



BURSARY GUIDELINES JUNE 2019



Moses Kotane Institute
INNOVATION · THE FUTURE

entity of:



edtea

Department:
Economic Development, Tourism and
Environmental Affairs
PROVINCE OF KWAZULU-NATAL

GUIDELINES FOR SELECTION OF BURSARY RECIPIENTS: MAY 2019

1. INTRODUCTION

The document outlines the application process, selection criteria, required documents and expectations of the Moses Kotane Institute (MKI) from those selected as bursary recipients.

2. AIM OF THE BURSARY

The aim of the MKI Bursary is to support post graduate students from previously disadvantaged backgrounds who are enrolled for postgraduate studies in Maritime and Entrepreneurship.

3. ELIGIBILITY CRITERIA

- 3.1 Registration for Masters or Doctoral degrees,
- 3.2 South African citizen,
- 3.3 Resident in KwaZulu-Natal although enrolment may be at any tertiary institution in South Africa.

4. REQUIRED DOCUMENTS

All applicants are requested to submit the following supporting documents with their applications:

- 4.1 Completed bursary application form available on the MKI www.moseskotane.com
- 4.2 Proof of registration at a recognised higher education and training institution
- 4.3 Certified copy of ID, academic record and copies of certificates (certification must not be older than 3 months)
- 4.4 Proof of residence e.g. utility bill / municipal letter / ward councillor letter / lease agreement, etc.
- 4.5 Proof of duration of the qualification e.g. one-year full time, two years part time, etc
- 4.6 Research proposal clearly outlining how the research will contribute to economic development objectives of the province.
- 4.7 Budget with itemised costing
- 4.8 Checklist attached to the application form

NB: Applicants will be disqualified if they fail to provide all the required supporting documents.

5. SUBMISSION OF APPLICATIONS

- 5.1 All applicants must download, complete and submit the MKI Bursary Application Form that is available at www.moseskotane.com
- 5.2 E-mail application form and documents must be emailed to mkibursaries@moseskotane.com
- 5.3 Closing date is **30 June 2019 at 23:59**.
- 5.4 Applications received after the deadline will not be considered.

6. WHAT DOES MKI OFFER?

Financial benefits

- 6.1 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 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.
- 6.2 Research allowance is for costs related to the production of a dissertation or thesis (applicants must submit budget as per 4.7).
 - 6.3 For private accommodation is subject to submission of appropriate evidence e.g. lease contract). This is administered by the university a student is registered with.

Non-financial benefits

- 6.4 Administrative services as determined by the individual contracts;
- 6.5 Periodic communication with all bursary recipients regarding issues of interest, contracts, and extra-curricular offerings;
- 6.6 Provide access to the MKI research and institutional networks (where possible and relevant)

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 to.

- 7.1 Be diligent in their studies and maintain a high-level of research integrity and ethics.
- 7.2 Subscribe to and live by MKI's values
- 7.3 Provide a copy of their dissertation/thesis to MKI on completion of their studies.
- 7.4 Provide a minimum of one written paper of their research during and/or within three months following completion of studies.
- 7.5 Acknowledge the financial support received from MKI — both written and verbal forms as it may be applicable.
- 7.6 Attend MKI functions and events when requested and such requests shall not be unreasonably rejected.
- 7.7 Keep MKI apprised of their progress during and post support received from MKI.
- 7.8 Give MKI unlimited access to all research reports emanating from the research conducted by its beneficiaries.

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 MKI website and media.
- 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 subject to availability of the required resources. Acceptance of applicants outside of the formal process will be entirely at the discretion of Bursaries Committee (BC) based on justifiable motivation.

9. APPLICATION EVALUATION PROCESS

- 9.1 The application evaluation process will be conducted by the MKI Bursary Committee (BC).
- 9.2 Applicants who meet criteria will be shortlisted and their applications will be assessed on the basis of, *inter alia*, relevance and quality of the research proposal, etc.

10. APPROVAL PROCESS

- 10.1 The BC will submit recommendations to the Executive Committee (EXCO), which in turn approves or declines each case.
- 10.2 EXCO may approve, in whole or part, the recommendations of the Chairperson and BC.

11. IMPLEMENTATION

- 11.1 The decision to award/not to award the MKI bursary will be communicated with the applicants.
- 11.2 Applicants who have been awarded the MKI bursary 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, MKI may divert the funds to other projects.
- 11.4 All applicants who accept the bursary offer will be required to accept the bursary terms and conditions by signing a contract with MKI.

12. MKI DISCLAIMER FOR ALL BURSARY APPLICATIONS

- 12.1 MKI reserves the right not to award a bursary to a qualifying applicant.
- 12.2 MKI reserves the right to withdraw a bursary offer 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.
- 12.4 The Board of Directors has the final say on bursary offers