

**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 February 2022, or as soon as possible thereafter
Date/frequency of revision	As required
Date of approval of previous guidelines	Already in place
Owner of these guidelines	Senior Director: Student Affairs
Institutional functionary (curator) responsible for these guidelines	Secretary: SUCSF
Date of approval	February 2022
Approved by	SUCSF Committee
Keywords	Co-curricular, travel bursary, conference, SUCSF

1. Introduction

The Division for Student Affairs chairs the Committee for the Co-curricular Support Fund (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 bursaries to Stellenbosch University (SU) students showing an interest in broadening their co-curricular experience at SU. The nature of the co-curricular experiences falling under the scope of the SUCSF includes, but is not limited to, national, international and online conferences, meetings, workshops, courses and non-academic exchange opportunities and visits to other universities.

2. Application of guidelines

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

3. Purpose of guidelines

The purpose of these guidelines is to guide students in the application process for bursaries, for activities of a co-curricular nature.

4. Aims of SUCSF

4.1 The fund is aimed at the out-of-class (co-curricular) learning and development of students and **excludes** opportunities with strong or exclusively academic focus.

4.2 Bursaries are normally awarded for non-repetitive travel and online opportunities.

4.3 The fund may contribute towards covering costs relevant to travel opportunities, including but not limited to:

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 to:

4.4.1 R30 000 - Beyond Africa

4.4.2 R20 000 - Within Africa (outside SA)

4.4.3 R15 000 - Within SA

The Committee reviews the bursary limits annually.

5. Administration of the SUCSF

5.1. The SUCSF Committee concludes on bursary applications that fall within the scope of the 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, Experiential Education and Citizenship
 - 5.3.5. Student Representative Council (2 members)
- 5.4. An administrative officer from Student Affairs manages the secretarial and administration functions of the fund.
- 5.5. All enquiries may be directed to Student Affairs at uskof@sun.ac.za, or telephonically at 021 808 9764 (between 09:00 and 12:30, Monday to Friday). A meeting with the secretary of the fund may be arranged on appointment via the contact details provided here.

6. SUCSF application criteria

- 6.1. Applications 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 full-time registered SU students may apply.
- 6.4. Applicants must have completed one semester at SU to be considered for approval.
- 6.5. Undergraduate applicants must have obtained two-thirds of their HEMIS credits and it must be evident that the applicant will graduate within the minimum period plus one year.
- 6.6. Students may be granted funding for only one national and one international event during their entire full-time studies at Stellenbosch University. Funding granted for courses and online events will not affect the granting of travel bursaries.
- 6.7. All funding received, to be received, or applied for, for the event must be declared upon application.
- 6.8. Applications or requests for funding, as far as possible, must be submitted three months prior to the event.
- 6.9. Two applicants per event may be supported. All applications submitted three months prior to the event will be considered and only two candidates' applications may be selected for funding for the same event.
- 6.10. Applicants must have no open or active SU disciplinary case against them.

7. SUCSF application process

- 7.1. Forms and guidelines can be found on the website for the Centre for Student Leadership, Experiential Education and Citizenship at <http://www.sun.ac.za/english/learning-teaching/student-affairs/opportunities2/sucsf>.

- 7.2. SUCSF application forms must be submitted 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 for less than R10 000 are reviewed during the course of the month by the Committee electronically (via e-mail).
 - 7.5. The secretary of the fund will inform students regarding the outcome of their application.
 - 7.6. Successful applicants will receive funds directly to their bank account and not to their student account.
 - 7.7. Students should factor in the length of the approval and payment process when submitting their applications.
 - 7.8. Successful applicants must submit a feedback report together with three photographs to uskof@sun.ac.za within 30 days of attending the co-curricular event.
 - 7.9. This prescribed feedback report template may be obtained from the website of the Centre for Student Leadership, Experiential Education and Citizenship at <http://www.sun.ac.za/english/learning-teaching/student-affairs/opportunities2/sucsf>. The Committee reserves the right to request successful applicants to provide presentations on their experience. The reports may be referenced, used or displayed on the website of the Division for Student Affairs or in other contexts. Permission for this is assumed.
- 8. Withdrawal of applications or cancellation of bursaries**
- 8.1. Withdrawals must be submitted in writing to uskof@sun.ac.za .
 - 8.2. Successful applicants receiving external funding after the SUCSF application process must inform the SUCSF secretary as soon as the student becomes aware thereof.
 - 8.3. Bursaries not used for their intended purposes are to be refunded to SUCSF within 10 working days of the student deciding not to attend the event or becoming unable for whatever reason to attend the event for which the bursary is awarded or failing to comply with any of the terms and conditions as set out in this application and in these guidelines. The SUCSF secretary will assist the students in this regard.
 - 8.4. Refunds are always due if the event for which the bursary is awarded is not attended by the student, for whatever reason.
- 9. Committee members are committed to transparent, fair, and confidential handling of the applications.**
- 10. Reporting of expenses needs to be made by the Committee to the Deputy Vice-Chancellor: Learning and Teaching and the Rectorate in December of each year.**
- 11. The Committee may use SU disciplinary processes to assert these guidelines and decisions if required to do so.**