

FELLOWSHIP, INTERNSHIP, BURSARIES, SCHOLARSHIP AND STUDENTSHIP (FIBSS) REGULATIONS

1.0 INTRODUCTION

The Fellowship, Internship, Bursaries, Scholarship and Studentship (*FIBSS*) Program is a vital instrument that targets progressive volunteers who are identified as being vital during implementation phases of community based programs. The primary mission of the FIBSS Program is to link progressive scholars from under-served communities with potential providers of academic support. Being that the FIBSS Program largely deals with donor funds, HEED has deemed it absolutely necessary to draft and ratify FIBSS Regulations that are intended to **guide** and **direct** all matters that are pertinent to the administration of Fellowships, Internships, Bursaries, Scholarships and Studentships and include the following:

- Receiving of application forms from applicants
 - Conduct selection for short listing purposes
 - Forwarding of pertinent short lists to potential providers of funds
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2.0 AVAILABLE FUNDS FOR FELLOWSHIPS, INTERNSHIPS, BURSARIES, SCHOLARSHIPS AND STUDENTSHIPS

Funds to be disbursed to successful applicants for Bursaries, Scholarships and Studentships depend on factors such as available funds from different donors and fees structure for Certificate, Diploma, Undergraduate and Post Graduate courses that are offered at different tertiary institutions

Funds to be disbursed to successful applicants for Internships and Research Fellowships will depend on available funds versus the budget that applicants will submit for Internships and Research Fellowships. Annual revision of disburseable amounts will be the preserve of individual providers of such funds.

3.0 WHO MAY APPLY FOR FELLOWSHIP, INTERNSHIP, BURSARIES, SCHOLARSHIP AND STUDENTSHIP

Any individual who, according to our assessment, has overall results at graduation (*at the immediate lower level*) that reflect a Grade Point Average that is Meritorious (*i.e. Grade C or 60-69% or above*) may apply for Fellowships, Internships, Bursaries, Scholarships and Studentships.

Additionally, applicants for Research Fellowships must demonstrate that they have contribution to science through their own independent research.

4.0 SUBMISSION OF APPLICATION FORMS

All applications for Fellowships, Internships, Bursaries, Scholarships and Studentships must be submitted by 20th

January every year. Applications must be effected using [Form FIBSS 101](#) which must be sent only via e-mail to rewico@heed.org.za

5.0 PROCESS AFTER WE RECEIVE YOUR FORM FIBSS 101

The table below depicts the 7 steps that comprise the due process that all applications will be subjected to after being received by HEED Administrator.

| Processing Steps ↓ | PROCESS FOR APPLICATIONS FOR NON- ACADEMIC PROGRAMS | | |
|-----------------------|--|--|--|
| | STUDENT EXCHANGE | FELLOWSHIPS, INTERNSHIPS, BURSARIES, SCHOLARSHIPS AND STUDENTSHIPS | GUEST LECTURERSHIP and/or GUEST PROFESSORSHIP and/or GUEST RESEARCHERSHIP |
| Step 1 | Data Base Entry | Data Base Entry | Data Base Entry |
| Step 2 | Allocation of Provisional Student Number | Allocation of Provisional Guest Staff Number | Allocation of Provisional Guest Staff Number |
| Step 3 | Evaluation of Applications and pertinent Short Lists are forwarded to potential providers of funding | Evaluation of Applications and pertinent Short Lists are forwarded to potential providers of funding | Evaluation of Applications and pertinent Short Lists are forwarded to potential providers of funding |
| Step 4 | Evaluation Results and response from funders sent by e-mail to applicant | Evaluation Results and response from funders sent by e-mail to applicant | Evaluation Results and response from funders sent by e-mail to applicant |
| Step 5 | Depositing of fees into our Bank Account at FNB is Not Applicable unless otherwise accepted applicants prefers that we receive monies on his/her behalf for onward payment of fees related to entrance, membership, transport, lodging etc. | Depositing of fees into our Bank Account at FNB is Not Applicable unless otherwise accepted applicants prefers that we receive monies on his/her behalf for onward payment of fees related to entrance, membership, transport, lodging etc. | Depositing of fees into our Bank Account at FNB is Not Applicable unless otherwise accepted applicants prefers that we receive monies on his/her behalf for onward payment of fees related to entrance, membership, transport, lodging etc. |
| Step 6 | Acceptance Letter with Student Card and Log-In Password for our website or rejection letter sent to applicants via post. Apart from the Student Card, we will also e-mail all other documents | Evaluation Results in hard and soft format sent to applicants via post and e-mail respectively | Evaluation Results in hard and soft format sent to applicants via post and e-mail respectively |
| Step 7 | Accepted applicants report for registration and signing of pertinent contracts | Accepted applicants report for registration and signing of pertinent contracts | Accepted applicants report for registration and signing of pertinent contracts |

6.0 FIBSS INDEMNITY, DISCIPLINARY CODE OF CONDUCT AND ITS PENAL CODE

Before being awarded any Fellowship, Internship, Bursary, Scholarship or Studentship, successful applicants will have to sign a contract bearing **Performance Targets** and **Indemnity and General Disciplinary Code of Conduct** that will *inter alia* contain the following:

6.1 The FIBSS beneficiary will acknowledge that he/she has in his/her possession the current edition of Heedmorine Municipal Institute Rules and Regulations (*or those of pertinent Institutions*) including the rules and regulations that govern operations at all Learning Resources and evaluation processes which include Tests, Practical Assessments, Examinations etc

6.2 The FIBSS beneficiary will acknowledge that **he/she has read and understood all the Rules and Regulations** that govern Heedmorine Municipal Institute (*or those of pertinent Institutions*)

6.3 That the FIBSS beneficiary will also acknowledge that in the event that he/she loses the rules contemplated above in point (6.1), he/she will be duty bound and obliged to collect replacements from the Office of the Registrar for Academic Support (*or the relevant office at his/her pertinent institution*)

6.4 That the FIBSS beneficiary will obey all instructions that the management of Heedmorine Municipal Institute (*or pertinent Institution*) and Student Representative Council (*SRC*) members will issue in good faith

6.5 That the FIBSS beneficiary **will not** engage in any conduct that will bring Heedmorine Municipal Institute image (*or image of pertinent Institution*) into disrepute. The potential student will acknowledge and accept that the management of Heedmorine Municipal Institute (*or pertinent Institution*) will determine what constitutes disrepute using standards from peer institutions and public perception.

6.6 FIBSS beneficiaries (*who are minors*) will acknowledge that they have consulted their parents and that the parents have indicated that they are not in favour of the FIBSS beneficiary partaking in vices such as bribery, extortion, blackmail, alcohol imbibition, possession of dangerous weapons, possession of drugs, violence, theft, fraud, dishonesty etc. As a related matter, the FIBSS beneficiary will accept that he/she will be forbidden to bring dangerous weapons, drugs, alcohol or empty bottles to Municipal Institute campus (*or pertinent Institution*)

6.7 The FIBSS beneficiary will accept that dishonest conduct (*on his/her part*) of any kind at Heedmorine Municipal Institute (*or pertinent Institution*), during evaluations or elsewhere will lead to disciplinary action against him/her and if proven to be true will lead to his/her expulsion from Heedmorine Municipal Institute (*or pertinent Institution*)

6.8 FIBSS beneficiaries will have to accept that enlisted FIBSS beneficiaries who qualify to be evaluated academically at Heedmorine Municipal Institute or any other institution *via* a particular Test, or *via* attending a specific Assessment Session or *via* sitting for a particular Examination will be duty bound to fill the "Proof of Evaluation Attendance form." As a related matter, the FIBSS beneficiary will accept that he/she will be duty bound to hand in his/her "Proof of Evaluation Attendance" form to the assigned invigilator(s) at the end of all evaluation(s) together with the pertinent evaluation script(s) and/or evaluation materials. The FIBSS beneficiary will further accept that evaluation script(s) and/or evaluation materials that are not handed in to the assigned invigilator(s) at the end of the Evaluation Session(s) **will not be accepted** as "Valid Evaluation Documents"

6.9 The FIBSS beneficiary will affirm that he/she will accept corrective measures that the management of Heedmorine Municipal Institute will interpret from its Disciplinary Penal Code and impose should the potential student disobey instructions contemplated in 6.4 and/or bring the name of Heedmorine Municipal Institute (*or pertinent Institution*) into disrepute that is contemplated in 6.5

6.10 The FIBSS beneficiary will undertake that he/she, directly or through members of his/her family or through his/her friends or through his/her representatives **will not** lay claim (*legal or otherwise*) to Heedmorine Municipal Institute and/or associates and/or joint strategic partners of Heedmorine Municipal Institute and joint strategic partners of Heedmorine Municipal Institute for any or a combination of the following:

- (a) Any loss or damage to the property of the potential student and/or belongings during training and/or training related activities (*including during travel to and from training and research venues*)
- (b) Any injury sustained to the potential student during training and/or training related activities (*including during travel to and from training and research venues*)
- (c) Loss of life of the potential student during training and/or training related activities (*including during travel to and from training and research venues*)

7.0 APPEALS

Applicants who are dissatisfied with outcomes of their application may appeal to the our co-ordinator of academic activities on rewico@heed.org.za