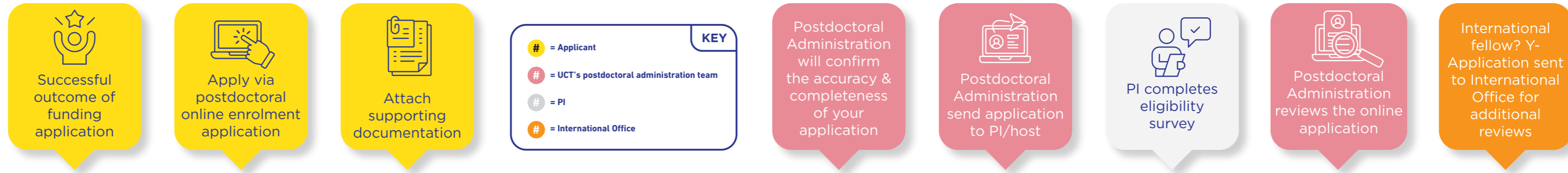




# Research Support Transformation Project

## PDOC Assessment and Admissions Process

The postdoctoral research fellowship is a critical stage in the academic career of many researchers. It is a time to develop new skills, conduct independent research and prepare for an academic career. The process for applying for postdoctoral awards can be daunting. This infographic provides an overview for new PDRFs (local and international) of the process from identifying funding opportunities to enrolment at UCT.



**1**

Once funding has been approved and a PI/host has been secured, the online enrolment application process can be initiated.

Calls for funding are published either on the Fellowships Noticeboard or on the Departmental websites.

[View Noticeboard](#)

**2**

This step involves completing an online application form.

Please note that in order to be eligible for postdoctoral enrolment you must have (1) already secured funding and (2) have a principal investigator (PI) allocated as your host/supervisor.

**3**

Supporting documentation must be uploaded with your application. This includes:

The MOA can be downloaded from the Post Doctoral Research Fellows Hub

[MOA](#)

**Local fellows:**

1. Certified copy of your SA ID
2. Memorandum of Agreement (MOA)
3. Full CV (to include a full list of publications)
4. PhD Certificate or Proof of submission of doctoral degree (please note you have 6 months from application date to attach this document or your enrolment can be deactivated)
5. Award letter from funder
6. Approved and signed conditions of award (advert of fellowship)

**International fellows:**

1. For international fellows the following additional documents:
2. Memorandum of Agreement (MOA)
3. Full CV (to include a full list of publications)
4. PhD Certificate or Proof of submission of doctoral degree (please note you have 6 months from application date to attach this document or your enrolment can be deactivated)
5. Award letter from funder
6. Approved and signed conditions of award (advert of fellowship)
7. Certified copy of your passport
8. Certified copy of your visa
9. Proof of SA medical insurance

**4**

UCT's Postdoctoral Administration team will conduct a check to ensure you have attached all necessary supporting documentation and completed all required fields of the application correctly.

Postdoctoral administration office will contact you should anything be missing, incomplete or incorrect.

**5**

HINT: Make sure you include recent and accurate contact details for your PI/host as the details included in the application will be used to contact them to confirm your eligibility and without this confirmation you cannot be enrolled.

**6**

This includes questions around confirmation of acceptance from your host and department and your eligibility to qualify as a postdoctoral fellow.

Postdoctoral research fellowships are only available to individuals who have achieved their doctoral degree within the past 5 years.

Applicants may not previously have held full-time permanent professional or comprehensive academic posts.

**7**

The Postdoctoral Administration team conducts a series of internal checks and approvals which include multiple signoffs.

**8**

International postdoctoral fellows require additional clearance from the International Office.

This includes:

- Immigration clearance
- International fee clearance
- Verification of passport, visa and SA medical insurance documents

Please allow an additional 3-5 days for the International Office's processes.

Postdoctoral Administration term activates postdoc & approves their enrolment.

You will be emailed:

- Proof of enrolment
- A guide on how to request access to facilities
- An SOP on how to update your bank details on the system.



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### When can I expect to receive my funding?

This will depend on the type of funding.

- **Departmental Awards** are processed by your Department first, therefore your Department will advise on the timeline for payment. Contact your host or Department for information.
- **UCT postdoctoral awards (URC, NRF, SDG and ATAB)** Postdoctoral Administration administer these awards directly and will therefore be able to advise on timelines for payment.

Email: [pdocs@uct.ac.za](mailto:pdocs@uct.ac.za)

### What is the annual threshold for my postdoctoral funding?

UCT postdoctoral fellows can receive up to R543 000 tax free funding per annum (as at 2023).

### When will I receive my second installment for my postdoctoral award?

This will depend on the type of funding.

- **Departmental Awards** are processed by your Department first, therefore your Department will advise on the timeline for payment. Contact your host or Department for information.
- Second installments for **UCT postdoctoral awards (URC, NRF, SDG and ATAB)** are released 6 months after enrolment provided postdoctoral applicants have submitted a satisfactory progress report to the Postdoctoral Administration Office.

Email: [pdocs@uct.ac.za](mailto:pdocs@uct.ac.za)

### What can I do if my visa is delayed?

The Postdoctoral Administration Office can assist you with remote enrolment, however written motivation from your host should be provided substantiating your visa delays and confirming that your research work can continue remotely in the interim. The following documentation will be required for remote enrolment:

- Certified copy of international passport
- Motivational letter from PI/host
- Memorandum of Agreement (MOA)
- Full CV (to include a full list of publications)
- PhD Certificate or Proof of submission of doctoral degree (please note you have 6 months from application date to attach this document or your enrolment can be deactivated)
- Award letter from funder
- Approved and signed conditions of award (advert of fellowship)

### Can I have part-time employment whilst being enrolled as a postdoctoral fellow?

Yes, however you can only work for a maximum of 12 hours per week in your part-time role and your host should provide consent for your part-time employment.

### How long is my research tenure?

Your research tenure runs for 12 months from date of first enrollment (date you received your proof of enrolment).

### How long I be a postdoctoral fellow for?

Postdoctoral research fellowships are only available to individuals who have achieved their doctoral degree within the past 5 years. E.g. if your PhD was conferred in 2020 and you enrolled at a postdoctoral fellow in 2022, you will only qualify as a postdoctoral fellow for 3 years (from 2023-2025).