



## **GUIDELINE FOR SELECTION OF BURSARY RECIPIENTS: 2019**

### **1. INTRODUCTION**

The following guideline outlines the selection criteria, documentary requirements and process to be selected as a recipient of the postgraduate bursary from the Moses Kotane Institute (MKI) in 2019.

### **2. AIMS OF THE BURSARY**

- 2.1 The MKI recognises that the key driver of current and future economic growth and development is a population educated and skilled in Science, Technology, Engineering or Mathematics (STEM) that, in its application, enables creativity, adaptability, flexibility, invention and innovation. The MKI also recognises that low affordability levels, particularly amongst previously disadvantaged and deserving individuals, households and communities negatively affects their access to higher education institutions.
- 2.2 Based on this recognition, the aims of the MKI Bursary is to support post graduate students from previously disadvantaged backgrounds in pursuit of a STEM or Economics/Development/Management disciplines or related qualification that can enable economic growth or business development particularly in provincially targeted economic sectors.

### **3. ELIGIBILITY CRITERIA**

- 3.1 Masters and Doctoral degrees,
- 3.2 Must be studying in Science, Technology, Engineering, Mathematics, Economics, Development, Management Sciences or related disciplines,
- 3.3 Must be required to produce a dissertation or thesis (as part of the degree requirements) in a research focus area related to the following economic sectors: Maritime, Manufacturing (with a specific focus on Automotive, Electronics, Chemical, Leather/Footwear, Clothing & Textiles, Renewable Energy and Agri-processing & Food sub-sectors), Information and Communication Technology, Agriculture, Tourism, Environment, Rural Economy and Township Economy.
- 3.4 Preference will be given to applicants residing in KwaZulu-Natal.

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#### 4. SUPPORTING DOCUMENTATION REQUIRED

- 4.1 All applicants must submit the following documents to support their applications:
- 4.1.1 Proof of acceptance or registration at a recognised SAQA accredited higher education and training institution
  - 4.1.2 Certified copies of Identity Document (certification must not be older than 3 months)
  - 4.1.3 Proof of address e.g. utility bill, municipal letter, ward councillor letter, etc.
  - 4.1.4 Academic record
  - 4.1.5 Certified copies of certificates (previous qualifications)
  - 4.1.6 Proof of duration of the qualification
  - 4.1.7 Proposal with the budget for the research project

**Please note:** Applicants may be disqualified if they fail to provide all the applicable supporting documents required to assess the application.

#### 5. SUBMISSION OF APPLICATIONS

- 5.1 All original applications and the required supporting documentation must be emailed to [MKIBursary2019@moseskotane.com](mailto:MKIBursary2019@moseskotane.com)
- 5.2 Applications must be emailed by the published deadline date and time set by MKI.
- 5.3 Applications emailed after the deadline will be recorded as such and disqualified.

#### 6. WHAT DOES MKI OFFER?

##### 6.1 MKI will allocate funds (during the bursar studies) as such:

- 6.1.1 MKI offers a bursary not exceeding R100 000 per applicant per annum. Exceptional cases that exceed the maximum value will be assessed on a case by case basis. **Note** that the financial support provided may not be used to repay existing loans and/or debts incurred by the applicant. Successful students who have existing debts with their institution will have to settle their debts prior to transfer of the MKI bursary.
- 6.1.2 A Research Allowance for research costs related to the production of a dissertation or thesis (applicants must submit budget as per 4.1.7).
- 6.1.3 If not in campus residential accommodation and requiring private accommodation, rental costs capped at R30 000 p.a. (based on quotations or proof of costs).

##### 6.2 MKI offers its recipients the following non-financial during their studies.

- 6.2.1 The relevant administrative services as determined by the individual contracts;
- 6.2.2 Periodic communication with all bursary recipients on their performance;

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- 6.2.3 Facilitating resolution, where possible, of disputes that may arise with the relevant institution and;
- 6.2.4 For post graduates providing access the MKI research and institutional networks (where possible and relevant);
- 6.2.5 MKI shall have unlimited access to all research reports, including programmes and final product.

## **7. MKI EXPECTATIONS FROM RECIPIENTS**

All MKI Bursary recipients are expected to be ambassadors for MKI. In this regards MKI expects the following from the Bursary Recipients.

- 7.1 To be diligent at their studies and maintain a high-level of research integrity and ethics.
- 7.2 To subscribe to and live by MKI's values of including: Ubuntu; People Oriented; Egalitarianism; Political Rectitude and Responsibility/ Accountability/ Sustainability.
- 7.3 To provide a copy of their dissertation/thesis to MKI on completion of their studies.
- 7.4 To provide a minimum of one written paper on their research undertakings during and/or within three months following completion of their studies.
- 7.5 To acknowledge the financial support received from MKI — both written and verbal forms as relevant.
- 7.6 To attend MKI functions when requested and such requests shall not be unreasonably rejected.
- 7.7 To keep MKI apprised of their progress during and post support received from MKI.

## **8. RECRUITMENT PROCESS**

- 8.1 Recruitment will be undertaken twice per annum during the first and second semester.
- 8.2 Recruitment will be via open public process with additional marketing through universities and on our website and media adverts.
- 8.3 No applicant/application will be accepted outside of the formal recruitment process except in exceptional circumstances for applicants funded by MKI in the previous academic year, who fit the selection criteria, and should the required resources be available. Acceptance of applicants outside of the formal process will be entirely at the discretion of Bursaries Committee based on a justifiable motivation.
- 8.4 All Applicants must complete an MKI Application Form and should provide all the required supporting documentation (as applicable) by the required deadlines.

## **9. SELECTION EVALUATION PROCESS**

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- 9.1 The selection evaluation process will be conducted by a Bursary Committee (BC) appointed by the Chief Executive Officer (CEO).
- 9.2 Applicants will be shortlisted from meeting the requirements on paragraph 3 and 4 above.
- 9.3 An **interview** process will be conducted for shortlisted applicants.

## **10. APPROVAL PROCESS**

- 10.1 Recommendations on the awarding and/or non-awarding of bursaries will be sent to the Chief Executive Officer, Chief Finance Officer, and other executives within MKI.
- 10.2 The CFO must review the recommendations, provide comments and support for budget availability as recommended by the Chairperson of the BC.
- 10.3 The CEO may approve, in whole or part, the recommendations of the Chairperson and BC.

## **11. IMPLEMENTATION**

- 11.1 Once approved all qualifying applicants to be offered bursaries to be informed by the Bursary Administrator in writing of their provisional bursary offer. All non-qualifying applicants are also to be informed in writing providing reasons for their unsuccessful application.
- 11.2 All qualifying applicants must formally accept the bursary offer in writing by way of a return letter or email to the Bursaries Administrator within 14 days. Failure to do so will result in the Bursary Offer being withdrawn.
- 11.3 Where there are applicants who do not accept the bursary offer or who fail to respond to MKI timeously, the next highest scoring applicant in that specific category on the reserve list is to be offered the bursary. If there are no further applicants on the reserve, the Institute shall divert funds to other research projects.
- 11.4 All Applicants who accept the Bursary Offer will be required to sign a contract with MKI detailing the terms and conditions of the bursary.

## **12. MKI DISCLAIMER FOR ALL BURSARY APPLICATIONS**

- 12.1 MKI reserves its right not to award a bursary to a qualifying applicant.
- 12.2 MKI reserves its right to withdraw its support for a bursary recipient who (in MKI's discretion) brings disrepute to the MKI brand and/or the institution in which the recipient is studying.
- 12.3 MKI's decision to award or not to award a bursary is final.

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