



## **GUIDELINES FOR POST DOCTORAL RESEARCH SCHOLARSHIP**

### **OBJECTIVE**

The purpose of the postdoctoral award is to enable the Postdoctoral Research Scholar to engage in a period of uninterrupted research.

Post doctoral scholars are expected to engage in full-time postdoctoral studies on an approved research programme under the supervision of a member of the academic staff\* in one of the Schools of the University.

Scholarships are awarded on a competitive basis, taking into account the applicants academic achievements, as well as the quality of the proposed programme and its potential for enhancing general research activity in the host School.

### **CONDITIONS FOR POST DOCTORAL SCHOLARSHIPS**

Postdoctoral Research Scholars are appointed in compliance with SARS requirements stipulated in the SARS document “ Binding Class Ruling: Higher Education South Africa”. So they cannot do any additional work related to their research for payment eg contract research.

Postdoctoral Research Scholars are not required to give lectures to students. Should they wish to lecture briefly to gain experience, this should be on a voluntary basis up to a maximum of 12 hours per week but this should in no way constitute part of the basic teaching provisioning of a department/school. Postdoctoral scholars are also encouraged to take on a mentorship role for postgraduate students in the School.

Ethical approval for the research to be undertaken should be applied for once the postdoctoral scholarship is awarded (if new research is going to be undertaken).

A scholarship awarded for a specific project must be used for that project only. If the project changes, an application must be made via the Research Office for approval.

A detailed report must be submitted to the Research Office within two months of completing the 12 month period of research.

Postdoctoral Research Scholars are required to expeditiously publish their research findings. Due acknowledgement to UKZN must be made by listing UKZN as institutional affiliation where results of research work are published or presented in any form or publicly disseminated.

Holders of the Scholarship must inform the Research Office if they receive any bursaries, grants or emoluments from other sources during the tenure of their scholarship. The University reserves the right to reconsider the scholarship in the light of such additional awards that the scholarship holder receives.

A certificate of completion of the Scholarship will be issued listing the academic achievements and stating the period of time spent at the University.

### **ETHICAL CODE**

The attention of all persons holding UKZN Postdoctoral Scholarships is drawn to University's Ethics Policy which may be accessed through the Research Office web page.

### **VALUE AND DURATION OF SCHOLARSHIP**

Each scholarship consists of a stipend determined by the University Research and Ethics Committee subject to SARS provisions for the full academic year, renewable for a second year subject to satisfactory progress, indicating that a book or article has been published or proof that it is in press or under review in a DoE accredited journal. Scholars are required to acquaint themselves with the DoE accredited journal lists.

Should a post-doctoral scholar be awarded another post-doctoral scholarship eg NRF award, the UKZN award will be deferred to the following year. Any postdoctoral scholar earning more than the stipulated amount for the Scholarship will be liable to pay tax on the amount that is in excess of the university or any other post doctoral award

### **ELIGIBILITY CRITERIA:**

- A doctoral degree obtained in the last three years. Under exceptional circumstances consideration will be given to candidates who qualified in the last five years
- Not older than the stipulated age at the closing date for applications.
- Based at UKZN for the duration of the scholarship. Any exceptions must be motivated to the DVC (Research).

**Candidates from designated groups are encouraged to apply.**

## **WITHDRAWAL OF SCHOLARSHIP**

The Scholarship may be withdrawn at any time by UKZN if the work or conduct of the holder is considered unsatisfactory.

## **APPLICATION PROCEDURE**

The following documents must accompany the application for a postdoctoral scholarship:

- A full curriculum vitae of the candidate, including a list of publications.
- A research proposal (and a summary), written jointly with a chosen supervisor who is a member of the academic staff\* of the University, for a research programme to be carried out at the University. The proposal should be linked to strategic or current research areas of the school/ faculty/ university and include new initiatives, and show how the applicant will interact with other researchers and research students. It should also state how the results would be disseminated.
- The supervisor's CV including publications over the last three years.

This proposal will be evaluated on the basis of peer review for its excellence.

Applications should be submitted on the prescribed application form to the Research Office. These will be referred to a standing committee for consideration and approval. Decisions made at this committee will be forwarded to the University Research Committee for ratification/information.

Once awards are finalized and the relevant documentation signed, funds will be transferred into the cost centre of the relevant supervisor for disbursement to the postdoctoral scholar.

\* The academic staff should hold a doctoral degree and have a reasonable supervision and publication record.

### **APPLICATION FOR RENEWAL OR EXTENSION**

- Applications for the above must be submitted to the Research Office at least 2 months before the end on the first year of the Scholarship
- The applications must have the following supporting documents:
  - Evidence of publications submitted for publication to DoHET accredited journals
  - Letter of support from the Supervisor endorsed by the Head of School and the Dean

***Any extension beyond the second year, including streamlining into academic posts will be subject to meeting the publications and faculty requirements***