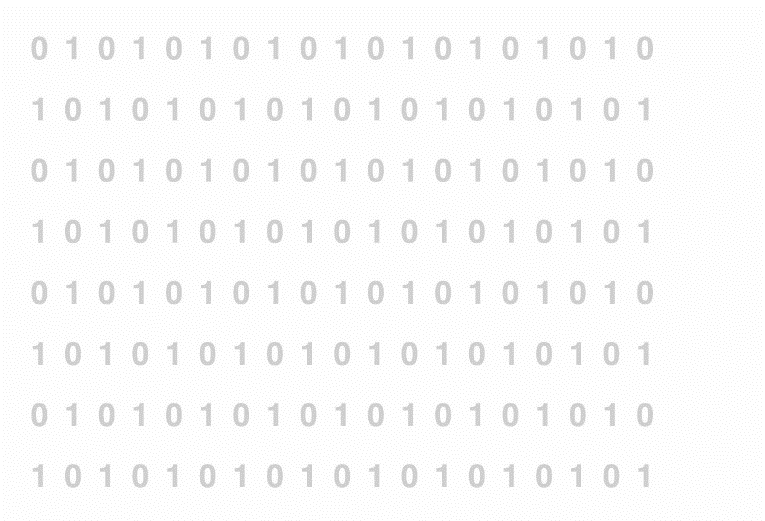
A close up of a screen

Description automatically generated

**Ukukhula Bursary Fund Online System**

HTML 5 Forms Specification

**Creation Date:** 04 February 2024

**Last Updated:** 08 April 2024

**Version:** FINAL DRAFT

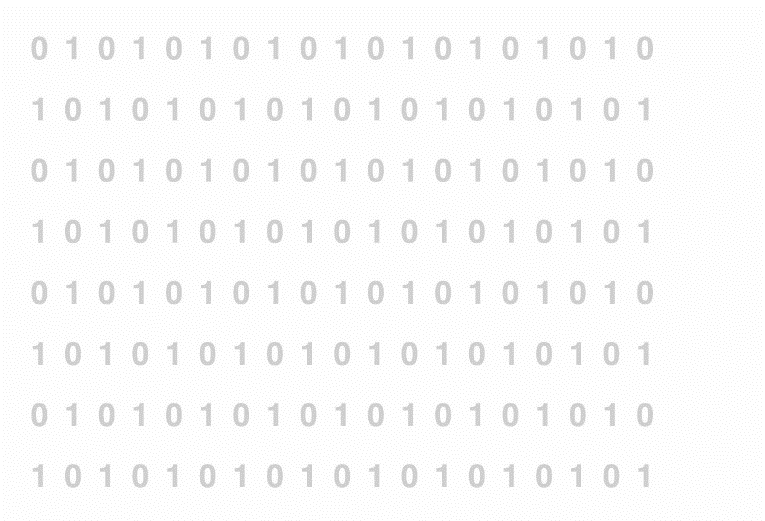


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**Abbreviations:**

| **Abbreviation / Terminology** | **Description of abbreviation / terminology:** |
| --- | --- |
| Applicant/External User | A person who makes a formal application for the student in need of funding. |
| Internal User | A person (BBD employee) who is responsible for processing and managing all the application form submitted. |
| Back Office | The Back-Office is the operational area of a company where the internal users process submissions of applications. |
| Candidate | A person who is intended to receive the bursary fund. |
| BBD | Barone, Budge and Dominick (PTY LTD) |
| Admin | BBD HR & Talent Staff |

# Introduction

## Background

Ukukhula Bursary Fund was established in 2022 by BBD to bridge the gap found in the current bursary funding system in South Africa. The bursary fund is aimed at aiding previously disadvantaged individuals who are unable to receive financial assistance the normal conversational bursary route due to portraying the image that they can fund their tuition.

The Ukuklula bursary fund is a programme that requires universities to identify students with the potential to excel in the technological field but rather do not have the mins to pay for their tuition. These identified individuals should have an academic average of 65% and above, are proven to be disadvantaged and are South African.

Universities are required to submit applications to BBD via the Ukukhula Bursary Fund Online System to obtain pre-approval from Management/Administrators on proposed candidates they intend on providing funding for. The universities are also required to submit all the necessary supporting documents for each candidate that has been selected accordingly.

In 2024, BBD published the need to develop, implement as well as maintain the online system over an indefinite period. To ensure efficient administration of the Ukukhula Bursary Fund, BBD implemented the Ukukhula Bursary Fund Online System to enable online submission of applications for pre-approval/review before funds are released for selected applications.

## Purpose of the document

The purpose of this document is to outline how the HTML 5 forms will function and describe all the fields for the forms.

## Project Scope

The following functionality is in scope:

* FRS 1. Provide an HTML 5 forms to enable an applicant to:
* Submit a new application.

## Business Rules:

* The user (HOD/University) can only register using a special link.
* The student can only attach documents for their application using a one-time link. **(Limited time link of 72 hours)**
* All documents will be checked manually for the time being.
* The admin should be able to download the supporting documents from the students.
* The Ukukhula dashboard will provide a summary of each university from the admin side such as the Outstanding reviews, demographics breakdown of all students, Average amount we require per student and Average amount we are spending per university over a certain period.
* The Ukukhula dashboard from the university side will provide a summary of the universities spending activities, the application they have submitted the available funds remaining.
* Statuses of student:
* “Pending” - student needs to upload documents.
* “In review”- BBD needs to start the review process.
* “Approved/Declined” status – After the application has been successfully reviewed.
* The HOD will have the ability to renew funding for a student if the student was funded by us in the previous year by clicking on the resubmit button. (Application will be displayed and the HOD can make the necessary changes.)
* *The process of generating contracts will be manual for the time being.*
* Statuses of processing of invoices:
* “Pending” – Invoice has been submitted to Admin.
* “In review”- BBD needs to start the review process & sent to the finance department.
* “Approved” status – Funds have been paid to the university.

# Ukukhula Bursary Fund Application form:

The form will be generated dynamically based on the options selected by the applicant.

Mandatory and optional fields:

• The line of the mandatory fields will be highlighted in red.

• As soon as the user types into the field, the line colour with become green.

• After the user has captured the field information, the line of the field will change colour to grey.

## University Application Form For Candidate

### Authorised Candidate Details from University:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Description Name** | Type | M O C | Field Length | Comment/Business Rules/Special Recommendations |
| **Ukukhula** | Logo | M | - | Read Only. |
| **Application Form** | Header | M | - | Read Only. |
| **Please provide the details of all the students then allocate their bursary.** | Sub-header | M | - | Read Only. |
| **Select Year of Study**  **Select the year of study you would like students to receive funding for.**  **If you would like to apply for students over multiple years, you will need to do a separate application form.** | Alphanumeric | M | 50 | Mandatory  Valid Values:   * 2023 * 2024 * 2025   (These years will change as years progress & will display previous year, current year and next year)  Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **First Name** | Alphanumeric | M | 1000 | Mandatory  Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **Last Name** | Alphanumeric | M | 1000 | Mandatory  Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **Email address** | Alphanumeric | M | 1000 | Mandatory  Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field**   * An email address should be unique. The system should check that the email address captured does not already exist. If it does exist, the system should display the following message: “**Email address already exists**”. |
| **University Name** | Dropdown list | M | 1000 | Mandatory  (Greyed out)  Prepopulated from the registration.  **Valid values:**  • Cape Peninsula University of Technology • Central University of Technology  • Durban University of Technology  • Mangosuthu University of Technology  • Nelson Mandela Metropolitan University  • Northwest University • Rhodes University  • Stellenbosch University • Tshwane University of Technology  • University of Cape Town  • University of Fort Hare • University of Johannesburg  • University of KwaZulu-Natal  • University of Limpopo  • University of Pretoria  • University of South Africa  • University of Free State • University of Western Cape  • University of Witwatersrand  • University of Venda  • University of Zululand  • Vaal University of Technology   * Walter Sisulu University * Other   If other is selected display a textbox.  Validation:   * Field cannot be empty.   Error message**: [Field Name] is a required field.** |
| **Add New Candidate** | Button | M | - | Add another form for a new candidate. |
| **Save for later** | Button | M | - | Save all the form’s information. |
| **Continue** | Button | M | - | Continue to the next page |

1. Application Form: Allocate Funds

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fund Allocation | Numeric | M | 6 | Mandatory  Fund allocation should not be higher than R250 000 per student.  Validation:   * Field cannot be empty.   Error message: [Field Name] is a required field. |
| **Add New Candidate** | Button | M | - | Add another form for a new candidate. |
| **Save for later** | Button | M | - | Save all the form’s information. |
| Submit | Button | M | - | Save all the form’s information. |

## Authorised Candidate Details Questionnarrie:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Description Name** | Type | M O C | Field Length | Comment/Business Rules/Special Recommendations |
| **Ukukhula Bursary Fund Application Form** | Header | M | - | Read Only. |
| **Please complete the questionnaire below:** | Expanding sub header | M | 1000 | Read Only. |
| **Title** | Alphanumeric | M | 10 | Mandatory  Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **First Name** | Alphanumeric | M | 100 | Read Only. |
| **Last Name** | Alphanumeric | M | 100 | Read Only. |
| **Date Of Birth** | Alphanumeric | M | 8 | Mandatory  Validation:   * Field cannot be empty.   Error message**: [Field Name] is a required field** |
| **Identification Number** | Numeric | M | 13 | Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **Gender** | Dropdown | M | 100 | Mandatory  Valid Values:   * Male * Female * Non-binary * Prefer not to say.   If non-binary is selected, display a textbox.  Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **Race** | Dropdown | M | 100 | Mandatory  Valid Values:   * White * Black * Indian * Coloured * Asian   Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **Age** | Numeric | M | 2 | Mandatory  Validation:   * Field cannot be empty.   Error message**: [Field Name] is a required field.**   * If a figure above three figure is entered.   Error message:  **[ Please enter a valid age.]** |
| **Are you a South African citizen or permanent resident?** | Checkbox | M | 100 | Mandatory  Valid Values:   * Yes * No   Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| Contact Number | Numeric | M | 10 | Validation:   * Field cannot be empty.   Error message**: [Field Name] is a required field.** |
| **Grade Average** | Alphanumeric | M | 50 | Mandatory  Validation:   * Field cannot be empty. * No amount lower than 65% should be inputted.   Error message: [Field Name] is a required field. |
| **Degree** | Alphanumeric | M | 1000 | Mandatory  Valid Values:   * BSC Computer Science * BSC Information Systems * BSC information Technology * BIT Information Systems * BCOM Informatics * BSC Game Design * BENG Software Engineering * BENG Computer Engineering * Honors * Maters * Doctorate * Other   If Other Is selected, please display a text field.  If Honours/Masters/Doctorate is selected display a text field.  Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **Faculty** | Textbox | M | 1000 | Mandatory  Valid Values:   * Faculty Of Engineering * Faculty Of Commerce * Faculty Of Science * Other   If other is selected, display a textbox.  Validation:   * Field cannot be empty.   Error message**: [Field Name] is a required field.** |
| Address Line | Alphanumeric | M | 1000 | Mandatory  Validation:   * Field cannot be empty.   Error message**: [Field Name] is a required field.** |
| Suburb/District | Alphanumeric | M | 1000 | Mandatory  Validation:   * Field cannot be empty.   Error message**: [Field Name] is a required field.** |
| City/Town | Dropdown | M | 1000 | Mandatory  Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| Postal Code | Numeric | M | 4 | Mandatory  Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **What year of study are you?** | Dropdown | M | 100 | Mandatory  Valid Values:   * 1st Year * 2nd year * 3rd Year * 4th Year   Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **What job do you wish to purse after you have completed your studies?** | Alphanumeric | M | 150 | Mandatory  Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **Have you or are you currently receiving funding for your studies?** | Alphanumeric | M | 150 | Mandatory  Valid Values:   * Yes * No   If ‘yes’ is selected display a textbox.  Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **Name the bursary/company that provided you with the funding.** | Alphanumeric | M | 150 | Mandatory    If ‘yes’ is selected to the question “Have you or are you currently receiving funding for your studies?  Display this question.  Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **Have you worked in the IT industry yet?** | Alphanumeric | M | 150 | Mandatory  Valid Values:   * Yes * No   If ‘yes’ is selected display a textbox.  Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **Where in the IT industry have you worked and what role did you play?** | Alphanumeric | M | 150 | Mandatory  If ‘yes’ is selected to the question “Have you worked in the IT industry yet?”.  Display this question.  Validation:   * Field cannot be empty.   Error message: **[Field Name] is a required field.** |
| **Please kindly attach the students’ Academic record, Proof of Identification, Matric certificate and Financial Statement.** | Label | M | 1000 | Read Only |
| **Supporting Documents** | Attachment | M | - | Mandatory  Validation:   * Field cannot be empty.   Error message**: ‘Please attach the required supporting documents.”** |
| **Submit** | Button | M | - | Save all the form’s information. |