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MEMORANDUM

Dekaan: Natuurwetenskappe
Dean of Science

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TO: Departmental chairpersons and supervisors of all students studying for a PhD in one of the Faculty of Science departments

FROM: The Dean, Prof TE Cloete

RE: Incentive for PhD students to complete their studies within a maximum period of three years

DATE: 2010-05-27

In 2009, the Faculty's Management Committee set the strategic objective of increasing the through-flow rate of all the Faculty's students. At postgraduate level, the average through-flow rate of PhD students is currently approximately five to six years and that of MSc students is approximately three to four years. A significant decrease in the average study period of MSc students has been observed during the last few years; the length of the average study period of PhD students, however, remains a matter of concern. The Faculty would therefore like to encourage its PhD students to complete their studies within a maximum period of three years by making a financial incentive available. This comprises a once-off amount of R20 000 to those PhD students enrolled in one of the Faculty of Science's departments who complete their PhD studies within a maximum period of three years from their date of admission and registration. The incentive is available only to students who started their PhD studies on or after 1 January 2009.

Determination of study period

The study period is calculated **from the date of registration of the student as a PhD student** in one of the Faculty of Science's departments **until the official date of submission of the student's dissertation** for examination. The latter date is the date on which the Dean's division receives the MONITORING OF EXAMINATION ADMINISTRATION form in which the student's completion of her or his study and the submission of her or his dissertation for examination are confirmed. Payment of the incentive is subject to the examination result being positive without the student still having to make extensive improvements to the dissertation. It is therefore imperative that the supervisor immediately send the examination administration form to the Dean's division as soon as the

dissertation is submitted to the examiners, since this date is deemed to be the only final date.

Upgrading of MSc to PhD

Should a student be accepted for an MSc on or after January 2009, the incentive would also apply should the MSc be upgraded to a PhD. The total duration of the study period would then be deemed to be $3 + 1 = 4$ years since the first date of registration for the MSc.

Payment of incentive

The PhD student and supervisor should apply in writing for payment of the incentive should the study be completed within the maximum period of three years. This written payment should be submitted to the Dean and supported by the supervisor and departmental chairperson. The application should include the personal particulars of the student, namely the student's full name and surname, student number and course. The amount of R20 000 is paid into the student's University account as a "bursary" when the student's examination result is officially shown on the student-administration system as being successful. The student may then apply for any credit in the University account to be paid out to the student.