

Bursary Policy



Department of Health

Province of the Eastern Cape

Table of Contents

Heading	Page
1. Policy Statement	3
2. Vision, Mission and Objectives	3
3. Purpose	4
4. Legal Framework	4
5. Terminology and Definitions	5
6. Bursary Scheme Benefit Structure	7
7. Establishment of Health Department Bursary Committee	8
8. Scoring of Points	9
9. Administration of the Approved bursaries	10
10. Deferment of Bursary Service Obligations	11
11. Breach of Contract	12-13
12. Revision of Policy	13

1. Policy Statement

In terms of Chapter 1, Part IX, section E3, of the Public Service Regulations (PSR), 2001, bursaries may be granted for higher education to both serving and prospective employees as a specific recruiting measure. It can be used where it is difficult to recruit and retain suitably qualified candidates. The granting of bursaries for Higher Education studies is also in line with current legislation on employment equity and skills development.

2. Vision

An accessible bursary scheme that provides a needs-driven assistance for the disadvantaged communities and civil servants of the Eastern Cape, that is committed to the empowerment and development of competent and responsible people.

3. Mission

To policy framework that will serve as a guide in granting financially needy and academically deserving candidates and serving officers according Departmental needs.

4. Objectives:

- To afford selected personnel and other persons\candidates the opportunity to equip themselves (in a formally structured way on the basis of identified requirements in the interest of the State as employer) with the knowledge and skills in order to cope satisfactorily with present and future allocated duties.
- To give opportunity to candidates who have the potential but because of their financial status cannot afford to pay for their tertiary education.
- To develop skills in disadvantaged communities with particular emphasis on building economic empowerment capacity and to enable them to compete favorably in the labor market.
- To increase the level of education and training to the citizens of the Eastern Cape.
- To increase the growth and development of the Eastern Cape.
- To promote and enhance human resources development within the Eastern Cape Province.
- To redress past imbalances with regard to representivity in specific fields of study and sectors of the Eastern Cape Government, e.g. Medical, Information Technology, Financial Management and disadvantaged communities, rural populace, women and persons with disabilities.

5. Purpose:

- The purpose of the bursary scheme is to provide selected candidates with sufficient financial aid, based on the affordability to the Department, to obtain specialized skills and qualifications through full-time\part-time in a field of Higher Education. The services of these candidates are at the disposal of the Department upon completion of their studies, thereby fulfilling the Department's human resource needs.
- The system of providing bursaries for Higher Education is also instituted in line with the principles of the Public Service Regulations and the Constitution of the Republic of South Africa, 1996, Chapter 2, section 29(1)(b). Which states that the State must, through reasonable measures, make further education available and accessible to potential recruits through the development and improvement of current bursary schemes.
- The bursary scheme replaces the previous policy, which failed to sufficiently address requirements under the Employment Equity Act. The current policy therefore has an important purpose to promote employment equity and representativity within the Department.
- The present policy attempts to bring the Department in line with the spirit and provisions of the Skills Development Act. Training budgets will be aligned for formally registered Learnerships based on the needs and priorities of the Department.

6. Legal Framework

- 3.1 Constitution of the Republic of South Africa
- 3.2 Skills Development Strategy (of the Department of Labour)
- 3.3 White Paper on the Transformation of the Public Service
- 3.4 White Paper on Public Service Education, Training and Development
- 3.5 White Paper on Human Resources Management
- 3.6 White Paper on National Policy on Affirmative Action
- 3.7 Skills Development Act, 1998
- 3.8 Skills Development Levies Act, 1999
- 3.9 Public Service Act of 1994
- 3.10 Public Finance Management Act

The legal framework includes any amendments to existing legislation and any subsequent relevant legislation that may be promulgated.

7. Authorization

In terms of Chapter 1, Part IX, section E of the Public Service Regulations, 2001, the Head of Department authorizes the implementation of the policy.

8. Terminology and Definitions

- a. **Deferment** refers to a period for which a bursary holder is expected of his\her contractual obligations i.e. in order to repeat an unsuccessful year on own expense further studies, medical reasons, etc.
- b. **Academic Record** means an outstanding academic performance by a candidate in comparison to others who have applied for the bursary.
- c. **Merit Point System** refers to a criteria used to evaluate and quantify one's academic performances as reflected on one's statement of results and symbols.
- d. **Critical Field of Study** means lines of specialization which are rare to find amongst those already serving the government or where the government experiences a dire need for qualified personnel or shortage thereof.
- e. **Abandonment of Studies** refers to a situation where the bursary holder withdraws from the study direction for which the bursary was awarded for before the end of the particular academic year without the consent or authorization by the department.
- f. **Higher Education** refers to all learning programmes leading to qualifications higher than grade 12 or its equivalent in terms of the National Qualifications Framework as contemplated in the SAQA, 1995, and includes tertiary education as contemplated in Schedule 4 of the Constitution.
- g. **Higher Education Institution (HEI)** refers to any institution that provides higher education on a full-time, part-time or distance basis.
- h. **Historically Disadvantaged Individual (HDI)** refers to a South African Citizen classified as other than "White" under the repealed Population Registration Act.
- i. **Subject** refers to a main category of study, such as Sociology, Physiology, Psychology, e.t.c. which may consist of a number of modules or sub-categories, each of which does not constitute a main subject on its own.
- j. **The Department** refers to the Eastern Cape Department of Health.

9. Scope of Application

9.1 Target Group

- k. Persons who reside in the Eastern Cape.
- l. Persons who study at an accredited higher education institution within or outside the Province of the Eastern Cape.
- m. Designated groups will be especially targeted in line with the purpose of this policy.

9.2 Identification of the Departmental Bursary Needs

Bursaries are granted in terms of identified needs. Institutions, District Councils and Directorates submit their priority bursary needs to the departmental bursary component for compilation, further analysis and provision of a provincial database. These needs are submitted by the end August each year.

9.3 Advertisement of Bursaries

The fields of study for which the bursaries are available are advertised annually by the end of September as widely as possible in order to give potential candidates a reasonable opportunity to submit their applications. These must be completed and returned to Bursary office not later than 30th November of each year.

9.4 Fields of Study

9.4.1 Bursaries are available from the first year of study.

9.4.2 Bursaries will be considered in the following study fields:

CATEGORY A: Universities	CATEGORY B: Technikon
1. Medicine	1. Environmental Health
2. Pharmacy	2. Medical Orthodic & Prosthetics
3. Speech Therapy	3. Dental Technology
4. Occupational Therapy	4. Radiography
5. Physiotherapy	
6. Clinical Psychology	
7. Dentistry	
8. Optometry	
9. Dietetics	
10. Dental Therapy	
11. Oral Hygiene	

9.4.3 At least 70% of bursaries will be allocated to fields of study under category A. This percentage may be changed at the discretion of the Head of Department to meet service delivery needs and priorities.

9.4.4 Identification of the fields of study for which bursaries are considered should be based on the Human Resources Plan of the Department.

9.4.5 Bursary amounts to be made available per field of study will be calculated as follows:

9.4.5.1 The total calculated cost for study for the prospective study year must be based on the average amount as informed by at least three (3) accredited HEIs for each approved course of study.

9.4.5.2 In determining the total cost of studying, the following costs must have been considered:

- * Actual study fees
- * Registration fees
- * Examination fees
- * The cost of prescribed study material that apply at the various accredited HEIs
- * Accommodation costs\fees (where relevant)

9.5 Bursary Scheme Benefit Structure

9.5. Full Time Bursary

9.5.1 Definition

A bursary allocated to applicants who study full time at a training institution. This benefit will not be awarded to applicants who have already obtained a B degree\equivalent or higher qualification except in those professions where a higher degree is required and will be awarded on the basis of identified need in the Province.

9.5.2 Acceptable expenses for this bursary scheme are:

- 10% of total bursary amount for books (additional expenses to be specified by the student and to be verified by the Bursary Office.
- Registration fees
- Tuition fees
- Meals and residence on campus or Off Campus (to be verified with landlocks and not to be more than the fees of the institution where the student is studying.)
- Any amount must be verified with the institution(s).

9.6 Part Time Bursary

9.6.1 Definition

- A bursary allocated to students who are working in the Public Service and are studying at their own time or are corresponding with a recognized institution or have made arrangements such as block release, distance education and internet study.
- It must be allocated in terms of availability of funds and proven need for the skills by the relevant Department or Cluster and career paths of the individual, within the Public Service.
- A beneficiary already in employment shall immediately utilize newly acquired knowledge, skills and competencies to benefit the department\province.

- Allocation of bursaries to Management Echelon should be considered in terms of the departmental needs and career parting of individual official and should be seen as further development of managerial potential.

9.6.2 Acceptable expenses

- Tuition fees
- Registration fees

10. Establishment of A Health Departmental Bursary Committee (HDBC)

10.1 Membership of the HDBC comprise of the following:

- All Head of relevant Directorates
- Chief Director: Human Resource Management and Administration (Chair)
- Director: Human Resources Management
- Director: Human Resources Development
- Members of the organized labor

10.1.1 The functions of the Health Departmental Bursary Committee are to:

- Identify fields of study for which bursaries are to be considered based on the Human Resource Plan of the Department
- Timeously determine the numbers of bursaries to be made available per field of study.
- Ensure that the allocation of bursaries takes place in accordance with the criteria as set out in the sections of this policy
- Propose amendments to the policy deemed appropriate for awarding bursaries
- Serve the best interest of the Department
- Release the annual report on the allocation of bursaries

10.1.2 Awarding of New Bursaries

10.1.3 Bursary applications will be prioritized in terms of:

- * Service delivery priorities and the associated study fields
- * Academic achievement
- * Equity as prescribed in the Employment Equity Act
- * Financial status of the applicant

10.1.4 The HDBC will convene at least one meeting each year to determine the number of available bursaries for each field of study for the following year. The decisions of the

- committee must be guided by the following:
- a) Availability of funds
 - b) Service delivery needs as identified in the Departmental Strategic Service Delivery Plan and other official relevant sources
 - c) The most recent Departmental Human Resource Plan
 - d) The Departmental Workplace Skills Plan
- 10.2 In addition the HDBC will address bursary policy and practice matters, and may meet on such matters deemed appropriate or necessary.
- 10.3 Bursaries for the following year of study must be advertised in Provincial newspapers in Xhosa, Afrikaans and English by the end of July of each year.

Bursary Selection Criteria

- The Eastern Cape Department of Health awards bursaries to serving and non-serving officers for pursuance of health related lines of studies at universities and technikons on an annual basis.
- This is done in accordance with the prioritized departmental training needs.
- Bursaries are awarded to courses extending from a period of one (1) year and beyond.

Bursary Holders are classified in the following categories:

- People that are employed under the Public Service Act and
- Unemployed people\potential tertiary learners
- S.A students studying medicine in Cuba

1. Selection Criteria:

- The primary relevance is the field of study and how it relates to the functions performed by the Department in order to achieve its objectives.
- Compliance with the minimum requirements for admission as prescribed by the relevant academic institution.
- An applicant must not already be in possession of a public service bursary from the Department, any other department in the Public Service, any parastatal institution or a bursary provided by a private institution.
- Bursaries will only be awarded for one specific field of study at a time.

- A bursary holder is not permitted to study for more than one degree or diploma simultaneously on departmental expense.
- Students that are already in tertiary institutions will be considered provided that they do not possess any form other sponsor or bursary from other sources
- Priority for awarding bursaries will be given to South African citizens who are residents of Eastern Cape Province and the bursary will contain a service agreement on completion of the study.
- Bursary applications should be prioritized in terms of service delivery needs and the associated study fields; academic achievement; equity as prescribed in the Employment Equity Act and the financial status of the applicant.
- The parent\guardian salary will be considered in awarding the bursary as follows:

- R0 – R99 000	=	50% (No. of bursary awarded)	
- R100 000 – R199 000	=	25%	“
- R200 000 – R399 000	=	15%	“
- R300 000 – R399 000	=	10%	“
- R400 000 – Nothing	=	0%	“

The following selection criteria will strictly be applied for awarding bursaries:

- **Academic Achievement, i.e.**
 - Pass Matric
 - Pass the previous year of study
- **Geographical Spread**
 - Cacadu 15%
 - Amathole 15%
 - Chris Hani 15%
 - OR Tambo 15%
 - Ukhahlamba 15%
 - Alfred Nzo 15%
 - Nelson Mandela Metropole 10%

- **Race**
 - African 80%
 - Coloured 10%
 - Indians 5%
 - Whites 5%

- **Gender** – 60 females : 40 males

Establishment of Health Departmental Bursary Committee (HDBC)

Members of the HDBC should comprise of the following:

- All Heads of Chief Directorates or their representatives
- Chief Director – Integrated Human Resources (Chairperson)
- Director: Human Resources Management
- Director: Human Resources Development
- Representative from the bursary subdirectorate
- Secretariat from the bursary subdirectorate
- Members of the organized labour

Functions of HDBC

- Identify fields of study for which bursaries are to be considered based on the Human Resources Plan of the Department.
- Timeously determine the numbers of bursaries to be made available per each field of study.
- Release the report on the allocation of bursaries.

Administration of approved bursaries

- Bursary contract agreements and service obligations
- An employment contract must be entered into between the successful candidate and the department, (Chapter 1, Part IX, section E7 of the PSR, 2001). This will relate to the rendering of service by the candidate after completion of his\her studies.
- Bursars will redeem the bursary after completion of the study period, by serving the department on a full-time basis of one year for each completed year of study or any part thereof in respect of which bursary monies was paid.

- 11.1 Final Approval of Bursaries to be awarded
- 11.1.1 A schedule will be submitted to the Health Departmental Bursary Committee, Top Management Meeting (TMM) and the Head of Department for final approval within thirty (30) days of the closing date for applications.
- 11.1.2 The schedule should include:
 - Original applications received
 - A summary containing:
 - *Name of candidates*
 - *ID Numbers*
 - *Academic scores assigned*
 - *Designated person scores assigned*
 - *Financial status scores assigned*
 - *Average score attained by each applicant*
 - *Names arranged per course of study, and ranked by total score out of 21 assigned*
 - *Proposed bursaries to be awarded based on approved funds*

The finally approved list must contain the names of successful and unsuccessful candidates, prioritized in accordance with scores attained. The ranked list of unsuccessful candidates will receive preference in the event of cancellations or should further funding become available.

12. Administration of approved bursaries

- 12.1 Bursary Contract Agreements and Service Obligations
- 12.2 An employment contract must be entered into between the successful candidate and the Department. (Chapter 1, Part IX, section E7 of the PSR, 2001). This will relate to the rendering of service by the candidate after completion of his/her studies.
- 12.3 Bursars will redeem the bursary after the completion of the study period, by serving the Department on a full-time basis of one year for each completed year of study or any part thereof in respect of which bursary moneys was paid. (Chapter 1, Part IX, section E& (a)(i) of the PSR, 2001).
- 12.4 The period of service will commence after completion of all the requirements of the course including any internship period. (Chapter 1, Part IX, section E7 of the PSR, 2001)
- 12.5 The placement of individuals in fulfillment of their bursary obligations will be at the discretion of the Department; which will be guided by service delivery needs.
- 12.6 Where a candidate has to do mandatory community placement as part of the course, this will be regarded as repayment in lieu of the outstanding bursary amount owed for each year of such service to the Department.
- 12.7 Internship periods, where these form part of the course of study do not qualify for service rendered in lieu of a bursary received.
- 12.8 Bursary obligations for those persons holding joint appointment posts for which the Department pays 49% of the bursar's salary, should

- a) render a part-time service of two(2) years for every year of each completed year of study or any part thereof in respect of which bursary money was paid **Or**
 - b) render a part-time service to redeem 50% of the bursary obligation in the Public Service and other 50% to be redeemed by the submission of a bank guaranteed cheque for the full outstanding bursary amount.
- 12.9 Unless the bursary holder applies for option 10.1 7(a) in writing, option 10.1 7(b) will be the assumed option.
- 12.10 Exemption of a bursary holder's obligations will be granted under the following circumstances:
- Death
 - Continued ill Health, which prevents the bursary holder from fulfilling his\her obligations. Such cases should be assessed in accordance with the departmental policy on termination of services in respect of ill health. (Section 17(2)(a) of the PSA; Chapter 1, part VII, section G3 of the PSR, 2001; Item 10 of Schedule 8 to the LRA, 1995)

13. Deferment of Bursary Service Obligations

- 13.1 Deferment of bursary obligations may be considered for the following reasons:
- Overseas study and research purposes as well as further study in the Republic of South Africa, and which, in the opinion of the Head of the Department will be in the interest of the Department.
 - For the purposes of gaining relevant experience locally and abroad in a specific field which, in the opinion of the Head of Department will be in the interests of promoting effective service delivery within the Department.
 - Continued ill Health, which prevents the holder from fulfilling his\her obligations. Such cases should be assessed in accordance with the departmental policy on termination of services in respect of ill health. (Section 17(2)(a) of the PSA; Chapter 1, Part VII, section G3 of the PSR, 2001; Item 10 of Schedule 8 to the LRA, 1995)
 - Candidates that failed their examination and need to repeat a year of study (at own costs).
- 13.2 Deferment may be granted for maximum period of two years. Only in exceptional cases will consideration be given for periods that exceed two years.
- 13.3 Deferment may be applied in writing.
- 13.4 Candidates who apply for deferment in order to go overseas for study and or work purposes must submit a formal Letter of Guarantee of payment to the Department from a recognized South African commercial bank for the full outstanding bursary amount with their application for deferment.

- 13.5 No deferment will be granted in the absence of the requirements of item 10.2.4
- 13.6 Should the candidate fail to return to complete the service obligation in terms of item 10.1, the bank guarantee will be redeemed to cover the full outstanding bursary debt.

14. Transfer of Payments

- 14.1 Transfer of payments from the Directorate: Human Resource Education, Training and Development to the respective accredited HEIs will be affected according to the requirements done of the PFMA, National and Provincial Treasury Regulations, and or any other related prevailing prescripts, upon receipt of proof of registration.
- 14.2 The respective accredited HEI will be responsible for disbursement of credit balances to the full-time bursary holder
- 14.3 Candidates whose parents are in the employ of an accredited HEI and who qualify for bursary support for their children will receive 50% of the Departmental disbursement
- 14.4 Candidates must declare the financial value of any other sponsorship that they might be in receipt of during the year for which they make an application.
- 14.5 Candidates in receipt of a state bursary should submit proof of successful completion of the previous academic year of study to the department before the transfer payments from Directorate: Human Resource Education, Training and Development to the accredited HEIs for the following year can be made according to the requirements of the PFMA, National and Provincial Treasury Regulations, and or any other related prevailing prescripts.

15. Breach of Contract

Breach of contract will occur when a bursary holder fails to fulfill the conditions of the bursary contract. The following constitute breach of the bursary contract:

- Discontinuation of studies for which the bursary was granted
 - Changing the field of study to other than specified in the contract
 - Resignation from the Public Service employment prior to fulfillment of service obligations
 - Failing to enter into service in this Department or elsewhere in the Public Service
 - Refusal to except a reasonable offer of work in this Department or elsewhere in the Public Service
 - Relinquishing the bursary at own request.
- 15.1 In the event of any of the above, the bursary holder becomes liable for the repayment of the full outstanding bursary amount.
 - 15.2 A bursary will be terminated should the bursar suspend or terminate his\her studies without prior arrangement with the Department.

- 15.3 A bursary holder who fails two consecutive years may be held liable for the full repayment of all monies received including money erroneously paid out by the Department.

16. Repayment of Bursary Debt

- 16.1 In calculating the outstanding bursary amount to be repaid by the bursary holder all periods of full-time or part-time service will be taken into account for the purpose of a pro-rata discount.
- 16.2 The following types of leave are not taken into account for purposes or redemption of bursary obligations:
- Maternity leave
 - Study leave on the 50\50 basis
 - Specials leave
 - Periods of leave without pay
- 16.3 Bursary debts must be repaid at the prevailing interest rates as determined by Provincial Treasury

17. Reappointment after Breach of Contract

- 17.1 A person, who is re-appointed after having been in breach of his\her contract, is exempted from the bursary debt upon re-appointment on the basis of one year of study or any part thereof, in respect of which bursary monies were paid.
- 17.2 Such person will remain liable for the interest that accrued from the date of breach of contract, up to the date of re-appointment.

18. Students contractual Obligations

- 18.1 The bursary beneficiary shall enter into an agreement with the Eastern Cape Department of Health on the following basis:
- Ensure submission of progress report
 - Ensure submission of previous semester\year results.
 - Ensure submission of accounts after registration.
 - Notify the Bursary Office at all times of any change of address
 - To refund the Eastern Cape Department of Health in full with interest after cancellation, termination of studies or registration.
 - To be located at any location within the Province of The Eastern Cape according to the departmental needs.
 - To apply for a post outside the Eastern Cape Province only after submitting proof of failure of placement in the Province.
 - The way in which monies and study debts will be recovered in cases of breach of contract will be determined with due consideration of the relevant financial regulations and contractual stipulations.

19. Minimum Expected responsibilities of the institutions

- 19.1 The institutions shall report on the progress of students as often as required.
- 19.2 Identify potential students who reside in Eastern Cape Province when required.
- 19.3 Provide the Bursary Office\Department with the statement of results as required.
- 19.4 Provide the Bursary Office with statement of accounts as required.
- 19.5 Serve as a custodian of the Government fees by identifying and controlling financial risks.
- 19.6 Identify and inform the Bursary Office where savings should be made.
 - In order to handle a huge load of payments and avoid financial risks, all payments shall be made by means of an electronic payment and bursars' details should be loaded on a data base\PERSAL.

20. Revision of Policy

- 20.1 This Policy is subject to review and revision annually to ensure that the provisions of the relevant prevailing prescripts are adhered to.