

ANNEXURE A

ILASA BURSARY POLICY

ADMINISTERED AND FUNDED BY ILASA

Please note that the implementation of the Bursary Policy contained in this document is subject to approval and signature of the Delegated Authority.

BURSARY POLICY

BACKGROUND

One of the key strategic objectives of ILASA is to transform the Landscape Architectural profession with the ultimate aim that it reflects the demographics of the South African population.

The envisaged Bursary Scheme is to target previously disadvantaged individuals and to promote balance and diversity within the Landscape Architectural profession. This is to further enable and encourage individuals from marginalised communities to obtain financial assistance to become registered professionals.

The Bursary Scheme is aimed at contributing to build greater capacity, commitment, accountability and responsiveness in the Landscape Architectural field. The personal career advancement of the individual applicant, while an important outcome of the bursary process, is secondary to the over-arching goal of strengthening and encouraging individuals to follow careers in the Landscape Architectural sector.

ILASA is committed to investing considerable resources in its potential bursars and the individual support it offers its applicants in order to meet the goals, as set out above.

ILASA will/shall therefore advertise for deserving applicants to apply for these bursaries on an annual basis and will award bursaries, where possible, to those individuals pursuing careers that will benefit the Landscape Architectural Sector.

- **PURPOSE**

The purpose of the Bursary Policy is to:

- Provide guidelines and set up procedures for awarding ILASA Bursaries.
- Define key steps in awarding of the ILASA Bursaries.

- **ELIGIBILITY / REQUIREMENTS**

Bursaries may be provided to both under-graduate (all years) as well as post-graduate STUDENTS / applicants who comply with the identified criteria and have been admitted for study at a South African tertiary institution and enrolled in a Landscape Architectural programme accredited by the South African Council for the Landscape Architectural Profession (SACLAP).

- **APPLICATION PROCESS**

At its discretion, ILASA will either publish an advertisement on its website requesting applications for bursaries for the following academic year and/or will approach nominated eligible STUDENTS to apply.

The advertisement and/or application documents will provide details of Landscape Architecture courses that have been prioritised for bursary funding together with details of closing dates and the application process.

No bursary applications will be considered after the closing date and **NO** bursaries will be awarded outside of the application process and stipulated time-lines.

No bursaries will be awarded to STUDENTS who wish to enrol in a programme that has not been accredited by the South African Council for the Landscape Architectural Profession (SACLAP).

- **EVALUATION CRITERIA**

Applicants will first be evaluated on the following eligibility criteria. All applicants who meet all the eligibility criteria will then be evaluated on the selection criteria below.

- **Eligibility criteria**

In order to be eligible to receive an ILASA bursary, the applicant must:

- Be a South African citizen;
- Submit a complete application form;
- Submit proof or evidence of financial status e.g. parents' / guardian's latest payslip or proof of temporary income or grant payments.
- Be in possession of an appropriate senior certificate / matric / grade 12 school leaving certificate with a minimum of 60% aggregate in English, Mathematics and

Physical Science (for school leavers) or 60% average aggregate of all subjects taken in the previous year of study relevant to the Landscape Architectural field.

- Be in possession of a full academic transcript (for second, and subsequent year STUDENTS) with an average minimum aggregate pass of 60% for all his/her subjects;
- Be intending to study in the academic calendar year following the application deadline.
- Have confirmation or be able to obtain proof of registration at a South African tertiary institution accredited by the South African Council for the Landscape Architectural Profession (SACLAP).
- Comply with the entrance/continuation requirements of the tertiary institution or faculty they wish to study at.
- Meet the minimum academic course criteria or requirements as stipulated by the tertiary institution or any additional requirement stipulated by ILASA.

- **Selection Criteria**

Selection of bursaries is made according to the following principles:

- Financial need;
- individuals from (previously and) marginalised communities;
- Academic record;
- Availability of funds
- Commitment to the field of landscape architecture

- **ADMINISTRATION OF THE BURSARY FUND**

- **The ILASA National Executive Committee (NEC) will be responsible for the following:**

- Appointing a Bursary Committee consisting of at least 1 representative from the ILASA NEC.
- Approving an annual budget to support the achievement of the Bursary Fund's objectives.
- Administering the bursary funding.
- Developing support mechanisms for the ILASA bursars.
- Finding alternative sources of funding for the Bursary Scheme if necessary.

- **The ILASA Bursary Committee will:**

- Be responsible for selection of qualifying Bursary students in line with the ILASA Bursary Policy.
- Receive, interview (where necessary) and recommend the eligible bursary applicants.
- Recommend the amount of the bursary funding to be made available and specific bursary funding caps applicable to various tertiary institutions.

- Recommend the extent of financial support of each individual applicant after consultation with the ILASA NEC.
 - Recommend successful applicants to the ILASA NEC for ratification.
 - Advise both successful and unsuccessful applicants of their application status within 3 months of the application deadline.
 - Ensure that all successful applicants complete and sign adherence to the provisions of the bursary agreement and its addendums, with the current ILASA president signing on behalf of ILASA.
 - Provide support, monitor and report on academic performance, twice yearly of all bursary STUDENTS.
 - Bi-annually, present academic progress reports to the ILASA NEC.
 - Advise the ILASA NEC on the payment of registration and tuition fees to the various specific institution / beneficiaries / service providers on a regular basis.
 - Liaise with Tertiary Institutions regarding payments of STUDENT accounts and any other matters that may be of interest to ILASA as the bursary provider.
 - Appoint a mentor to each bursary recipient in order to mentor and assist in the academic monitoring of each student.
 - Where possible and appropriate, assign an “Adopting Company” within the Landscape Architectural profession to provide for experiential learning for the bursary recipient.
- **Duties and Obligations of the Bursary Applicants**

Prior to processing any bursary application, bursary applicants shall:

 - Complete and sign the application form fully and completely (accompanied by the relevant certified documentation).
 - Provide certified copies of all relevant academic certificates, identity documents, testimonials, appropriate financial invoices/statements and progress reports.
 - Avail themselves for interviews and assessment on request, if deemed necessary by the ILASA Bursary Committee.
 - Submit STUDENT accounts timeously (within the payment deadlines set by the institutions) for the payment of institutional fees by forwarding the relevant invoices for the attention of the ILASA Bursary Committee, either by post, e-mail or fax, on institutional letterheads only. STUDENT accounts shall be claimed within 30 days of receipt thereof or shall run the risk of being forfeited.
 - Not change fields of study without the approval of the ILASA Bursary Committee. (Approval may be sought in writing with a motivation letter attached).
 - Submit all semester examination results within 20 days of the receipt of such results.
 - Advise and notify the ILASA Bursary Committee timeously of all necessary changes to their contact details i.e. phone numbers, email and physical address.
 - Timeously sign the Bursary Contract / Agreement and return the fully completed document and attachments to ILASA by no later than the date as

stipulated on the bursary application document.

- Attend and participate in all lectures, tutorials and academic support programmes during the academic year.
 - Complete all set assignments, experiential and / or practical work requirements and / or tasks as required in terms of the due performance requirements of the course and Institution;
 - Undergo all tests and examinations (written and oral) as required in terms of the due performance requirements of the course and Institution;
 - Always strive to obtain satisfactory results for the above-mentioned assignments, tasks, tests and examinations in order to progress satisfactorily in his / her course of study;
 - All STUDENTS must avail themselves for compulsory ILASA visits, as and when necessary, to discuss administrative, personal, financial and academic issues with the relevant representative.
 - All STUDENTS shall avail themselves to attend mentoring sessions with their ILASA mentor (as appointed by the ILASA Bursary Committee) and shall respond to all communication from such a mentor timeously and co-operatively.
 - All STUDENTS shall avail themselves for experiential learning through an “Adopting Company” as and when assigned to them by the ILASA Bursary Committee. Details of involvement with such an “Adopting Company” to be discussed between such company and the STUDENT (keeping the ILASA Bursary Committee informed of relevant decisions).
 - All STUDENTS in receipt of bursaries are expected to become an ILASA member of their regional branch and assist ILASA with its task to promote the profession for the period during and for which they are in receipt of the bursary as well as the immediate post study period (one year for each year of bursary received).
 - After graduation / qualification, all STUDENTS are expected to work in or for the Landscape Architectural Sector and stay registered as a Candidate with SACLAP, one year for each year of bursary funding supplied to him / her, failing which, this bursary agreement will be terminated and any given funding claimed back at the discretion of the ILASA NEC.
- **Duration of Bursary Funding**
 - It must be noted that the ILASA Bursary funding is subject to the availability of funds from ILASA.
 - For STUDENTS intending to continue studies into a new academic year of the same qualification, the STUDENT shall, in writing, indicate their intentions to continue and provide ILASA with an estimated cost for the next financial year by the start of November of each current year. There will be no need for the STUDENT to re-apply within the same course of study.
 - The ILASA Bursary Committee in consultation with the NEC shall assess the academic progress of the STUDENT who could not complete his / her studies according to approved course studying years and reserves the right to determine, at its sole and absolute discretion, whether it shall continue to provide financial assistance (or part thereof) to the STUDENT, beyond it.

- **Value of Bursary / What the bursary covers**
The total value of the bursary will be set by **ILASA** and could, at ILASA'S sole discretion, cover the following fees paid directly to the university, residence and/or supplier as confirmed by ILASA upon award of the bursary:
 - Annual registration and tuition fees.
 - Books, stationery and course material.
 - Accommodation

- **Exclusions of bursary payments**
 - All fees already covered by other bursaries and/or funding opportunities, shall not be covered by this bursary.
 - Extra-mural activities as well as fees pertaining to insurance / investment / indemnity / funeral policies / transport / SRC levy / sports clubs / STUDENT religious and/or cultural organizations, etc. will not be covered.
 - Late registration fees, late payment penalties or any interest on outstanding amounts are excluded.
 - Unrelated and/or special study / course programmes like the university winter and summer schools are not covered.
 - Re-examination or remarking of failed or repeat subjects during the semester or at the end of the year costs.

- **Continuation of Bursary Funding**
 - The continuation of bursaries for subsequent years of study within the same qualification, is subject to the availability of funds and will be subject to satisfactory academic progress of the applicant and any other consideration determined by ILASA NEC.
 - Bursary holders are expected to pass 100% of the courses they registered for.
 - STUDENTS will be required to pay for registration and provide proof of registration of the subjects including those that they need to repeat or have failed, before the ILASA NEC will commit to continue with further funding.
 - For STUDENTS intending to continue studies into a new academic year of the same qualification, the STUDENT shall, in writing, indicate their intentions to continue and provide ILASA with an estimated cost for the next financial year by the start of November of each current year. There will be no need for the STUDENT to re-apply for the bursary within the same course of study.

- **Termination / Withdrawal / Cancellation / Suspension of the Bursary**
The ILASA bursary funding will be withdrawn / cancelled under the following circumstances:
 - If the STUDENT discontinues / terminates the study programme at any stage during the period in which the bursary funding has been granted.
 - In the event that ILASA could not secure adequate bursary funding.
 - If the STUDENT changes study programmes during the course of the year.

- If the STUDENT does not comply with a 100% pass rate of all the courses / subjects registered for, it shall be deemed a breach of the bursary agreement and could lead to either termination or suspension of the bursary contract.
 - The full bursary amount will be cancelled, if the STUDENT does not write the semester and / or year-end examinations, in the case of traditional Universities, and semester examinations in the case of Universities of Technology, subject to written appeal on grounds acceptable to the ILASA NEC.
 - The ILASA Bursary is fully repayable back to ILASA should the STUDENT change, discontinue or terminate the study programme at any stage during the year in which the bursary has been granted. Note that he / she will be expected to pay back the full costs spent on them up to the period of termination or discontinuation of the study programme.
- **The ILASA bursary funding will also be terminated immediately:**
 - If the STUDENT is not successful for any academic year of study, such that they are not permitted by the University to continue with the following academic year of study.
 - If the STUDENT changes their course to one that is not accredited by the South African Council for the Landscape Architectural Profession (SACLAP) or does not fall within the Landscape Architectural Sector learning programme schedule.
 - If the STUDENT at any stage abandons their course of study (without informing the ILASA Bursary Committee), for any reason, including emigration.
 - If the STUDENT is excluded or expelled from the institution or discontinues their studies on their own accord.
 - If the STUDENT is found guilty of misbehaviour / inappropriate conduct, criminal conduct, fraud or has contravened the rules / regulations / policies of the Tertiary Institution at which they are enrolled.
 - If the STUDENT obtained the bursary funds under false pretences and / or used it for any other purpose than for his / her studies.
 - If the STUDENT is registered for a different course from what was agreed with the STUDENT, without the ILASA NEC's knowledge and written permission.
 - If the STUDENT chooses not to work in or for the Landscape Architectural Sector or does not stay registered as a Candidate with SACLAP, after graduation - one year for each year of bursary funding supplied to him / her, without written permission from the ILASA NEC.
 - If the STUDENT obtained or received bursary funding and / or financial assistance from somewhere else other than ILASA they must comply with the scholarship limits of their tertiary institution and/or the South African Revenue Service.
 - If the STUDENT falsifies or misrepresents official documents like examination results, identity documents, parent / guardian payslips, financial status, parent or own employment status, etc.
 - If the STUDENT submits fraudulent expense claims for registration and tuition fees.

- If the STUDENT terminates his studies for whatever reason except on serious or medical grounds, subject to such medical reports being made available to the ILASA NEC.
 - If the STUDENT or the parent / guardian refuses to sign the Bursary Agreement Contract, especially after bursary funding have already been expended to him/her or paid to a Comprehensive University or University of Technology.
 - If the STUDENT does not co-operate / fails to respond to the ILASA assigned mentor for the duration of the bursary.
 - If the STUDENT fails to engage with an assigned “Adopting Company” for experiential learning purposes – as and when such assignment is made.
 - If the STUDENT fails to become a member and engage with ILASA when called to assist with the promotion of the profession from time to time, as and when needed.
- **Should the BURSARY AGREEMENT be TERMINATED in terms of any of the above mentioned provisions then the following process will take place:**
 - ILASA will cease to make further payments.
 - ILASA will at its absolute discretion claim repayment of all bursary funds spent on the STUDENT during the years / months of study.
 - A written notification shall be issued informing the STUDENT and the STUDENT’s surety of the discontinuation of the bursary contract and demanding payment of monies due, which payment must occur in full, within 30 (thirty) days from the date of receipt of such notification.
 - The STUDENT will be given 14 (fourteen) days to make representations on why the bursary funds should not be recovered from him / her.
 - If the STUDENT submits a representation of why he / she should not repay the bursary funds, the ILASA Bursary Committee shall make this representation available to the ILASA National Executive Committee (NEC) for deliberation and the final outcome will be relayed to the STUDENT at the ILASA Bursary Committee’s earliest convenience.
 - ILASA shall request its legal representation to act upon the final decision, whether to pursue the matter or not, **subject to clause 4.11 (e) above.**
- **ILASA may SUSPEND the BURSARY AGREEMENT if the STUDENT:**
 - Fails to meet the minimum criteria for academic progression set out by the relevant tertiary institution.
 - ILASA will allow the STUDENT a period of time, typically 1 (one) academic year, to meet the criteria to continue with his / her studies towards the qualification in the subsequent year, in which case the bursary may be reinstated on the same terms as previously set out for the remainder of his / her studies. A written notice will be given to this effect. However, should the STUDENT fail to comply with the minimum criteria at the end of such period granted, ILASA may terminate the bursary and the same consequences as set out in 5.11 above becomes applicable. **PLEASE NOTE:** the suspended STUDENT must include the

previously failed subjects and pass them before the bursary can be reinstated.

- **PLEASE NOTE:** If a STUDENT had to repeat a part of their study programme i.e. failed more than 50% of their subjects / modules because of unsatisfactory academic performance in any 1 (one) academic year, he / she has to pay for the repeat subjects / modules on their own costs and must inform the ILASA Bursary Committee of the final examination results of the repeat subjects / modules in writing, before the bursary agreement can be re-instated.
- The applicant may re-apply for the re-instatement of the full bursary the following semester / year, subject to him or her having successfully completed the failed subjects / modules

- **Applicant Post Study Contractual Obligations**

- The applicant, upon successful completion of his / her studies will be expected and be assisted to work for a South African based Landscape Architectural Company or in a Landscape Architectural capacity within another Built Environment Company for an amount of time equal to the number of years for which he / she received financial assistance / funding from ILASA.
- Bursars are obliged to supply ILASA (through the ILASA Bursary Committee) with confirmation of employment on an annual basis, after the completion of their studies.
- Wherever possible, an “Adopting Company” and ILASA will jointly arrange for experiential learning for the applicant. The onus, however, is on the bursary STUDENT to find experiential training opportunities of their own accord within the Landscape Architectural profession or experience relevant to the profession within the greater Built Environment.
- Should the applicant fail to meet the terms and conditions of the proposed bursary award or withdraws from the approved study or obtain financial assistance from somewhere else without notifying ILASA, the bursary will be cancelled and the applicant will have to reimburse ILASA all monies spent on him / her at that point of withdrawal.
- ILASA will expect all STUDENTS in receipt of bursaries to be a member of ILASA and assist ILASA with its task to promote the profession for the period during and for which they are in receipt of the bursary as well as the immediate post study period (one year for each year of bursary received).
- After graduation / qualification, ILASA will expect all STUDENTS to work in or for the Landscape Architectural Sector and stay registered as a Candidate with SACLAP, one year for each year of bursary funding supplied to him / her, failing which, this Bursary agreement will be terminated in terms of 5.11 above.

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- **SIGNATURES**

Compiled and ratified by the ILASA Bursary Committee:

CP

Christine Price
ILASA Bursary Committee Chair

Approved / Not Approved:

Finzi Saidi
ILASA President

Date: _____