**SUBCOMMITTEE B OF THE RESEARCH COMMITTEES**

**Call for applications for Internships (Research Assistants) for 2025**

**Purpose**

Applications for internships are intended to enable academic staff from the Faculties of Science, AgriSciences and Engineering to progress in research activities; by appointing a student intern on an ad hoc basis for the period of up to 1 year.

**Eligibility**

All full-time, permanent academic staff members from the following can apply for the internships:

* Faculties of Science,
* AgriSciences and
* Engineering

*\*****Only one application per academic staff member will be considered.***

**Grant**

The amount that can be applied for is up to **R30 000**. You are kindly requested **not to submit an application that exceeds the maximum amount of R30 000.**

The Human Resources division should be consulted to provide guidance on the appropriate hourly rate of an Intern.

**Submission**

A completed application form must be signed by the relevant Head of Department (or Vice-Dean: Research in the instance where the applicant is a Head of Department) and submitted to Mr Levert Louw via e-mail (levert@sun.ac.za), with the attachments, as one PDF document, by the advertised closing date. **Please note that incomplete or late applications will not be accepted. No hard copies are required**.

**Enquiries**

Levert Louw

E-mail: levert@sun.ac.za

|  |
| --- |
| **APPLICATION FORM*****(Only one application per person will be considered)*** |
| **A. General information of applicant** |
| Surname, Initials, Title  |  |
| Department  |  |
| SU number |  |
| **B. Information about the research project in which the intern will participate** |
| 1. **TITLE OF PROJECT** |
|  |
| 2. **PROJECT OBJECTIVES AND ENVISAGED OUTPUTS** |
|  |
| **3. MOTIVATION WHY AN INTERN IS REQUIRED, INCLUDING PLANNED TASKS, AND PREFERRED QUALIFICATION AND SKILLS REQUIRED** |
|  |
| **4. REMUNERATION** *(Please consult with your relevant Human Resources practitioner to obtain the appropriate rate for the level of appointment required.)* |
| Number of hours | Rate per hour | Amount requested |
|   |   |   |
| **5. OTHER SOURCES OF FUNDING**(*Should the maximum grant amount of R30 000 not cover the full cost of the internship, please indicate how the shortfall will be funded)* |
| Source | Amount |
|  |  |
| **C. Declarations**  |
| I declare that the information provided in this form is correct and, should my application be successful, I agree to abide to the [Guidelines Regulating Fixed-Term Appointments Exceeding 3 (Three) Months](https://www.sun.ac.za/english/human-resources/Documents/Appointments/Policies/TP0426%20-%20Guidelines%20regulating%20fixed-term%20appointments%20exceeding%203%20months.pdf).  |
|   |   |
| Applicant signature  | Date  |
|   |
| I declare that the applicant is a full-time, permanent staff member of Stellenbosch University and that I support his/her application on behalf of the department.  |
|   |   |   |
| Name: Head of Department  | Signature: Head of Department  | Date  |
| **D. Supporting Documents** |
| **Appendix** | **Description** | **Attached** |
| **A** | **Abbreviated CV of PI** (5 pages maximum) | **☐** |
| **B** *(if available)* | **Abbreviated CV/ Portfolio of Internship Applicant** (5 pages maximum) | **☐** |
| **E. Submission**  |
| The completed application form must be signed by the relevant Head of Department (or Vice-Dean: Research in the instance where the applicant is a Head of Department) and submitted to Mr Levert Louw via e-mail (levert@sun.ac.za), with the attachments, as one PDF document, by the advertised closing date. Please note that incomplete or late applications will not be accepted. No hard copies are required.**Enquiries** Levert Louw E-mail: levert@sun.ac.za |