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RELATED PROCEDURES	PDIIIE018: Academic and Research Conditions of Service Procedure	
POLICY ANNEXURES	All related annexures are in PDIIIE 018 Academic and Research Conditions of Service Procedure	

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¹ S64: 2023/11/13 Item 8.2.6 Amendments include(a) increasing the allocated Research Incentive for each accredited research output. (b) Clarity on the financial support for publication costs by The IIE and its respective divisions. (c) Updates for the appointment of Research Associates and Post-Doctoral Research Fellows. (d) Extending the expiration of accumulated points on RATS from 3 years to 5 years. (e) • Extending the expiration date of points on RITS from 3 years to 5 years.

² Senate Round Robin: 7 February 2026

³ S59:2022-03-24 Item 8.2.4 (whole policy review) – Policy edited, renumbered.

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GLOSSARY AND ROLES

Academic Centre of Excellence (ACE)	ADvTECH's Academic Centre of Excellence purposed to maximize academic advantage.
Academic Research Leave	Research leave whether related to a qualification or a recognised research output as provided by The IIE to all permanent academic staff
Conference	A formal, planned event where researchers present their findings and papers and where keynote speakers who are experts give attendees industry knowledge and updates. Peer-reviewed conferences involve a process of selecting the presentations made using standards and criteria. Academics from The IIE should not normally be participating in conferences that are not peer-reviewed.
Conference Proceedings	The published record of a conference, congress, symposium, or other meeting sponsored by a society or association, usually but not necessarily including abstracts or papers presented by the participants. Peer review is an important quality assurance mechanism.
Development	An activity or programme or course of study that will improve the skills or qualifications of a person but is not required by the employer. This is normally only partly funded if at all and incurs a debt liability. Study Assistance policies normally apply.
Executive: Research, alternatively the Head of Institutional Research	The IIE Research Head responsible for research at The IIE. This person ratifies the Recognition of Prior Learning (RPL) decisions at the post-graduate level.
Incentives	Rewards for meeting specific outcomes.
International Standard Book Number (ISBN)	International Standard Book Number is used to identify the publisher, specific title, edition and format of a published book.
Long service academic leave	After five years of unbroken service, a designated academic, who already holds a Doctoral degree and has already contributed to the research output of The IIE by producing at least one unit of recognised output that is no older than two years at the time at which the intended leave will be taken, may take an additional 10 working days research leave in any year, subject to the same rules that apply to the research leave for fully recognised outputs that acknowledge The IIE.
Peer-reviewed	A process by which a scholarly work (such as a journal article or conference proceedings) is evaluated by academic peers who are tasked with the decision to recommend acceptance/publication of the work with or without changes or not at all. Blind peer-review means that the identities of the academic producing the work and of the reviewers are kept from the other involved party to increase objectivity. Peer review includes specific feedback. Work that does not meet the standard or criteria is not accepted for use or presentation.

	Review that does not include the possibility of non-acceptance is not an academic peer review.
Recognised research output	Research outputs are divided into those that are fully recognised (normally those that would attract subsidy if produced in a public higher education institution and for which The IIE offers incentives), partially recognised (would not attract subsidy in a public institution but a limited incentive is provided by The IIE for developmental reasons) and those that are not recognised (recorded for tracking purposes but not incentivised).
Research Activity Tracking System (RATS)	A tracker on SharePoint for recording research outputs.
Research Day	A research day is a specific work from home day provided to academic staff who have 10, 20 or 50% of their workload linked to research output. These research days are determined by agreement with the academic's line manager and can be accumulated to ensure adherence to the goal setting agreement. Taking accumulated research days is only with the line manager's approval and only if it will not affect academic delivery and / or service standards to students.
Research Incentive Tracking System (RITS)	A derivative of RATS for tracking the points earned towards incentives for those that produce recognised research outputs.
Research Leave	10 days Academic Research leave , not related to qualifications, is available, for all full-time employed IIE staff. This leave can only be used for an output that will formally acknowledge The IIE as the institution of origin for the work.
Scholarly work	Peer-reviewed work written or produced by an authority on the subject.
Seminar	This is a form of academic instruction organised by an expert or professional on a limited topic and may include discussion but is strongly led by the expert.
Study Leave	The Group Study Assistance Policy, which applies to all staff, provides for a maximum of 10 working days of study leave for qualification study that includes examinations, or for postgraduate studies that do not include examinations.
The IIE	The Independent Institute of Education (Pty) Ltd.
The IIE Director	The ADvTECH Group Executive member responsible for the Academic Centre of Excellence (ACE) and The IIE's academic functioning and status as a private provider of education.
Training	An activity or programme or course of study that is required by the employer to improve the skills or qualifications of a person. This is normally fully funded and while there may be a debt obligation, there is not always one.
Workshop	Normally a smaller group of people engaging in intensive discussion and activities related to a specific topic to deepen

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	understanding or skills or clarify positions of concepts. Normally led by an expert and normally activity based.
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1 INTRODUCTION, APPLICATION AND DESIGNATION

- (1) This Policy applies to academics appointed in positions designated as academic/teaching and learning/research on the HR Information System, except in those instances where specific reference is made to other groups of staff.
- (2) Academic positions normally have the following key functions:
 - a) Lecturing, tutoring, assessment and/or supervision of students
 - b) Curriculum, syllabus, learning material and assessment development or renewal or quality assurance.
 - c) Quality assurance of teaching and learning, including moderation and/or development of lecturers and heads of programme.
 - d) Community Engagement.
 - e) Research.
 - f) Administrative duties and tasks related to their roles.⁴
- (3) This Policy provides for:
 - a) Concessions which include working conditions that provide the academic with time out of the office/off-campus and/or changes in workload or other support for the purpose of promoting scholarship, including research.
 - b) Incentives for recognised research outputs for staff and sessional lecturers as long as the staff member is in the employment of The IIE, and these outputs are in the name of The IIE.
- (4) These concessions and incentives are not a right of employment and are not contractual.⁵
- (5) These concessions and opportunities are either informed or subject to:
 - a) Determination, by the Executive: Research or Head of Institutional Research, that the activity being supported or proposed for support through these benefits or incentives promotes the academic and research profile of The IIE.
 - b) Operational needs of the team in which the person is employed as determined by the line manager concerned.
 - c) Performance standards and their achievement.
 - d) Previous research outputs in the name of The IIE.
 - e) Delivery of intended outputs in other periods in which the concessions were allowed.
 - f) Standard IIE/ADvTECH service conditions.
 - g) ADvTECH Study Assistance Policy provisions which apply to all staff.

⁴ 2023/11/13 Item 8.2.6

⁵ 2023/11/13 Item 8.2.6

- (6) This Policy does not permit:
- a) Accrual of any of the work-from-home and research leave concessions of this Policy (other than additional research leave for Master's and Doctoral Studies as specified in section 5.2 and research output/publication incentives as specified in section 9) to any subsequent year of service, save for research days.
 - b) Payout of any unused portion of incentives on termination.
 - c) Use of concessions or incentives in periods of notice and any permissions granted prior to notice being given is automatically revoked when notice is given.
 - d) Concessions to be given to people still on probation and/or having less than three months of service although incentives can be earned in this period.
 - e) Concessions to be used by anyone currently undergoing a performance improvement or disciplinary process and any permissions granted prior to the performance improvement or disciplinary process being initiated are automatically revoked when these processes begin.
 - f) Concessions to be used at times in the academic calendar that will negatively impact students or for any other reasons that will negatively impact students.
- (7) The general scholarship intended to be promoted through these conditions includes:
- a) Creating working conditions conducive to academic career development.
 - b) Enabling production of recognised research outputs.
 - c) Supporting continuing professional development of academic staff.
 - d) Improving the qualification profile of The IIE staff and academics.

2 WORK-FROM-HOME CONCESSION

- (1) Staff may be permitted to work from home on one or more working days in a week to meet their normal job requirements.
- (2) The following minimum principles apply:
- a) Meeting of performance and tenure requirements already specified or further specified by Division or Academic Centre of Excellence (ACE) management.
 - b) No operational impact on service to students.
 - c) Staff being able to provide their own stable and reliable internet connection.
 - d) Work-from-home days can be taken on any day of the week as agreed to by the line manager.
 - e) The person is contactable online and by phone during standard hours and remains responsive to urgent requests and queries.
 - f) Advance arrangements are made for power and connectivity disruptions, such as load shedding, including working from the office if no alternative power or connectivity is available from home.⁶
 - g) No disruption to lecturing, governance meetings and other operational

⁶ 2023/11/13 Item 8.2.6

commitments that impact on the quality of delivery to students.⁷

3 RESEARCH DAYS (A SPECIFIC TYPE OF WORK FROM HOME DAY)⁸

- (1) Academic staff who have 10, 20 or 50% of their workload linked to research output are entitled to research days (specific work from home days for the purpose of research).
- (2) These research days are determined by agreement with the academic's line manager.
- (3) These research days can be accumulated to ensure adherence to the goal setting agreement.
- (4) Taking accumulated research days is only with the line manager's approval and only if it will not affect academic delivery and / or service standards to students.

4 CONFERENCES, WORKSHOPS, SEMINARS AND OTHER TRAINING, AND DEVELOPMENT

- (1) The provisions of the Group Study Assistance Policy apply.
- (2) Training is an activity that is required by the management of the team, or campus and no leave needs to be taken to attend training, and debt is not normally incurred.
- (3) Development improves skills or qualifications and can be viewed as being of more value to the staff member than to the organisation – such as the completion of an additional qualification. Development activities are therefore normally not funded, or partially funded, depending on the needs of the team and the relevant individual.
- (4) An overlap may sometimes occur, or the purpose of the same activity (such as completion of a postgraduate qualification) may not be aligned for different staff members. For some, this is considered training as it has become a job requirement and for others, it would be development as it is not required but is valued.
- (5) For both training and development, the skill or qualification improvement that is attained must be specified in advance and must be demonstrated or assessed on completion of the activity.
- (6) Under certain circumstances, managers may approve conference attendance (without presentation at the conference) by one or more member/s of a team if it is deemed to have strategic or developmental value or opportunity. In general, participation at any peer-reviewed conference by way of presentation is considered developmental for which

⁷ 2023/11/13 Item 8.2.6

⁸ Senate Round Robin: 7 February 2026

there is no need to take research or annual leave. For attendance to such events, however, staff need to take annual leave unless there is developmental value in such events, as per the discretion of the line manager.⁹

- (7) Managers may approve attendance at any other training or development activity with the same conditions (that the learning is shared with the broader team where applicable, formally after the attendance).
- (8) A staff member planning to present at a conference must ensure that formal double-blind peer review is part of the process for conference presentation, and subsequent publication so that a recognised research output is achieved. In this case, the time taken to attend is not deducted from the research leave concession. This includes the entire duration of the conference.
- (9) Where a member of staff is invited to run a credible, impactful, reputation-building, research-related workshop or to present at a seminar, research or annual leave is also not deducted.
- (10) Whether attendance at any other workshop or seminar or other gathering is permitted and/or meets the criteria for training and/or development is at the discretion of the Division or ACE designated managers.

5 LEAVE IN SUPPORT OF POSTGRADUATE STUDIES

5.1 General Provision in Terms of the Study Assistance Policy

- (1) The current Group Study Assistance Policy, which applies to all staff, provides for a maximum of **10 working days of study leave** for qualification study that includes examinations, or for postgraduate studies that do not include examinations.
- (2) For postgraduate study leave to be awarded a **second time (subsequent year)**, proof of progress from the relevant institution is needed that demonstrates that the person is on track to finish the qualification in the minimum time set by that institution for the qualification and mode of provision.
- (3) A maximum of 10 working days is provided, meaning that in qualifications that have both research and examination requirements, the 10 working days are split between these requirements.
- (4) Research and study leave may be taken on any day of the week.
- (5) Applications must be made, and approved, in terms of the requirements of the Group Policy before the leave can be taken.

⁹ 2023/11/13 Item 8.2.6

5.2 Additional leave in terms of this Policy for Master's and Doctoral Study: Academic Staff only

- (1) Once an academic, who is completing a Master's or Doctoral degree as a training requirement (required for their position), has used the 10 working days provided for in the Group Policy, they may apply (subject to the limits below, the approval of the direct line manager and the performance and tenure requirements that apply to the rest of this policy) for additional time to assist them in completing either a Master's (see differentiation below) or a Doctoral degree.
- (2) No more than 10 additional working days, for the purpose of completing a Master's or Doctoral degree, are awarded in any one academic year.
- (3) The additional research study days may be accumulated but may only be taken at the discretion of the line manager to ensure academic delivery and student experience are not affected.¹⁰
- (4) For academics who are doing a Master's degree by coursework and research, an additional 10 working days' leave may be awarded only once during the course of the qualification.¹¹
- (5) For academics who are doing a Master's degree by research only, an additional 10 working days research-study leave may be awarded twice while within the minimum completion time for the qualification and mode of provision.
- (6) For academics who are doing a Doctoral degree (irrespective of type), an additional 10 working days research-study leave per annum may be awarded four times over a period of no more than the minimum completion time of the degree plus one additional year. The minimum time for a part-time doctoral degree is 3 years and The IIE will support research study leave up to a maximum of 4 years.
- (7) For all of the above additional days:
 - a) The academic will sign a study leave service agreement for the number of additional working days taken in any calendar year per application.
 - b) That agreement will be in effect until one year after graduation if the academic remains in the employ of The IIE, or until they leave its employment, if that is sooner than one year after graduation.
 - c) The agreement is cumulative.
 - d) If the academic resigns earlier than one year after graduating or at any time prior to graduating from the qualification, they will be required to repay the entire additional research time they have been given, even if this additional leave was taken in prior years and not the year of resignation.

¹⁰ Senate Round Robin: 7 February 2026

¹¹ Senate Round Robin: 7 February 2026

6 RESEARCH LEAVE NOT RELATED TO A QUALIFICATION

6.1 Principles for Research Leave Concession

- (1) 10 days Academic Research leave, not related to qualifications, is available, for all full-time employed IIE staff, subject to the provisions below.¹²
- (2) This leave can only be used for an output that will formally acknowledge The IIE as the institution of origin for the work.
- (3) This leave cannot be used for work that will only acknowledge another institution (such as for completing an article with a supervisor at another institution where the output will only recognise the other institution).
- (4) Of the allowable 10 working days no more than five days can be taken for work that will only be partially recognised and no days can be used for research work that will not result in a recognised output.¹³
- (5) A workplan must be submitted with the application that shows how the requested number of working days is commensurate with the work to be done and when the research output is likely to be completed.
- (6) The onus is on the staff member to prove they have met the stipulated requirements at all times including the initial application, the time of taking the leave, all subsequent reporting points and in advance of any further applications.
- (7) The line manager has the discretion to not grant further research leave concessions where they are not satisfied that the conditions have been met by the staff member.¹⁴
- (8) A staff member who is not keeping the Research Activity Tracking System (RATS) up to date will not be granted leave.
- (9) If the planned output has not been produced within 12 months of the leave taken, and in the absence of any evidence of substantial progress towards the output, the leave will be converted to annual leave and if there is insufficient leave to cover this, annual leave it will be converted to unpaid leave.

6.2 Academic Research Leave¹⁵

¹² Senate Round Robin: 7 February 2026

¹³ Senate Round Robin: 7 February 2026

¹⁴ Senate Round Robin: 7 February 2026

¹⁵ S66: 2024/09/11 Item 8.2.9

- (1) Where a staff member is involved in research that will lead to a fully recognised research output (see Annexure E) that recognises The IIE as the originating institution they may apply for a maximum of 10 working days per annum to complete this research. Academic research leave is a different category of leave, separate from Masters and Doctoral study leave stipulated above.¹⁶
- (2) A supervisor in the permanent employment of The IIE who is not being paid over and above their salary to supervise a student doing an IIE Doctoral degree or full research Master's degree may use up to three working days of this leave to provide feedback on the final draft of an IIE research Master's dissertation (not a coursework dissertation) or IIE Doctoral thesis.
- (3) Academic staff can also use this leave to finalise an article for co-publication with any IIE student(s) they have supervised.
- (4) This leave is not available for:¹⁷
 - a) Staff members to supervise students at other institutions.
 - b) Staff members who are graduating or have graduated from other institutions and are working on an article that will only recognise the other institution.
 - c) Any outputs that do not recognise The IIE as the first affiliated institution.
- (5) Proof that the output was completed can be provided as follows:
 - a) Proof of submission is sufficient for peer-reviewed outputs.
 - b) A publishing contract and International Standard Book Number (ISBN) or e-ISBN number need to be provided. This must then be followed up with proof of submission to the editors.
- (6) For the incentive programme, the research output point/s or part-point will only be allocated once the journal article has been published or the conference paper has been published as part of the conference proceedings or the book has been published.
- (7) Research leave in any subsequent year will not normally be awarded unless acceptance related to the above has been received or evidence of substantial progress toward completion of the output¹⁸ has been provided.
- (8) A maximum of five working days per annum is available for not-fully recognised (also known as B list) research and this would be part of the total of 10 days if the person also qualifies for leave for a fully recognised output.
 - a) These would not normally be recognised for subsidy if produced in the public sector (See Annexure E - B-list).

¹⁶ 2023/11/13 Item 8.2.6

¹⁷ Senate Round Robin: 7 February 2026

¹⁸ 2023/11/13 Item 8.2.6

- b) As The IIE improves its research output fewer activities will be partially recognised and qualify for this leave.
- c) In the case of a book or chapter, proof of a publishing contract is required, which clearly indicates that the book or chapter is peer-reviewed and academically focused. From 31 December 2028, the partially incentivised activities will no longer qualify for research leave or research incentives.¹⁹

6.3 Research activities that are not incentivised and have no associated concessions

- (1) Research leave is not available for any activities listed in Annexure E under List C: Non-Incentivised Research Activities.
- (2) Outputs should still be recorded on RATS, or on another system such as the postgraduate tracker, to build a record of activities that can be used to demonstrate the overall institutional profile.

7 APPLICATION FOR RESEARCH LEAVE

- (1) The existing Study Assistance/Study Leave process is used for the 10 working days as provided for in the Study Assistance Policy – where this leave is not for examinations, applicants are required to submit proof of registration for their qualification instead of a timetable.
- (2) For purposes of simplicity, this is referred to as study leave even if there are no examinations in a postgraduate qualification.
- (3) Annexure A is used for applications for Academic Research Leave (See Annexure E).
- (4) Annexure B is used for applications for Academic Long Service Research Leave for fully recognised research outputs (See Annexure E).
- (5) Annexure C is used for applications for study leave for Master's and Doctoral Studies.
- (6) Annexure D is used for applications for Sabbatical leave.
- (7) Evidence of completion needs to be logged on the Research Activity Tracker when the output is delivered.

8 LONG SERVICE ACADEMIC LEAVE

- (1) After five years of unbroken service, a designated academic, who already holds a Doctoral degree and has already contributed to the research output of The IIE by producing at least one unit of recognised output that is no older than two years at the

¹⁹ S66: 2024/09/11 Item 8.2.9

time at which the intended leave will be taken, may take an additional 10 working days research leave in any year, subject to the same rules that apply to the research leave for fully recognised outputs that acknowledge The IIE.

- (2) This leave can only be taken at a time that has minimal impact on the operational requirements of the unit served.
- (3) This leave cannot be taken within the same year as when an academic has been granted Sabbatical Leave, for the same output agreed to for the Sabbatical Leave. Should additional outputs be due for completion outside the Sabbatical period, it is at the discretion of the line manager whether Long Service Academic Leave can be taken in the same year.²⁰
- (4) A stipulated output needs to be delivered within one year of the leave being taken or the person will not qualify for further research leave until they deliver on the initial commitment.

9 SABBATICAL LEAVE

- (1) Sabbatical Leave is a period of uninterrupted leave granted to staff to pursue scholarly activities. As such, the purpose of sabbatical leave is to provide an opportunity to conduct research to improve the quality of The IIE's research and scholarship.
- (2) The two main purposes of Sabbatical Leave are:
 - a) Academic research with the intention of disseminating it through accredited platforms (academic journals, peer-reviewed edited collections published with international publishers, or monographs with accredited publishers).
 - b) Completion of a doctoral degree.
- (3) Sabbatical Leave is not an entitlement that is awarded automatically to staff. Sabbatical leave applications are considered and approved at the discretion of the brand academic management teams (Campus Head, Head of Academics and Brand Deans²¹ and Executive Dean: Academic and for the Academic Centre of Excellence (The Director and Executive: Research or Head of Institutional Research in consultation with the applicant's line manager).²²
- (4) The overall performance of the applicant, the academic merits of the application, and the availability of a suitable replacement during the sabbatical are the factors to be considered in granting the sabbatical leave.
- (5) If an applicant fails to produce research outputs as stipulated in the Sabbatical Leave Application, The IIE may refrain from granting any further research-related leave as it

²⁰ Senate Round Robin: 7 February 2026

²¹ S66: 2024/09/11 Item 8.2.9

²² Senate Round Robin: 7 February 2026

deems fit.

- (6) Sabbatical Leave is fully paid leave, and the duration of granted leave will be up to six months.
- (7) Staff on sabbatical leave are not expected to be working from the office during their leave but the relevant Academic Management Team, under exceptional circumstances, reserves the right to place conditions of work requirements as part of the approval of sabbatical leave, which includes but is not limited to concluding duties such as postgraduate supervision or certain administrative duties, if and when relevant. Besides these extraordinary circumstances, applicants are expected to focus on concluding their Sabbatical Leave Plan.
- (8) In general, Sabbatical Leave applications need to be submitted to the relevant managers six months in advance of the semester into which the proposed sabbatical leave falls.
- (9) Upon approval, the Sabbatical Leave will only be granted after the applicant signs a Sabbatical Leave Annexure with the relevant Academic Management Team at The IIE.
- (10) In any given year when the Sabbatical Leave is granted to a staff member, normally no study or research leave will be granted to the said staff member over and above their Sabbatical Leave. However, this study or research leave is at the discretion of the line manager if the staff member has proven output and if the leave is for a different output.²³

9.1 Criteria for Eligibility

- (1) Normally, staff in the employment of The IIE for at least five years are eligible to apply for sabbatical leave. The sabbatical leave is available in five-year cycles, for each five years staff are eligible for sabbatical leave.
- (2) Sabbatical Leave only applies to permanently employed staff.
- (3) Applicants must submit a Sabbatical Leave Application form detailing the intended outcome(s) of the leave.
- (4) Upon return from the sabbatical leave the academic staff member is obligated to remain in the service of The IIE for a period equivalent to the duration of the sabbatical leave or pay back the outstanding amount equivalent to the leave taken.²⁴

9.2 Criteria for Approval

- (1) The overall academic merits of the application are one of the deciding principles in granting the leave.

²³ Senate Round Robin: 7 February 2026

²⁴ 2023/11/13 Item 8.2.6

- (2) The other important factor will be the availability of the capacity to share and redistribute the academic duties of the applicant to other staff for the duration of their leave, or the availability of the budget to secure a sessional lecturer as a replacement.
- (3) Sabbatical Leave for the completion of a doctoral qualification will only be considered where academic staff can demonstrate that they are in the advanced stages of their doctoral degree.
- (4) Sabbatical Leave for academic research will only be granted to academic staff who can demonstrate in their Sabbatical Leave Application Form that at least two research outputs will be published on accredited platforms.
- (5) In the unlikely event that the applicant fails to produce the intended results as stipulated in their Sabbatical Leave Application Form, and in the absence of mitigating factors such as critical illness or the death of a family member(s), etc. certain restrictive measures may be imposed on the applicant, such as restrictions on future applications for Sabbatical Leave.
- (6) In the unlikely event of a dispute regarding the produced outcome of the Sabbatical Leave or justifiability of the reasons for failing to produce the intended outcome(s), the decision of the Division's Academic Manager in consultation with the Executive: Research or Head of Institutional Research will be final.

10 INCENTIVES FOR STAFF

- (1) Any staff member (not only academic staff) who produces recognised (A and B lists) research outputs of a total value of at least one point will qualify for R25 000 research fund-RITS which can be used to cover the direct costs of conferencing and its related expenses such as conference registration fee, travel, accommodation, daily subsistence as informed by the South African Revenue Service (SARS) guidance, transport, visa application fees, etc.²⁵
- (2) Application for use of research funds on equipment, tools, software, books or journal articles, article processing or publishing costs, etc. that could lead to A-list research outputs would be managed on a case-by-case basis. Upon submission of such expense claims with the support of the Brand, a panel consisting of, the Deputy Deans of Research at the Brands and Executive: Research or Head of Institutional Research and, when applicable, a senior academic expert, would be convened by the Executive: Research or Head of Institutional Research to consider the application. In such cases, the overall performance of the applicant in terms of research output would be taken into consideration; as well as the legitimacy of the conference, journal or publisher (e.g. must not be predatory). The panel may deliberate on a virtual platform or via email. The majority of the convened panel must agree that the expense is legitimate and will contribute towards an A-list research output before the use of the funds can be

²⁵ 2023/11/13 Item 8.2.6

approved.²⁶

- (3) Staff can make use of their accumulated research funds to support their students. A supervisor who co-publishes an accredited research output with an IIE student may provide financial support to their students in terms of the relevant costs such as conference fees and travel. In such cases, the staff need to officially express their consent to make use of their funds to support their student to the extent that they deem fit.²⁷
- (4) If a staff member achieves another point because of the deployment of this incentivised point the same will apply to that point.
- (5) Points can be accumulated on RATS over five years.
- (6) The accumulation of research points is informed by the research outputs and values specified in Annexure E. Unless it is justified otherwise, research points are divided by the number of authors or contributors involved in the research output and not by the percentage of input made by each individual author or contributor on the specified research output.
- (7) No payment is made until a full point has been accumulated or earned in a five-year cycle.
- (8) Once a full point is accrued, it will be transferred to the Research Incentive Tracking System (RITS), where it will be accessible for research activities as stipulated in section 10.1-3 for a period of five years from the date of transfer after which it will lapse and be forfeited.
- (9) When a full point is earned for an accredited research output in one calendar year the permanent staff member is eligible for an additional R20 000 taxable cash incentive (paid by the relevant IIE division). The additional cash incentive scheme will be reviewed at the end of 2028.²⁸
- (10) The fully recognised (A-list only) research outputs must be captured on RATS within the calendar year of achieving them to qualify for the additional cash incentive. Quarterly reports on RATS will be extracted to update RITS points to enable the payout of the additional incentive to permanent and fixed-term staff.
- (11) The research incentive is not available to Sessional lecturers or Research Associates at The IIE.

11 INCENTIVES FOR RESEARCH ASSOCIATES

²⁶ Senate Round Robin: 7 February 2026

²⁷ 2023/11/13 Item 8.2.6

²⁸ S69: 2025/08/28 Item 10.25

- (1) If a full point is earned for fully recognised outputs, with The IIE as the recognised institution, a taxable project fee is payable to the research associate contracted by the respective IIE division where the research associate is employed.
- (2) The fully recognised research outputs must be captured on RATS. Quarterly reports on RATS will be extracted to update RITS points to enable the payout of the project fee.

12 RESEARCH AND PUBLICATION COSTS

- (1) The IIE and its respective divisions (ACE, IIE Emeris, IIERC) support staff by covering the publication costs of their accredited research outputs, up to the proportional value of their contribution for recognised research outputs as long as The IIE is recognised as the first affiliated institution and the conference, journal or publisher are deemed legitimate (e.g. not predatory).²⁹
- (2) Publication costs provision needs to be informed by the planned accredited research outputs for each academic year. Given the wide range of costs related to the publication of academic outputs, for each projected A-list output in the following academic year, The IIE and its divisions allocate R20 000. If, for example, a division's annual research target is 15 A-listed outputs then the said division would need to allocate R300 000 to cover the publication costs of these targeted outputs. The allocated amount for any given year will then be used to support staff with publication costs, including but not limited to:³⁰
 - a) Professional language editing.
 - b) Data analysis services
 - c) Fieldworker, translator, transcriber
 - d) Page fees and processing fees.

13 INTELLECTUAL PROPERTY AND CODE OF RESEARCH ETHICS

- (1) The intellectual property provisions of the employment contract and any other contract concluded with The IIE as well as the IIE 032 Personal Information, Intellectual Property and Cybersecurity Policy apply and thus all intellectual property created during the period of research whilst in the employ or contract of The IIE vests in The IIE unless an agreement has been reached in advance through the Managing Director of the brand concerned and the Director of The IIE. The publisher of the output also holds copyright.
- (2) All research conducted needs to be carried out in accordance with the established norms of research ethics as stipulated in the IIE007 Research and Postgraduate Studies Policy together with accompanying annexures.

²⁹ 2023/11/13 Item 8.2.6

³⁰ 2023/11/13 Item 8.2.6