



# **Guidelines for Stellenbosch University Co-curricular Support Fund (SUCSF)**

Purpose	To set out the rules and procedures for SUCSF
Type of document	Guidelines
Accessibility	General (external and internal)
Date of implementation	1 September 2017 or as soon as possible thereafter
Date/frequency of revision	1 September 2017
Date of approval of previous Guidelines	Are already in place
Owner of this Guidelines	Senior Director: Student Affairs
Institutional functionary (curator) responsible for this Guidelines	Secretary: SUCSF (USKOF)
Date of approval	22 November 2017
Approved by	SUCSF Committee
Keywords	co-curricular, travel bursary, conference, SUCSF

## **1. Introduction**

The Division for Student Affairs chairs a Co-Curricular Committee (SUCSF) which is tasked with dispensing financial support to students who seek to improve their co-curricular competencies. This includes a focus on ‘internationalisation at home’ in that the support is particularly to broaden students’ exposure and experience within international contexts. *[Sited in L&T Environmental Plan 2018-2023]*

The SUCSF awards travel bursaries to SU students showing an interest in broadening their Co-Curricular experience at Stellenbosch University. The nature of the Co-Curricular experiences falling under the scope of SUCSF includes but is not limited to national and international conferences; meetings; workshops and non-academic exchange opportunities and visits to other Universities.

## **2. Application of the Guidelines**

These Guidelines apply to the application and approval process of the SUCSF.

## **3. Purpose of the Guidelines**

The purpose of the Guidelines is to guide students in the application process for travel bursaries for activities of a Co-Curricular nature.

## **4. Aims of SUCSF**

- 4.1. The fund is aimed at the Co-Curricular (out of class) learning and development of students and **excludes** opportunities with strong or exclusively academic focus.
- 4.2. Travel bursaries are normally awarded for non-repetitive travel opportunities.
- 4.3. The fund will only contribute towards covering the following costs relevant to the travel opportunity:
  - 4.3.1. Airfare
  - 4.3.2. Airport Transfers
  - 4.3.3. Accommodation
  - 4.3.4. Conference fees
  - 4.3.5. Visa cost
- 4.4. Maximum travel bursary an applicant can apply for amounts up to R22 000. The Committee reviews the bursary limits annually.

## **5. Administration of the SUCSF**

- 5.1. The SUCSF Committee concludes on travel bursary applications that fall under the scope of fund as well as review and approve the SUCSF process and procedures.
- 5.2. The Senior Director: Student Affairs presides over the SUCSF Committee.
- 5.3. The Committee consists of representatives from the following environments:
  - 5.3.1. Senior Director: Student Affairs (chair)

- 5.3.2. Senior Director: Stellenbosch University International
  - 5.3.3. Director: Centre for Student Communities
  - 5.3.4. Director: Centre for Student Leadership & Structures
  - 5.3.5. Student Representative Council (2 members)
- 5.4. An admin officer from Student Affairs manages the secretarial and administration function of the fund.
- 5.5. All Enquiries must be directed to Student Affairs at [uskof@sun.ac.za](mailto:uskof@sun.ac.za) or telephonically at 021 808 9764 (between 9am to 1pm on Mondays, Tuesdays and Wednesdays).

## **6. SUCSF Application criteria**

- 6.1. Application must have a strong co-curricular focus.
- 6.2. The Co-Curricular activity should contribute to the student success of the applicant and the broader SU student community.
- 6.3. Only registered SU students can apply for a travel bursary.
- 6.4. Applicant(s) must have completed 1 semester at SU at the time of the application.
- 6.5. Undergraduate applicant(s) must have obtained two-thirds HEMIS credits and it must be evident that the applicant will graduate within the minimum period plus one year.
- 6.6. Applicant(s) must have no open/active SU disciplinary case against him/her.
- 6.7. National opportunities will be considered once every second year per applicant.
- 6.8. International opportunities will be considered once during undergraduate and once during postgraduate studies.
- 6.9. Applicants will not be considered if they receive funding from elsewhere within SU.
- 6.10. Two applicants per events are supported. First come first considered. When more than two applications are received at the same time, the committee deliberates.

## **7. SUCSF Application process**

- 7.1. Forms and guidelines can be found on website for the Centre for Student Leadership and Structures (<http://www0.sun.ac.za/fvzs/resources/>).
- 7.2. Submit the SUSCF application form to [uskof@sun.ac.za](mailto:uskof@sun.ac.za). All sections of the form are compulsory. Incomplete application forms will not be processed.
- 7.3. The Committee convenes monthly to review and conclude student applications in excess of R10 000.
- 7.4. Applications less than R10 000 are reviewed during the course of the month by the Committee electronically (email).
- 7.5. The secretary of the fund will inform the student regarding the outcome of his/her application.
- 7.6. Successful applicants will receive funds directly to their bank account and

not their student account.

- 7.7. Students should factor in the length of the approval and payment process when doing their applications. Payments are processed within 4 days after Committee approves application.
- 7.8. Successful applicants must submit a feedback report together with 3 photos to the Committee within 30 days of the end of the Co-Curricular activity. This feedback report template can be obtained from Centre for Student Leadership and Structures (<http://www0.sun.ac.za/fvzs/resources/>) website. The committee reserves the right to request the successful applicant to present his/her experience. The reports may be referenced, used or displayed on the DSA website or in other contexts. Permission for this is assumed.

## **8. Withdrawal of Applications or Cancellation of Travel Bursary**

- 8.1. Withdrawals must be submitted in writing to [uskof@sun.ac.za](mailto:uskof@sun.ac.za).
  - 8.2. Successful applicants receiving external funding after the SUSCF application process must inform the SUSCF secretary as soon as the student becomes aware thereof.
  - 8.3. Travel bursaries not utilized for its intended purposes are to be refunded to SUSCF within 10 working days. The SUSCF secretary will assist the students in this regard.
  - 8.4. Refunds are also due when event is not attended.
- 9.** The committee members are committed to transparent, fair, and confidential handling of the applications.
  - 10.** Annual reporting of expenses to the DVC L&T and the rectorate in December of each year.
  - 11.** The Committee may use SU disciplinary processes to assert the guidelines and decisions if the required to do so.