PROCEDURENUMBER	PDIIE018	
REFERENCE POLICY	IIE018	
PROCEDURE NAME	Academic and Research Conditions of Service Procedures	
PROCEDURE VERSION	5	
LEGEND	IIE018 Process and Procedures removed from v9 of IIE0018on 02 September 2021 and PDIIE018 was created.	
CONTACT PERSON	Executive: Research, alternatively the Head of Institutional Research	
PROCEDUREAPPROVAL	Date of Approval	Date of Implementation
	02 September 2021[1]	01 January 2022
DATES AMENDED	24 March 2022 13 November 2023 11 September 2024[2] 06 February 2026[3]	01 January 2023 01 January 2024 01 January 2025 01 January 2026
DATE OF NEXT REVIEW	2029	
RELATED POLICIES	IIE001: Quality Assurance and Enhancement Policy IIE007: Research and Postgraduate Studies Policy IIE018: Academic and Research Conditions of ServicePolicy IIE022: Teaching and Learning Strategy IIE023: Intellectual Integrity Policy IIE029: Distance Education Policy IIE030: The IIE Internationalisation Policy IIE031: Governance Policy All ADvTECH HR Policies – particularly Bursary and Employee Training Policy	
RELATED PROCEDURES	None	
PROCEDURE ANNEXURES	Annexure A: Research Leave for Fully Recognised IIE Research Output – Academic Research Leave Annexure B: Academic Long Service Research Leave Annexure C: Study Leave for Master's and Doctoral Studies Annexure D: Sabbatical Leave Annexure E: Research Output and Research Incentive Points for Research Activity Tracker (RATS) and Research Incentive Tracker (RITS) -	

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[1] S47:2018-03-02 item 7.2.4

[2] S66: 2024/09/11 Item 8.2.9

[3] Approved via Senate Round Robin on 07 February 2026

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GLOSSARY AND ROLES [4]

Academic Centre of Excellence (ACE)	ADvTECH's Academic Centre of Excellence purposed to maximise academic advantage.
Accredited journal	A peer-reviewed periodical publication that is devoted to disseminating original research and new developments within specific disciplines, sub-disciplines or fields of study and that has been formally accredited by the Department of Higher Education (DHET) and Training as meeting the standards they apply for awarding research subsidies in public institutions.
Conference	A formal, planned event where researchers present research papers. A peer-reviewed conference refers to a conference where the full papers are peer-reviewed and published in a proceeding, and not only the abstracts. Academics from The IIE should not normally participate 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 necessarilyincluding abstracts or papers presented by the participants. Peer review is an important quality assurance mechanism.
Design	A construction, activity specification or plan, or the result of that plan, in the form of a prototype, finished product or process.
Executive: Research	The ACE Executive responsible for research at The IIE. This person ratifies the RPL decisions at the post-graduate level (alternatively the Head of Institutional Research).
International Standard Book Number (ISBN)	International Standard Book Number is used to identify the publisher, specific title, edition and format of a published book.
International Standard Serial Number (ISSN)	International Standard Serial Number is used to identify serial publications.
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.

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[4] Senate 52: 2019-11-14 Item 8.2.6

Peer reviewed	A process by which scholarly work (such as a journal article) is checked by a group of experts in the same field to make sure it meets the necessary standards before it is accepted or published. In this context, peer-reviewed means that the piece of work is reviewed (normally blind reviewed) by academic peers who decide whether the piece of work is to be accepted for presentation or publication as it is or with changes or not at all. Peer review must include detailed feedback. Any journal or conference that simply has a panel reviewing submissions, but accepts all submissions, or has submissions only reviewed by the organisers, is not considered to have met the standard of peer review.
Reputable academic publisher	A scholarly publishing house that demonstrably adheres to established standards of academic quality, editorial independence, rigorous peer review, and ethical publication practice. Such publishers maintain transparent governance structures, employ recognised experts as editors and reviewers, ensure the integrity and originality of published work, and comply with international codes of publication ethics. They are also typically accredited or indexed by recognised national or international bodies, such as the Directory of Open Access Journals (DOAJ), Scopus, or Web of Science, and their outputs are widely accepted by universities and research institutions as credible and authoritative sources of scholarly knowledge.
Reputable Academic Publisher	A publisher that makes use of a peer-review process to distribute academic research and scholarship in the forms of journals and books. These books and journals will always have an ISSN or ISBN or e-ISBN number even if they are published online.
Research Activity Tracking System (RATS)	A tracker on Tertiary Hub/Intralink for recording 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 by an authority on the subject or produced by a reputable association.
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.

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1   INTRODUCTION

(1)   The purpose of this document is to guide the navigation of the administrative and research-related procedures explained in IIE018 Academic and Research Conditions of Service Policy. This document is an extension of, and therefore subject to, the IIE018 Policy.

2   CONDITIONS

(1)   The conditions are explained in clause 1 of the IIE018.

(2)   Rights and discretionary approval for research or postgraduate study leave are discussed in clauses 2 and 3 of IIE018.

3   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[5].

(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)   Once approved, the recognised and expected output (or qualification) needs to be logged on The IIE's research output tracking system (RATS), and evidence of completion needs to be logged when the activity is complete, or the output is delivered.

(5)   The onus is on the staff member and team wanting the recognition to complete RATS accurately as incomplete or incorrect records will not be counted.

(6)   Annexure B is used for applications for Academic Long Service Research Leave for fully recognised research outputs (see Annexure E).

(7)   Annexure C is used for applications to take study leave for Master's or Doctoral Studies.

(8)   Annexure D is used for sabbatical leave applications (see Annexure E).

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[5] Senate 52: 2019-11-14 Item 8.2.6

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4 CONFERENCES, TRAINING AND DEVELOPMENT

(1) Policy regarding the attendance of conferences and how this is differentiated from training and development is discussed in clause 4 of the IIE018.

5 LEAVE TO SUPPORT COMPLETION OF POSTGRADUATE QUALIFICATION

(1) The General Provision in Terms of Study Assistance Policy is explained in IIE018 clause 5.1.

(2) Additional Leave in Terms of this Policy for Master's and Doctoral Study Policy is explained in IIE018 clause 5.2.

(3) Annexure C is to be completed for Research Leave pertaining to Master's and Doctoral studies as explained in clause 5.2 of IIE018.

6 RESEARCH LEAVE NOT RELATED TO A QUALIFICATION

(1) Annexure A provides the templates to be completed for research leave not related to a qualification. Policy relating to these are detailed in clause 6 of IIE018.

(2) Annexure B is the template to be completed for Academic Long Service Research Leave.

(3) The responsibility for full, timely completion and submission lies with the staff member making application for any form of leave.

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ANNEXURE A: Academic Research Leave

Please note the following:

- A maximum of 10 working days academic research-leave per annum can be taken (see Annexure E – List A) – irrespective of the categories of work for which leave is taken.
- Annexure A must be uploaded with the leave application on the HR system under Academic Research Leave.
- The final research output, once completed, must be captured on the Research Activity Tracker (RATS).
- If The IIE is not going to be acknowledged as the originating institution, no leave will be approved.
- The responsibility for full, timely completion and submission lies with the staff member.
- Additional research leave can be applied for at the discretion of the line manager utilising the Discretionary Leave Function on the HR system.[6]

Date of Application:		
Dates of when the leave will be taken:		
Total number of days applied for in this application:		
Number of days' leave already taken this year:		
Days used in previous year:		
Total number of research output points on RATS for the current academic year:		
Will the research leave lead to an A list output or not?[7]		
A List	**B List**	
Timeframe in which you aim to complete the entire research output:		
Provide a brief description of the research output/outcome you aim to achieve:		
Signature – by signing, you acknowledge all the above and the conditions as stipulated in the policy.	**Date**	

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[6] S66: 2024/09/11 Item 8.2.9
[7] S66: 2024/09/11 Item 8.2.9

Line Manager's Signature:		Date:	

ANNEXURE B: ACADEMIC LONG SERVICE RESEARCH LEAVE

Please note the following:

- A maximum of an additional 10 working days long service research leave per annum can be taken for fully recognised research outputs if the other conditions of the policy are met (refer to section 8 of IIE018).
- Only academic staff who already hold a Doctorate and have already contributed to the research output of The IIE by producing at least one unit of recognised output that is not older than two years, qualify for this leave.
- Annexure B must be uploaded with the leave application on the HR system, under Long Service Academic Leave.
- The final research output, once completed, must be captured on the Research Activity Tracker (RATS).
- The IIE must be acknowledged as the originating institution.
- The responsibility for full, timely completion and submission lies with the staff member.

Date of Application:	
Dates of when the leave will be taken:	
Total number of days applied for in this application:	
Number of days' leave already taken this year:	
Days used in previous year:	
Total number of research output points on RATS:	

Will the research output be fully recognised as per The IIE's Annexure E			
Yes		**No**	

Timeframe in which you aim to complete the entire research output:	

Provide a brief description of the research output/outcome you aim to achieve:

Signature – by signing, you acknowledge allthe above and the conditions as stipulated in the policy.		**Date**	
Line Manager's Signature:		**Date:**	

ANNEXURE C: STUDY LEAVE FOR MASTER'S AND DOCTORAL STUDIES

Please note the following:

- Group forms must be used for leave, in terms of the Study Assistance Policy.
- This form applies only to Master's and Doctoral studies of academics who have already used their 10 days study leave in terms of the Group Policy.
- Annexure C must be uploaded with the leave application on the HR system, under Study Leave
- Proof of registration is required and if the person is applying for further research leave then proof of academic progress from the previous year/s is required together with the Agreement, available from HR, must accompany this request for leave.
- Once graduated, the output must be captured on the Research Activity Tracker (RATS).
- The responsibility for full, timely completion and submission lies with the staff member.

Date of Application:		
Dates of leave taken in terms of Group Study Assistance Policy this year:		
Total number of days applied for in this application:		
Days used in previous year(s):		
Qualification that research leave will be used for:		
Institution where you are studying:		
Timeframe in which you aim to complete your qualification:		
Signature – by signing, you acknowledge allthe above and the conditions as stipulated in the policy.		**Date:**
Confirm that the Agreement form must be signed at the time applying for study leave. The Agreement for study leave is only required for the first application within each academic year.		

ANNEXURE D: SABBATICAL LEAVE

Please note the following:

- This form applies only to staff who are eligible in accordance with Section 8 of the Policy.
- Annexure D must be uploaded with the leave application on the HR system,
- A detailed Sabbatical Leave Plan must be submitted to the ACE or Brand Research office along with Annexure D at least six months before the semester in which the sabbatical leave is planned. The plan must stipulate the expected goals and outcomes of the leave.
- The responsible ACE or Brand Research members will analyse the application, discuss with the applicant's line manager, HR and any other relevant parties before considering for approval.
- The final research output, once completed, must be captured on the Research ActivityTracker (RATS).
- The IIE must be acknowledged as the primary or first affiliated institution for the research output (excluding postgraduate studies) produced during the sabbatical.
- If the research output is completion of research postgraduate studies then once graduated, the output must be captured on the Research Activity Tracker (RATS).
- The responsibility for full, timely completion and submission lies with the staff member.

Date of Application:			
Dates of when the sabbatical leave will be taken:			
Employee number:		**Position:**	
Name:		**Surname:**	
Brand:		**Site/Campus/Division:**	
Total number of days applied for in this application:			
Signature – by signing, you acknowledge all the above and the conditions as stipulated in the policy.		**Date:**	

Line Manager's Signature:		Date:	

ANNEXURE E: RESEARCH OUTPUT AND RESEARCH INCENTIVE POINTS FOR RESEARCH ACTIVITY TRACKER (RATS) AND RESEARCH INCENTIVE TRACKER (RITS)

1   LIST A: RESEARCH OUTPUT FULLY RECOGNISED AS PER IIE018

(1)   These outputs are recognised by the Department of Higher Education and Training (DHET) when assessing the productivity of an institution and these outputs are the ones that are incentivised by The IIE when produced by staff. Academic staff will be able to claim the incentive in terms ofthe Academic Conditions of Service IIE018 for the following:

Research Output **Fully** Recognised by DHET and The IIE (6.2 of IIE018)	Output points	Qualifying Criteria for Unit Points
Articles: Journal Articles in accredited Journals on both the DHET list and DHET extended list	**1**	• Peer Reviewed Journal articles in an accredited scholarly Journal that are on the DHET list published annually and available on The IIE information centre space. • One point is allocated to each article as a research activity. Personal points and grant points for staff where relevant accrue relative to the contribution so if there are two authors who are each an IIE staff member then each gets 0.5. • If one of the authors is an IC or an external researcher not affiliated to any institution that will claim subsidy and not affiliated to The IIE, the staff member gets the part of the point for which they are responsible as an incentive point, but the full point is allocated on the activity tracker for measuring output. • The point and the incentive are divided if a claim will be made through DHET by another institution or if the other researcher is affiliated to an institution tracking research output.

Research Output **Fully** **Recognised** by DHET and The IIE (6.2 of IIE018)	Output points	Qualifying Criteria for Unit Points
		• The IC and Supervisor reward schemes will apply where applicable.
Conference (either national or international) Proceedings: Published	0.5	• Only where the person has presented original, double-blind peer-reviewed (article) research to a conference that has then been published in proceedings that have an International Standard Book or Serial Number (ISBN or ISSN) or e-ISBN or e-ISSN is a half point awarded and then in proportion to the contribution. • The scholarly nature of the conference and its contribution to advancement of discussion amongst academics regarding academic topics is to be considered. • The full paper must be presented and published, and the target audience of the proceedings must be specialists in the relevant field. • 60% of contributions published in the conference proceedings must emanate from multiple institutions. • The conference must have an editorial board and/or organising committee with a significant majority of members beyond a single institution. • Presenters must present a conference certificate/or agenda in the absence of a certificate/copy of the paper.
A chapter in an (edited book/scholarly edition)	1	• The purpose of the book must be to disseminate original research and new developments within specific disciplines, sub-disciplines or fields of study adding to new knowledge.
Book (60-89 pp)	2	• The target audience of the book must be specialists in a relevant field.
Book (90-119 pp)	3	• The book must be peer-reviewed prior to its publication.
Book (120-149 pp)	4	• The book must have an International Standard Book Number (ISBN) or an e-ISBN number if published online.
Book (150-179 pp)	5	• The book must have a minimum of 60 pages, excluding the reference list index, table of contents, introductory pages etc.
Book (180-209 pp)	6	
Book (210-239 pp)	7	• The number of pages recognised for the output is the page number indicated at the end of the typeset content (only the prelims are excluded, which are mostly indicated in roman numerals.
Book (240-269 pp)	8	
Book (270-299 pp)	9	• This excludes editing of a textbook in part or in full.
Book (monograph)(300+ pp)	10	• For new editions, the output can only be submitted if significant changes can be demonstrated (more than 50%).
Patents	1	• Must have been subjected to a substantive examination in terms of novelty and non-obviousness in a particular

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Research Output **Fully** **Recognised** by DHET and The IIE (6.2 of IIE018)	Output points	Qualifying Criteria for Unit Points
		jurisdiction. • A copy of the granted patent including drawings must be submitted as evidence. • A copy of the Certificate of Issuance must be submitted.
Creative work: Fine Arts and Visual Arts	1 or 2	• Must be peer-reviewed by three independent experts in the field with appropriate academic qualifications. • The work may not have been exhibited before. • Work must generate new knowledge and understanding. • Work must have contemporary relevance. • Work must be exhibited in the public domain. • The points allocated for completion of creative work are divided into two categories to which points are allocated: • Substantial up to a maximum of 1 point • Significant up to a maximum of 2 points • Work must contribute to fresh understanding and/or stylistic, thematic, or conceptual innovation. • Work must be exhibited in the public domain such as reputable galleries or museums (physical or virtual).
Design	1	Categories are rewarded independently and include: • Architectural Design • Built Environment Design • Communication Design • Fashion Design • Graphic Design • Industrial Design • Information Design • Interior Design • Jewelry Design • Landscape Design • Multimedia Design

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Research Output **Fully** Recognised by DHET and The IIE (6.2 of IIE018)	Output points	Qualifying Criteria for Unit Points
		• Textile Design *Criteria for assessment of design outputs:* • Must be in the form of a book, magazine, or catalogue and/or other evidence of discursive engagement must be provided. • Must be recognised as innovative and should lead to new or improved insights, solutions, devices, products, processes or uses. • Work must have contemporary relevance. • Work must be in the public domain by way of production and dissemination/distribution OR exhibition/show/physical or virtual. • Format of presentation must be acceptable within the relevant design discipline in terms of conceptualisation and process/production documentation. • Work must contribute to a fresh understanding and stylistic, thematic, or conceptual innovation. • The work must be substantive in scope.
Film and Television	1	Categories are rewarded independently and include: • Scriptwriting • Directing • Producing • Acting • Cinematography • Editing • Set design • Costume design *Criteria for assessment of film and TV outputs:*

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Research Output **Fully** Recognised by DHET and The IIE (6.2 of IIE018)	Output points	Qualifying Criteria for Unit Points
		• Work must be publicly available and should be new -it was not previously available to viewers. • Must be substantial and exhibit exceptional creative originality, interpretative insights and research-informed practice. • Evidence of public standing (e.g., critical reviews, rewards). • Must be accompanied by a brief written defense. • Must be at least 30 minutes in duration.
Literary Arts	1	Categories are rewarded independently and include: • Fiction (novels, novellas, plays and short stories); • Creative non-fiction; • Poetry; • Prose; • Oral performance or literature; • Excludes: biographies, histories, critical works or any other 'conventional' research, drama, film and theatre scripts (falls in previous category). *Categories are rewarded independently and include:* • Must be published by a credible publisher and the work must have undergone a refereeing process – may not be self-published. • Must contribute fresh/new knowledge and understanding. • Work must demonstrate the author's formal and technical proficiency and must show a critical awareness of the conventions in which they are working. • Only novels, short story collections, plays and volumes of poetry are recognised, not individual short stories or poems.

Research Output **Fully Recognised** by DHET and The IIE (6.2 of IIE018)	Output points	Qualifying Criteria for Unit Points
		• Must be substantive or complex in terms of its form and content.

2   LIST B: NOT FULLY RECOGNISED RESEARCH OUTPUT

(1)   This is output that is recorded for Output Tracking and can be accumulated for incentives at a lower rate than fully recognised outputs. The following principles apply to the not-fully recognised research output.

    a)   As of 01 January 2024, research output will **only** be measured against A-list research outputs for target purposes, although B-List research outputs will still be utilized for the calculation of RITS funds up until 31 December 2028.

    b)   B-List items are not included in the calculation of the cash incentive (10 under IIE018)

(2)   Academic staff will be able to apply for the research incentive when achieving a full point, where all conditions are met.

Research Output NotFully Recognised by DHET and The IIE (6.3 of IIE018)	Output points	Qualifying Criteria for Unit Points
Journal Articles in accredited Journals not on the extended DHET list	0.5	• Peer Reviewed Journal article in an accredited scholarly Journal that does not appear on the DHET published list – the journal must have been approved by the Executive: Research or Head of Institutional Research prior to submission of the article as points are not allocated for predatory journals. When co-publishing with a student who is not also a staff member, then the point is allocated to the staff member.[8] • Winning a recognised national or international award/prize/medal/competition for any research output immediately qualifies someone for this category.
Books (Textbook/ Professional Handbook)		
A chapter in a book	0.2	• Book must be peer-reviewed prior to its publication. • Book must be published by a reputable academic publisher. • Book must have an International Standard Book Number (ISBN) or an e-ISBN number if publishedonline.
Book (60-89 pp)	0.2	
Book (90-119 pp)	0.5	
Book (120-149 pp)	0.75	

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[8] Amendment effected post S66: 2024/09/11 Item 8.2.9

Research Output NotFully Recognised by DHET and The IIE (6.3 of IIE018)	Output points	Qualifying Criteria for Unit Points
Book (150-179 pp)	1	• The book must have a minimum of 60 pages, excluding reference list, index, table of contents, etc. • No points will be awarded for new editions unless there are substantive changes to a new edition. • No points will be awarded for editing chapters or books. • The number of pages recognised for the output is the page number indicated at the end of the typeset content (only the prelims are excluded, which are mostly indicated in roman numerals. • For new editions, the output can only be submitted if significant changes can be demonstrated (more than 50%).
Book (180-209 pp)	1.2	
Book (210-239 pp)	1.75	
Book (240-269 pp)	2	
Book (270-299pp)	2.2	
Book (300+pp)	2.5	
Doctorate - graduated[9]	1	• Staff may only load the research point once they have graduated with the Degree. Evidence of the Qualification Certificate must be submitted on RATS.

[9] Amendment effected post S66: 2024/09/11 Item 8.2.9

3 LIST C: NON-INCENTIVIZED RESEARCH ACTIVITY (TRACKING ONLY)

(1) While the research output in this category is tracked on RATS, or on another system such as the postgraduate tracker, it is not eligible for incentives from the institution.

(2) The purpose of the category is to build a record of activities that can be used to display an institutional profile.

Research Output which is not funded	Qualifying Criteria (no points) Extracted from Postgrad Tracker	Data Source
Poster Presentation at Conference	• Presentation of research information in the form of a poster that conference participants may view.	Upload to RATS
Internal Supervision of Honours research project	• Student graduated	• Postgrad Teams Tracker
Internal Supervision of Master's research dissertation or mini dissertation	• Student has graduated	• Postgrad Team Tracker
Internal Supervision of Doctoral research thesis	• Student has graduated	• Postgrad Teams Tracker
Attending conferences where skills development and discipline development took place	• Provide a written report on value of the conference	• To be uploaded to RATS
Reviews – books, reports, journal articles, conference abstracts, papers	• Material and sources of academic nature	• Upload to RATS
Examining MA and PhD dissertations	• Submit letter of appointment	• Upload to RATS
External Supervision of Master's and Doctoral Qualifications	• Supervision of coursework Master's mini-dissertation, Master's by Dissertation or Doctoral Thesis. • Student must have graduated.	• Upload to RATS if supervision is external. Postgrad Teams Tracker for internal supervisors.
Keynote Address	• An address designed to present an issue of primary interest to an assembly or conference.	• Upload to RATS

Research Output which is not funded	Qualifying Criteria (no points) Extracted from Postgrad Tracker	Data Source
Book Review	• Literary criticism in which a book is described or analysed based on content, style, and merit, which should preferably be a substantial scholarly review.	• Upload to RATS
Report forming part of contract research	• A report that formed part of contract research. • A copy of the report must be submitted as evidence.	• Upload to RATS
Editor of a book or chapter of a book	• Where an editor looked at quality control ofa multi-authored academic textbook.	• Upload to RATS
Industry-related article in recognised industry publication	• A serial or occasional publication that focuses on a specific industry or industry segment. • The publication is aimed at professionals who work in an industry, trade or profession.	• Upload to RATS
Updates and new editions of textbooks	• Updates or chapters added to new editions in an academically relevant textbook, less than 50% academic theoretical contents. • Excludes case studies, industry-relevant examples, statistics, and revision questions.	• Upload to RATS
Research Workshops Presented	• Presentation of a research workshop that will assist in building the research capacity of IIE staff and students. • Workshops must be regional or national. • Material presented must be substantive and must then be available in a repositoryof resources for the use by The IIE.	• Upload to RATS

Research Output which is not funded	Qualifying Criteria (no points) Extracted from Postgrad Tracker	Data Source
Invited or elected conference involvement	• Conference session chair • Member of the local organising committee • Member of scientific committee (review of abstracts)	• Upload to RATS
Editorial Member of an Academic Journal	• Where a staff member is appointed as an editorial board member for a Journal. • Letter of appointment must be accompanied on the RATS application.	• Upload to RATS
Research Conference Presentation (of any format)	• Presenting original research at a conference where the abstract was double blind peer reviewed prior to acceptance • An acceptance letter must have been received	• Upload to RATS
Chairing Sessions at Conferences	• Programme indicating the session chaired	• Upload to RATS
Papers (not peer reviewed)	• Paper and proof of submission	• Upload to RATS
Serving on a Scientific Committee for a Conference	• Either invitation or thank you letter	• Upload to RATS
Other	• A category for all research items to be captured.	• Upload to RATS

4 LIST D: RESEARCH OUTPUT PROJECT PAYMENT FOR SESSIONAL LECTURERS NOT FROM RESEARCH GRANTS OR FUNDING

(1) The above points are for staff only. The activities of staff and sessional lecturers should be tracked for research activity and researcher profile building. As part of an agreed research strategy, Brands and The Academic Centre of Excellence may agree on a cash payment (project payment) for the successful output of an IC that is aligned with the output and activity goals of the Brand and is published under the name of the Brand. The following positions could be considered by the Brand:

4.1 Research Supervisor Reward Programme

(1) **Purpose:**

a) The Research Supervisor Reward Programme intends to develop and foster current research and scholarly activities within The IIE and Brands in collaboration with a student. It is managed at a Brand level.

(2) **Conditions of the Research Supervisor Reward Programme:**

a) Applies to independently contracted NQF-level 8 to 10 supervisors producing research with a candidate.
b) A-list output (DHET) of one point receives a predetermined reward, e.g., R12 000.
c) The predetermined amount is pro-rated based on the point value if there is a co-supervisor as co-author/presenter/creator.
d) Research outputs must bear appropriate acknowledgement with full affiliation to The IIE and acknowledgement of the division where possible.
e) The value is paid upon publication or presentation and release of an ISSN/ISBN number.
f) The Brand will cover editing and page fee costs.
g) The programme applies to ICs who do not have full-time employment in The IIE or Brand and may record their research outputs on the Research Activity Tracker.

4.2 Research Associate

(1) The IC is assigned the title of **Research Associate at the Brand** for the duration of the Contract period.

(2) **Purpose:**

a) The research associate is intended to develop and foster current research and scholarly activities within The IIE and/or the Divisions, through producing accredited research outputs and supporting the research capacity-building

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strategy.

b) The appointment of Research Associates needs to be informed by research focus areas of the respective divisions of The IIE to increase the number of collaborative projects between research associates and academic staff.

(3) **Conditions of the Research Associate:**

a) A-List research output in a personal capacity of one point receives a taxable amount(i.e., excludes producing research outputs with an IIE candidate as this is already recognised through the IC Supervisor Reward).

b) A research associate must engage with the Brand beyond the research output by developing a relationship with the Brand and providing research support as required by the Brand, i.e. guest lectures, workshops, supervision etc in that the role is to build capability within the Brand and not just produce outputs.

c) This amount is pro-rated based on the point value if there is a co-author/presenter/creator.

d) Research outputs from the association must bear appropriate acknowledgement with full affiliation to The IIE and acknowledgement of the division where possible.

e) The reward is paid upon publication or presentation and release of an ISBN number.

f) The IIE divisions will cover the publication costs.

(4) **Criteria for eligibility:**

a) An A-list publication record.
b) Cannot be employed fulltime at another Brand
c) An alignment with The IIE and Division(s) positioning in industry and academia.
d) The IC agrees that he/she/they will render his/her/their services as per agreement for the duration of the IC's agreement at the specified project rate.
e) The agreement will automatically terminate on completion of the Work as specified in terms of any of the termination clauses in the agreement, and as defined in Annexure E (List A: Research Output Fully Recognised) of the IIE018 Academic Condition of Service Policy).

4.3 Post-Doctoral Fellow

(1) The individual is assigned the title of **Post-Doctoral Fellow** for the duration of the contract agreement period.

(2) **Purpose:**

a) The post-doctoral fellow is intended to develop and foster current research and scholarly activities within The IIE and/or the Division, through producing accredited research outputs and supporting the research capacity building strategy.

(3) **Conditions of the Post-Doctoral Fellow:**

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a) A minimum of two A-List research outputs for the contractual agreement.
b) Research outputs from the post-doctoral fellow must bear appropriate acknowledgement with full affiliation to The IIE and acknowledgement of the Division where possible.
c) The IIE and its divisions will cover language editing and page fee costs but not field research costs unless this is a project endorsed by The IIE and/or the Division.
d) Teaching and/or supervision within the relevant discipline of the post-doctoral fellow is also required for the duration of the contract in alignment with the work allocation model

(4) **Criteria for eligibility:**

b) The successful candidate will meet the following criteria:
   i. Graduated with a PhD in the last five years.
   ii. Not employed full time elsewhere
   iii. Field of expertise aligned with the research interests of The IIE.
   iv. Publication of, <u>or evidence of progress towards</u>, at least one article in accredited journals.
   v. Teaching experience would be an added advantage.

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ADDITIONAL INFORMATION

Please note for a full and accurate description of the DHET categories, refer to the following documents:

- Government Gazette, No 40819 of 28 April 2017
- Government Gazette, No 38552 of 11 March 2015

The Independent Institute of Education has edited and selected from these to support the activities of the institute. No subsidy is accrued by us and thus the list is used for guidance only.

The Research Activity Tracker System (RATS) can be found on the Tertiary Hub under The Research Activity Database:
https://tertiaryhub.iie.ac.za/TertiaryNet/Work%20Items/Lists/Research%20Activity%20Database%20RATS/All%20Items.aspx

Please also refer to *The Academic Conditions of Service (IIE018) Policy* in terms of the types of research leave that can be taken for the above-listed research activities.