- Include in your email submission:
 - Certified Passport not older than 6 months,
 - with proof of payment (bank statement/ bank payment confirmation/ receipt) that reflects the payment(s). – if paid your own fees.

And or

2. International students whose registration fees were paid by a 3rd party (e.g., company, another person/ organisation):



- Only in the case where company is loaning the tuition fees to the student, a refund of the awarded tuition can be refunded back to the company. (Documentation from the company will be required to proof the loan)
- Refund will only be paid to individual 3rd parties that paid for student's tuition fee on your behalf as a student.
- The company/ organisation/ 3rd party bank account confirmation letter from the bank will be required and completed Claim/ Refund form with the 3rd party bank account details, as per email instructions from the award section.
 Include in your email submission:
 - certified ID copy not older than 6 months along
 - with proof of payment (bank statement/ bank payment confirmation/ receipt) that reflects the payment(s)
 - and 3rd party bank account confirmation letter
- If 3rd party bank account is an international (foreign) bank account, use the international bank Claim/ Refund form using their banking details.
- The period of processing international claims is 21-30 working days after receiving the correct refund documents.

Please note:

- Master's by Coursework students should temporarily register all the modules they want to study for the year as there will not be a second award of additional modules during the academic year.
- Unisa gives no guarantee that the bursary will be awarded to all eligible students, as the bursary is subject to the availability of funds
- If a student:
 - fails to comply with any of the conditions of the award, and/or
 - terminates their studies, their Unisa postgraduate bursary will be cancelled, and the current year's Unisa postgraduate bursary amount awarded will be charged to the student's account, which will be handed over to the Unisa legal and finance department to affect the collection process.
- Student who wishes to cancel their registration/ modules will have to deregister before cancellation closing date (through their colleges/ myUnisa) and once cancellation is confirmed, communicate an award withdrawal to DSF PGB Award Section at DSF-POSTGRD@unisa.ac.za
 - Note that Division of Student Funding DOES NOT administer deregistration/ module cancellations.
 - It is the student's responsibility to ensure that they cancel before cancellation closing date and note that student may forfeit any amounts paid by the student and or may remain liable to pay the full outstanding fees.
 - For Master's and Doctoral cancellations, visit:
 - [After you register](#)

