



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 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. 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.
 - 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.