



Province of the
EASTERN CAPE

**COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS**

Bursary Policy for Traditional Leaders

Departmental Contact Details

Physical Address	Tyamzashe Building Phalo Avenue Bisho 5605
Postal Address	Department of Cooperative Governance and Traditional Affairs Private Bag X0035 Bisho 5605
Document Number	1
Document Name	Bursary Policy for Traditional Leaders
Contact Person	Adv. Nangamso Mngoma
Designation	Senior Manager
Directorate/section	Traditional Leadership Policy and Legislation Development
Telephone No.	040 940 76776
Cell Phone No.	0828122352
Fax No.	040 635 0137
E-mail Address	nangamso.mngoma@eccogta.gov.za
Custodian / Overseer of the Policy	Traditional Leadership Capacity Building
Date Completed	February 2021
Date of Approval	March 2021
Date Last Amended	N/A
Date for Next Review	April 2026
Related Policies	Training and Development Policy for Traditional Leaders and Members of traditional leadership institution.

SIGN OFF

1. Head of Department

This Bursary Policy for Traditional Leaders is recommended by **A.A. Fani** in my capacity as the Head of the Department of Cooperative Governance and Traditional Affairs.

I am satisfied and concur with the content of the Policy.

The development of the Policy will ensure that the Department is able to support and capacitate Traditional Leaders in accordance with the provisions of applicable legislation and regulatory frameworks.

Signed at:	EAST LONDON
Designation:	Mr A.A. Fani Head of Department
Signature:	
Date:	10/03/2021

SIGN OFF

2. Executive Authority

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the lives of the people by effectively rendering services that it is expected to provide. We have envisaged a Department that has the required capacity to respond adequately to challenges of its people.

I therefore trust that the Bursary Policy for Traditional Leaders will go a long way in terms of capacitating and providing the much needed skills to Traditional Leaders for their effective and efficient contribution in the provisioning of services and improving the living conditions of the traditional communities within the Province.

Signed at:	
Designation:	MEC: Honourable Xolile Nqatha Department of Cooperative Governance and Traditional Affairs
Signature:	
Date:	24/08/21

TABLE OF CONTENTS

NO.	CONTENTS	PAGE(S)
1.	Preamble	6
2.	Purpose	6-7
3.	Legislative and Regulatory Framework	7
4.	Scope of Applicability	7
5.	Definition of Terms and Acronyms	8-9
6.	Fields of Study	9-10
7.	Method of Tuition of Higher Learning	10
8.	Qualifying Criteria	10
9.	Conditions for the Allocation of a Bursary	10-12
10	Requirements	12-13
11.	Termination / Withdrawal of Bursary Allocation	13
12.	Suspension of a Bursary	14
14.	Extension of Bursary Contract	14
15.	Financing of Bursary Scheme	14-15
16.	Roles and Responsibilities	15-17
17.	Approval of the Guidelines	18
18.	Administration of the Guidelines	18
19.	Effective date of the Guidelines	18
20.	Procedure of the Guidelines	18
21.	Communication of the Guidelines	18
23.	Financial Implications	18
25.	Review of the Guidelines	19

1. PREAMBLE

WHEREAS the Constitution and other legal prescripts accord a place and role to the Institution of Traditional Leadership within the broader system of governance and dictates that the institution be transformed and fully integrated into the democratic governance system and play an effective role in the delivery of services to rural communities;

AND WHEREAS the institution is faced with enormous challenges in relation to training and capacity needs of traditional leaders and members of traditional leadership institutions, to enable them to respond to the growing need and demand of basic services within the traditional communities;

AND WHEREAS the Department of Cooperative Governance and Traditional Affairs has embarked on a journey towards ensuring that the initiatives and commitments of developing the institution of traditional leadership as contained in the strategic documents of the Department, such as ensuring that the Institution is successfully incorporated into the broader socio-economic and democratic governance system of South Africa are met;

AND WHEREAS it is the Department's endeavor to ensure that Traditional Leaders are capacitated enough and capable to effectively contribute towards creating a conducive environment to accelerate and sustain the delivery of services particularly within the rural communities; and

THEREFORE, a **Bursary Policy for Traditional Leaders** is hereby determined and adopted as follows:

2. PURPOSE

The purpose of this policy is among others to—

- (a) Set up processes and procedures to be followed in the allocation of bursary / study assistance to recognised Traditional Leaders in the Province.
- (b) Develop traditional leadership institution, so that recognized Traditional Leaders regardless of their historical background, can benefit from the best opportunities in education, to ensure their effective contribution in rural community and economic development within their respective areas.
- (c) Provide study assistance to qualifying Traditional Leaders who seek to pursue qualifications as recommended by the departmental policy.

- (d) Ensure that TLs are capacitated to perform their statutory mandate.
- (e) Promote an integrated strategic approach in addressing educational and skills development within the institution of traditional leadership.
- (f) Cultivate a culture of lifelong learning within the institution.

3. LEGISLATIVE AND REGULATORY FRAMEWORK

3.1. This policy derives its mandate from but not limited to the following legislative prescripts-

- (a) Constitution of the Republic of South Africa.
- (b) Eastern Cape Traditional Leadership and Governance Act, 2017 (Act No.1 of 2017).
- (c) Employment Equity Act, 1998 (Act No. 55 of 1998).
- (d) Higher Education Act, 1997 (Act No. 101 of 1997)
- (e) Skills Development Act, 1998 (Act No. 97 of 1998).
- (f) South African Qualification Authority Act, 1995 (Act No. 58 of 1995).
- (g) Traditional and Khoi-San leadership Act, 2019 (Act No. 3 of 2019).

3.2. The policy is also in compliance with the following policy documents and regulatory frameworks-

- (a) National Development Plan.
- (b) National Skills Development Strategy.
- (c) Framework on the provision of enabling resources to qualifying Traditional Leaders.
- (d) Provincial Handbook on Tools of Trade for Traditional Leaders.
- (e) Training and Development Policy for Traditional Leaders.

4. SCOPE OF APPLICABILITY

This policy is applicable to-

- 4.1. All recognised Traditional Leaders who want to apply for study assistance / bursary allocation with the Department.
- 4.2. Members of Bursary and Training Committee; and
- 4.3. Departmental Officials.

5. DEFINITION OF TERMS

In this policy any word or expression to which a meaning has been assigned in the Eastern Cape Traditional Leadership and Governance Act, 2017 (Act No. 1 of 2017) shall have that meaning, unless the context indicates otherwise—

TERM	DEFINITION
“Academic year”	means a continued registration period of study during which a bursary holder / student will be expected to complete a level towards the attainment of a qualification by means of a combined assessment or any other assessment applicable to the relevant institution.
“Bursary”	means financial assistance given to qualifying Traditional Leader to study at any accredited institution of higher learning, and such financial assistance shall include tuition fees, accommodation, travelling as well as S&T expenses .
:Bursary Holder”	means a person who have been allocated with study assistance by the Department to study in any recognised institution of higher learning.
“Committee”	means bursary and training committee responsible for all bursary and training matters for Traditional Leaders.
“Constitution”	means the Constitution of the Republic of South Africa Act 108.
“Contractual Agreement”	means a signed agreement between the bursary holder and the Department in-respect of the allocated study assistance.
“Department”	means a Provincial Department responsible for Cooperative Governance and Traditional Affairs in the Eastern Cape.
“Framework Act”	means Traditional Leadership and Governance Framework Act, 2003 (Act No. 41 of 2003), as amended
“Institution”	means the institution of traditional leadership
“Province”	means the Province of the Eastern Cape as recognised in terms of section 103 of the Constitution.
“Scheme”	means bursary scheme established or created to offer financial assistance to qualifying Traditional Leaders to pursue studies in any recognised institution of higher learning.

“traditional council”	means a traditional council established in terms of Section 3 of the Traditional Leadership and Governance Framework Act, (Act No. 41 of 2003)
“traditional leadership”	means customary institutions or structures or customary systems or procedure of governance, recognised, utilised or practised by traditional communities
“traditional leader”	means any person, who in terms of customary law of the traditional community holds a traditional leadership position and is recognised as such in terms of the Traditional and Khoi-San leadership Act, 2019, (Act No. 3 of 2019).

ACCRONYMS

DDG	Deputy Director-General
HOD	Head of Department

6. FIELDS OF STUDY

In line with the mandate of the institution of traditional leadership and that of the Department, Traditional Leaders registered to pursue studies in the following recommended fields will be considered for purpose of allocating study assistance or bursary–

- (1) Administration (Public / Office Management)
- (2) African Studies
- (3) Anthropology
- (4) Community / Rural Development
- (5) Development Studies
- (6) Disaster Management Studies
- (7) Ethnology
- (8) Financial Management
- (9) Heritage Studies
- (10) Human settlement Studies
- (11) Indigenous Knowledge Systems
- (12) Leadership and Governance

- (13) Law (LLB)
- (14) Local Economic Development
- (15) Local Government Law and Administration
- (16) Maritime and Marine Studies
- (17) Monitoring and Evaluation (M & E)
- (18) Project Management
- (19) Research within the mandate of the institution
- (20) Any other field deemed relevant by the Bursary and Training Committee

7. METHOD OF TUITION OF HIGHER LEARNING

Traditional Leaders are Public Office Bearers and as such are expected to render services to their constituencies or communities on the full-time basis, therefore study assistance / bursary allocation will be allocated to those who register to pursue part time studies

8. QUALIFYING CRITERIA FOR AWARDING A BURSARY

The following criteria apply whenever a study assistance or bursary is to be awarded to any person:

- (a) A person must be a recognised Traditional Leader, recognised as such in accordance with the applicable legislation;
- (b) The applicant must have applied and admitted or accepted with a recognised institution of higher learning; and
- (c) The applicant must have applied or registered to pursue studies in any field of study as recommended by this policy.

9. CONDITIONS FOR THE ALLOCATION OF STUDY ASSISTANCE / BURSARY

The conditions stipulated hereunder shall apply and be considered for the purposes of allocating or awarding study assistance to applicants:

- (a) Traditional Leaders irrespective of leadership seniority / capacity or gender, may apply to the Department for study assistance.

- (b)** The applicant must have completed the prescribed application form and submit the same to the Department within the prescribed timeframe for submission.
- (c)** The field of study to which the applicant is applying for study assistance must be in accordance with the approved field of study.
- (d)** A bursary or study assistance will only be allocated to any applicant upon the recommendation and approval by the committee.
- (e)** A bursary holder will be awarded with a study assistance to pursue studies which are related to the mandate of the institution.
- (f)** A bursary recipient can only be funded for one qualification in one institution at any given time.
- (g)** Bursary allocation will cover for full tuition, prescribed study materials, travelling, accommodation and any other related matters with financial implication: Provided that such financial implication shall exclude the purchase of laptop for the recipient.
- (h)** Payment of a bursary which is due for study fees, will be made directly to the relevant institution upon receipt of the necessary documentation (specified bank account and invoices), by the Department.
- (i)** A bursary holder may not in any given period of their study change from one institution to other without prior informing and obtaining approval from bursary committee.
- (j)** A bursary holder must enter into a contractual agreement with the Department within 30 days from the date of the approval of bursary allocation.
- (k)** After completing first year of study, no further payments will be made in respect of a bursary holder for the next academic year, without the submission of final examination results of the previous by the recipient.
- (l)** The Department will under no circumstances pay any funds for failed or repeated courses / modules or subjects.
- (m)** If a bursary holder repeats a year of study or failed courses / modules, he or she will incur the cost and upon passing such courses submit the results to the Department.

- (n) Working with the relevant institutions, the Department shall obtain information in relation to number of courses which a student is supposed to pass in order to progress to the next level.
- (o) If the bursary holder decides to discontinue with the study due to other reasons or circumstances not contemplated in item 10 of this policy, the Department shall after consulting such affected person, recover the monies spend towards payment of tuition fees, including other related costs incurred by the Department.
- (p) Bursary allocation and the number of beneficiaries of a bursary scheme per financial / academic year shall depend on the availability of funds on the part of the Department, and as such the Department in consultation with the Committee, reserves the right to allocate or not allocate study assistance to applicants during any financial / academic year.

10. REQUIREMENTS

The following requirements must be adhered to by both the applicant and any role player participating in the bursary scheme:

- (a) Allocation of any study assistance must be done in accordance with the processes and procedure provided for in the policy.
- (b) The content of this policy must be disseminated through awareness sessions with all relevant and affected stakeholders on an annual basis before the period of submitting applications is opened.
- (c) Advertisement of bursary application must be done through departmental website, emails, newsletters, community radios, local newspapers, distribution to regional offices of Traditional Affairs.
- (d) Application for study assistance must be submitted in the prescribed application form, for consideration and must reach the Department on or before the closing date, prescribed in the advert.
- (e) The Department must inform all applicants in writing, not later than 30th November each year, of the outcome of their applications.
- (f) The following documents must be attached together with the application forms by the applicant–

- (i) Motivation letter as to why the applicant want to pursue studies in the field he or she applied for with a particular institution.
- (ii) Certified copy of an Identity Document and Grade 12 / Matric certificate.;
- (iii) Latest academic record in case of the applicant who is already studying or was studying with a particular institution and still want to continue with the same programme.
- (iv) Proof of residential address.
- (v) Quotation of the fees payable for the academic year concerned obtained from the relevant institution; and
- (vi) Prescribed study materials, where applicable: provided that such study materials shall exclude laptop or any electronic device.

11. TERMINATION / WITHDRAWAL OF THE BURSARY ALLOCATION

The allocation of study assistance / bursary to a Traditional Leader may terminated or withdrawn if the bursary holder–

- (a) discontinues with the programme without prior informing and obtaining approval of the Committee;
- (b) is suspended or expelled from the learning institution for breach of any applicable Code of Conduct or prescript of the concerned institution;
- (c) fail to submit progress results to the Department in accordance with the provisions of this policy and the contractual agreement to which he or she entered into with the Department; and
- (d) has been removed from the position of the traditional leadership by the relevant family or court order issued by the competent court: Provided that if such removal occur one year towards the completion of the programme by the affected bursary holder, the Department shall continue with the payment of tuition fees and other related matters.

12. SUSPENSION OF BURSARY / STUDY ASSISTANCE

- (a) A bursary holder may in writing with the approval of the Committee apply to / or request the Department to suspend his or her bursary contract for a period not exceeding one academic year, based on the validity of reason/s stated by the recipient.
- (b) If for whatever reason the bursary holder fails to resume with his or her studies in the following academic year, the Department shall terminate the bursary.
- (c) The bursary holder will have to re-apply if he or she decides to re-pursue the studies in the following academic year: Provided that if after two academic years the bursary holder does not continue with his or her studies, he or she shall be liable for repayment of the cost incurred by the Department during his or her academic year/s of studies.

13. EXTENSION OF BURSARY CONTRACT

- 13.1. The Department in consultation and with the recommendation of the Committee may grant an extension of a bursary or study assistance, to the bursary, if he or was certified medical unfit by a medical practitioner to continue with the study or writing an examination: Provided that such medical unit has been communicated and approved by the relevant institution.
- 13.2. The extension period shall depend upon consideration of the merit of the case by the Committee: Provided that such extension may not be granted beyond a period of two years.

14. FINANCING OF THE BURSARY SCHEME

The Department–

- (a) shall make budgetary provisions under Capacity Building Directorate each financial year for the Bursary Scheme in line with its endeavour to provide capacity building and support to Traditional Leaders and to the broader institution of traditional leadership, in accordance with the mandate of the Department;

(b) may source donations and funding from other organs / institutions of the state and private sector, to contribute towards the allocated bursary funds; and

(c) must oversee the effective implementation of the policy by relevant officials and beneficiaries of the study assistance / departmental bursary.

15. ROLES AND RESPONSIBILITIES

15.1. Head of Department

The Head of Department shall be responsible but not limited to the following responsibilities–

- (a) Ensure that a conducive environment is created for the effective and efficient implementation of this policy;
- (b) Determine and adopt the membership of the Bursary and Training Committee as recommended by the Committee;
- (c) Approve the allocation of funds for Bursary Scheme and monitor the utilisation of such funds;
- (d) Approve the final list of bursary beneficiaries on an annual basis;
- (e) Approve the sourcing of additional funds for Bursary Scheme from other organs of state and private sector, by the Committee; and
- (f) Monitor and evaluate the impact of the Bursary Scheme.

15.2. Bursary and Training Committee

- (a) The membership of Bursary and Training Committee comprises of–
 - (i) the Deputy Director-General Traditional Affairs;
 - (ii) all Chief Directors within Traditional Affairs Branch;
 - (iii) Director responsible for Capacity Building;
 - (iv) A designated member of the Provincial House;
 - (v) Chairpersons of local house; and
 - (vi) any other departmental official/s as identified by the Committee.

- (b) The Committee shall be chaired by the DDG Traditional Affairs or by any person designated by him or her.**
- (c) Members of the Committee shall be formally appointed by the HOD to serve for the term of five years aligned to the term of office of both the Provincial and Local House.**
- (d) The Committee shall be responsible but not limited to the following functions–**
 - (i) Attend all meetings of the Committee as convened by the Chairperson;**
 - (ii) Make recommendation to the HOD on the appropriate budget to be allocated for Bursary Scheme;**
 - (iii) Determine appropriate period for the issuing of bursary application forms to all regions with traditional leadership;**
 - (iv) Determine methods of disseminating information to all prospective bursary recipients;**
 - (v) Receive and consider bursary applications as submitted with the Department;**
 - (vi) Ensure compliance by all participants with the selection processes and procedure as provided for in this policy;**
 - (vii) Recommend other fields of study, in line with the mandate of the traditional leadership institution to be pursued by bursary applicants;**
 - (viii) Select and recommend list of applicants to be awarded with study assistance and make recommendations to the HOD for the approval of the list;**
 - (ix) Determine other criteria for the selection of bursary recipients, in case where the number of qualifying applicants is more than the number to be covered by the available budget;**
 - (x) Identify a number of standby bursary recipients (reserve list), in case one or more selected applicant(s) does not or cannot take up an awarded bursary.**
 - (xi) Ensure that the selection of applicants or bursary recipients take into consideration the geographical, gender and leadership positions of the applicants.**

- (xii) Assist the Department to communicate with applicants the outcome of their applications;
- (xiii) Assist the Department in sourcing some additional funds with other institutions of the state and private sector for Bursary Scheme;
- (xiv) Interact with other key and affected stakeholders on any matter related to Bursary Scheme and allocation of study assistance; and
- (xv) Receive and consider progress reports of all bursary holders.

15.3. Bursary Applicant / Prospective Bursary Recipient

A Traditional Leader who apply or wish to be allocated with study assistance / bursary by the Department must-

- (a) Obtain and complete the prescribed application forms and forward the same to the relevant offices of Traditional Affairs, for submission to the Department on or before the closing date;
- (b) Apply / register and obtain acceptance letter with the relevant institution of higher learning to pursue study in any recommended field of study;
- (c) Attach all the required documentation in accordance with the provisions of item 10, paragraph (f) of this policy;
- (d) Complete and sign a contractual agreement with the Department in respect of awarded bursary;
- (e) Adhere and abide by the terms and conditions of the contract as well as with the applicable rules and Code of Conduct of the relevant institution;
- (f) Inform and obtain prior approval of the Committee in case of any changes in respect of the registered field of study / programme or institution;
- (g) Avail himself or herself to the Committee when so requested by members to present or provide information deemed necessary by the Committee; and
- (h) Submit progress report to the Department in accordance with the prescribed timeframe.

16. APPROVAL OF THE GUIDELINES

This policy shall be approved by the Executive Authority on the recommendation of the Head of Department as per the updated departmental delegations.

17. ADMINISTRATION OF THE GUIDELINES

Responsibility and accountability for implementing the policy rests with the Head of Department and ultimately the Executive Authority.

18. EFFECTIVE DATE OF THE GUIDELINES

This policy shall become effective on the date it is signed by the Executive Authority (MEC) responsible for Cooperative Governance and Traditional Affairs.

19. PROCEDURE OF THE GUIDELINES

There is no separate procedure for the implementation of the policy as it will be incorporated into the daily activities of the management of all affected directorate's programmes. It is therefore critical that the management of affected programmes or directorates familiarise themselves with the contents of the policy.

20. COMMUNICATION OF THE GUIDELINES

The policy shall be communicated to stakeholders by means of awareness sessions, workshops and copies of the guidelines shall also be circulated to all relevant and affected stakeholders (both internal and external).

21. FINANCIAL IMPLICATIONS

Financial implications for the Bursary Scheme shall be budgeted under Capacity Building Directorate each financial year. Any need for additional funds for the scheme shall be motivated by the Committee, whereas other financial implications incurred by members whilst attending meetings and other activities of the Committee shall be provided for by the Department under voted funds allocated to Capacity Building Directorate.

22. REVIEW OF THE GUIDELINES

The policy shall be reviewed in five years from the date of approval by the Executive Authority or when the need arises.