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| URC | **VISITING LECTURERS FUND (VLF) AND VISITING SCHOLARS FUND (VSF) APPLICATION FORM****R&I13** |
| **SECTION ONE – VLF AND VSF GRANT DETAILS** |
|  | **Round One** | **Round Two** |
| **Application deadlines** | 15 April 2025*For visits that will occur between* *01 July and 31 December 2025.* | 30 August 2025*For visits that will occur between* *01 Jan - June 2026.*  |
| **Committee meeting dates** | 14 May 2025 | 18 September 2025 |
| **Outcomes dates** | 14 June 2025 | 18 October 2025 |
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| Visiting Lecturers Fund (VLF)  | Visiting Scholars Fund (VSF)  |
| **Purpose:** * The object of this fund is to bring to the University:
1. Eminent academics based abroad, who are already in South Africa on other business.
2. Eminent academics affiliated with other educational institutions **within South Africa.**
* These Visiting Lecturers will be expected to provide an academic stimulus by means of lectures and seminars or similar contributions within the University.
* Grants contribute towards both travel and subsistence costs, for a **maximum of 7 days.**
* Visits integrated into conferences or symposia will not be considered. The visit must provide a stand-alone academic stimulus outside of already planned events.
 | **Purpose:*** To bring to the University **eminent academics who are from outside South Africa.**
* These Visiting Scholars will be expected to provide an academic stimulus by means of lectures and seminars or similar contributions within the University.
* Grants contribute towards both travel and subsistence costs, for a **maximum of 30 days.**
* Visits integrated into conferences or symposia will not be considered. The visit must provide a stand-alone academic stimulus outside of already planned events.
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| **Conditions:*** Normally only **2 visitors are allowed per department, per year**, and academics are discouraged from repeatedly bringing the same individual to the university unless a period of 3 years has lapsed.
* UCT also makes available a students’ fund for Visiting Speakers. Application forms for this fund are available from the Student Development Office, Level 7, Steve Biko Students Union Building, Upper Campus ext. 5047 or by e-mail

Lindie.Gayiza@uct.ac.za.* Visitors should have some degree of contact/teaching at undergraduate, postgraduate and staff levels in their proposed programmes. Deviations from this requirement must be motivated.
* Where a grant is not taken up within 3 months after the scheduled date of the visit, the sum awarded will revert to the VLF.
* All applications must be typed.
* All applications must be signed by the HoD.
* After the visit, a brief report must be submitted to the Committee in the required format (see: [R&I15](http://forms.uct.ac.za/ri15.doc)).
 | **Conditions:*** Normally only **1 application is allowed per department per year**; however, favourable consideration will be given to additional visits where the visit is to the benefit of UCT.
* UCT also makes available a students' fund for Visiting Speakers. Application forms for this fund are available from the Student Development Office, Level 7, Steve Biko Students Union Building, Upper Campus ext. 5047 or e-mail

Lindie.Gayiza@uct.ac.za.* Visitors should have some degree of contact/teaching at undergraduate, postgraduate and staff levels in their proposed programmes. Deviations from this request must be motivated.
* Where a grant is not taken up within 3 months after the scheduled date of the visit, the sum awarded will revert to the VSF.
* All applications must be typed.
* All applications must be signed by the HoD.
* After the visit, a brief report must be submitted to the Committee in the required format (see: [R&I15](http://forms.uct.ac.za/ri15.doc)).
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| **Maximum Award Value:**The award does not cover an honorarium for visiting lecturers.The maximum award that can be granted is R 15,000. | **Maximum Award Value:**The maximum award that can be granted is R 25,000. |
| **Eligibility:**UCT researchers who are:* Permanent and T2 contract (travel must be occurring within contract period) academic staff;
* Permanent Professional Administrative Support Services (PASS) staff affiliated to an academic department;
* Honorary Research Associates/Affiliates; Emeritus Professors; Emeritus Associate Professors; Honorary Professors; Honorary Associate Professors and Senior Research Scholars who have published in accredited, subsidy-earning publications in the past year; and
* Permanent joint academic staff (excluding registrars);

**Note:** * Applications for a grant to host an honorary staff member already formally affiliated to UCT (Honorary Research Associates/Affiliates; Honorary Professors; Honorary Associate Professors) will not be considered by the committee.
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| **Submission Requirements:**Hard copies may be posted to the Research Support Services Cluster, Research Office, 2 Rhodes Avenue, Mowbray OR e-mailed to researchfunding@uct.ac.za  (but not both) on or before the deadline date. Please ensure you receive an acknowledgment of receipt within two days after the closing date.**Note: Applications for visits retrospective to the application closing date will NOT be considered. No late or incomplete applications will be accepted.** |

**SECTION TWO – APPLICATION**

**Which award are you applying for? Please tick (✓) only ONE box below. Please see the table above for more information about the difference between the two categories of awards.**

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| **Visiting Lecturers Fund (VLF)** |  | **Visiting Scholars Fund (VSF)** |  |

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| 1. Details of the applicant
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| Name & Surname  |  | UCT employment status (e.g. permanent) |  |
| Staff no |  | E-mail |  |
| Department |  | Faculty |  |
| Designation |  | Citizenship |  |
| Gender |  | Race[[1]](#footnote-2) (Asian/Black/Coloured/White) |  |

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| 1. Details of visitor
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| Title, Name & Surname |  |
| Institutional affiliation  |  |
| Present position |  |
| Specific field of study/interest |  |
|  |
| Address |  |

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| 1. Additional information required
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| Please submit an abbreviated CV of the visitor and a list of their publications for the past 5 years. |

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| 1. Duration of visit (supply dates)
 |
| From |  | To |  |

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| 1. Activities of visitor
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| Please submit the detailed programme of the visit  |
| In the relevant sections below, please list in detail the proposed academic activities of the visitor and indicate how he/she will contribute to the academic interests of undergraduate students, postgraduate students and teaching staff at UCT (**Note:** These activities are critical in the evaluation of the application). The information you provide must convince the **Committee that the proposed visit and activities of the lecturer/scholar will provide a significant academic stimulus to the University, i.e. present the value to UCT that the proposed scholarly visit brings that would not readily be achieved by other means.** |
| Undergraduate:  | Please expand in detail how the visit/lecture will reach and benefit undergraduate students. |
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| Postgraduate:  | Please expand in detail how the visit/lecture will reach and benefit postgraduate students. |
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| Teaching staff:  | Please expand in detail how the visit/lecture will reach and benefit teaching staff in the department. |
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| 1. Costs of Visit (to be indicated in ZAR)
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| Funding shall only be considered for: * Economy class return airfare;

Subsistence (including accommodation) at the daily rate of R1 100 per day, for a maximum of 7 and 30 days for VLF and VSF respectively. The applicant is expected to consult with their Faculty Research Finance Officer for further advice. **Note:** Please submit two airfare quotations including airport taxes. If possible, all tickets should be purchased within South Africa. |
| * 1. Airfare costs
 |
| First airfare quote (in ZAR):  | R |
| Second airfare quote (in ZAR):  | R |
| * 1. Subsistence (in ZAR):
 | days | X R1 100 per day (max 7 days for VLF or max 30 days for VSF) | = R |
| * 1. Total (in ZAR) (i.e. cheapest airfare quote + total subsistence):
 | **R** |
| 1. Other grants applied for
 |
| * 1. Within UCT
 |  |
| Applied for: |  |
| Received: |  |
| * 1. Outside UCT
 |  |
| Applied for: |  |
| Received: |  |
| * 1. Total request to Visiting Scholars Fund (Note: VSF is limited to a maximum of R25,000 and R15,000 for Visiting Lecturers)
 | **R** |
| Signature of Applicant |  | Date |  |

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| 1. To be completed by Head of Department (if he/she is not the applicant. HoD applicants must obtain approval from a deputy HoD or the Dean of the Faculty).Note: Only two visitors are allowed per department per year for the VLF and one visitor per department per year for the VSF)
 |
| * 1. Recommendation
 | Strongly supported |  | Supported |  | Not supported |  |
| * 1. Comment
 |  |
| Signature |  | Date |  |
|  Name in block letters | Designation |
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| 1. Application checklist
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| **Have you attended to/included the following?** | **Please tick ✓** |
| 1. Abbreviated CV of the visitor (no more than three pages) (see: section 3)
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| 1. Research outputs of the visitor for the last 5 years only (see: section 3)
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| 1. Two airfare quotations (see: section 6)
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| 1. Separate attachment of the detailed programme of visit (see: section 5)
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| 1. Recommendation by HOD (see: section 8)
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1. *Due to the reporting requirement to indicate demographic distributions, the field for race has been added.
Please note that this field will not prejudice your application.* [↑](#footnote-ref-2)