



UNIVERSITY OF ZULULAND

POLICY AND PROCEDURES

on

POSTDOCTORAL RESEARCH FELLOWSHIPS

POLICY NUMBER	RI P8	POLICY OWNER	Deputy Vice-Chancellor, Research and Innovation
OVERSEEING COMMITTEE(S)	Research Committee → Senate → Council		
APPROVAL DATE	02 October 2013	REVISION DATE	02 October 2016

POLICY STATEMENT

This policy provides guidelines regarding the appointment and management of Postdoctoral Research Fellows.

REVISION HISTORY

CURRENT APPROVAL CYCLE			
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APPROVAL HISTORY			
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POLICY NUMBER	SENATE NUMBER(S)	SENATE / MANCO REVISION DATE	COUNCIL APPROVAL DATE

RELATED POLICIES	
POLICY NUMBER	NAME OF POLICY
	Research Policy
	Research Ethics Policy
	Plagiarism Policy
	Higher Degrees Policy

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SECTION A: POLICY

1 INTRODUCTION

The University of Zululand (“the University”) strives to develop and maintain a sound academic environment that is conducive for research. To do so, it needs to increase its research cohort and improve its research outputs. The University is also committed to develop the next generation of academics and should therefore provide opportunities for potential academics to hone their academic skills. Postdoctoral research fellowships are important vehicles for reaching these twin goals.

Fellowships will normally be associated with a particular academic department or research entity, or with a specific award, and may be named accordingly, for example, “NRF Postdoctoral Research Fellow in ABC Department, Institute, Centre or Unit”.

2 OBJECTIVES

2.1 The objectives of postdoctoral research fellowships are:

- 2.1.1 To enhance the intellectual environment at the University
- 2.1.2 To promote intellectual diversity and fresh ideas within the University
- 2.1.3 To promote research at the University and to generate new knowledge through expanding current projects and developing new lines of research
- 2.1.4 To provide expertise that will be utilised towards enhancing the University’s niche research areas
- 2.1.5 To provide opportunities for talented doctoral graduates to develop research and innovation skills and expertise
- 2.1.6 To attract promising researchers from other universities
- 2.1.7 To develop promising researchers for an academic career
- 2.1.8 To provide role models for students and staff
- 2.1.9 To improve the University’s research outputs and supervision capacity

2.2 Postdoctoral research fellowships should not be used as a vehicle for employing persons who are ineligible for employment (e.g. persons who do not have the necessary qualifications and/or experience, or the necessary work permits), or to appoint persons for tasks not normally associated with a Postdoctoral Research Fellowship, or to circumvent the University’s approved staff establishment.

3 ELIGIBILITY AND APPOINTMENT CRITERIA

- 3.1 To be eligible for appointment candidates must have obtained a doctoral degree no more than five years prior to the year in which he or she is appointed; provided that a candidate may be provisionally appointed pending proof of the award of a doctoral degree within a period of no more than six months
- 3.2 Must be less than 40 years old
- 3.3 Candidates may be former students, or current or former staff members, but preference will be given to candidates who hold doctoral degrees from universities other than the University
- 3.4 The candidate's intended research project or programme must fall within the University's research objectives
- 3.5 Sufficient infrastructure and basic funding must be available for the intended research
- 3.6 A suitable mentor (either a staff member or a Research Fellow, preferably but not necessarily, a specialist in the candidate's research field) must be available to guide the postdoctoral candidate's proposed research activities
- 3.7 In making appointments, selection panels must ensure that the overall postdoctoral system reflects equity considerations.

4 CONDITIONS OF APPOINTMENT

- 4.1 The Fellowship award shall be made free of tax, provided that stipulated conditions have been met
- 4.2 Unless a Letter of Award expressly stipulates otherwise, a Postdoctoral Research Fellowship shall be awarded for a period of two years; the award of the second year being dependent upon a satisfactory progress report at the end of the first year, and in the case of awards other than those envisaged in clause 5.1.1, upon the availability of funds
- 4.3 The Fellowship must be taken up within a period of six months and the term of the Fellowship will commence on the date of the Postdoctoral Fellow's arrival at the University

- 4.4 Postdoctoral Fellows are expected to produce good quality accredited research outputs either on their own or in collaboration with other persons
- 4.5 The primary work of Postdoctoral Fellows is to research and to publish research results and they should not be used to relieve staff workloads
- 4.6 Postdoctoral Fellows shall produce SAPSE-accredited publication outputs which normally shall result in at least two research funding units per Fellow per annum accruing to the University
- 4.7 Postdoctoral Fellows shall not be eligible to participate in any of the University's research incentive schemes, but shall instead be remunerated for all units generated in excess of three units at a rate of R10 000 per unit (taxable), with pro rata amounts calculated for portions of units
- 4.8 Postdoctoral Fellows shall contribute to the University's intellectual culture by presenting at least one seminar or similar academic event per annum
- 4.9 Postdoctoral Fellows do not form part of the University's staff complement for the purposes of determining the University's employment equity statistics
- 4.10 Where appropriate, and subject to clause 6.2, Postdoctoral Fellows could be requested to assist in the supervision of postgraduate students
- 4.11 Unless stipulated in a grant contract from a funding agency, Postdoctoral Fellows are not obliged to give lectures to students, but, subject to the relevant Dean's approval, they may agree to do so in order to gain experience
- 4.12 Postdoctoral Fellows are not precluded from performing temporary tasks for remuneration, for example, conducting ad hoc lecturing, tutorials or marking test and/or examination papers; but such work should not exceed the hours stipulated in clause 6.2 and should be undertaken, as stipulated in clause 6, in terms of a separate contract and the remuneration would be taxable as per rates applicable for the rendering of part-time services
- 4.13 Subject to applicable University policies and/or contractual agreements to the contrary, Postdoctoral Fellows shall be entitled to
 - 4.13.1 Register their research projects and apply for research funds
 - 4.13.2 Funding assistance for attendance at conferences

- 4.14 Although a Postdoctoral Fellow will carry the status of lecturer for academic and administrative purposes, Postdoctoral Fellows are not employees of the University and therefore do not qualify for any employee benefits, including retirement funding, membership of retirement funds, support for a medical aid scheme or any other employee benefit
- 4.15 For administrative purposes, Postdoctoral Fellows will be registered and be issued with cards which will enable them to have access to the necessary facilities of the University
- 4.16 International Postdoctoral Fellows must comply with the appropriate visa/work permit requirements in respect of doing research or taking academic sabbaticals in South Africa

5 FUNDING

- 5.1 Funding for a Postdoctoral Fellow may be obtained from any one or more of the following:
 - 5.1.1 An award by the University to a candidate or an academic staff member (“host academic/mentor”) from University funds or outside funds
 - 5.1.2 An award by an outside funding agency (e.g., the National Research Foundation (“NRF”), the Medical Research Council (“MRC”), the Claude Leon Foundation, the Andrew Mellon Foundation, etc.) to a host academic/mentor as part of a larger research grant
 - 5.1.3 An award from a host academic/mentor’s personal research funds
 - 5.1.4 An award to a particular candidate from departmental funds or from funding obtained from an external funding agency
 - 5.1.5 From contract research funds
- 5.2 The monetary value of a postdoctoral award is determined:
 - 5.2.1 In situations envisaged in clause 5.1.1, by the University
 - 5.2.2 In situations envisaged in clause 5.1.2, by the donor or funding agency when making an allocation to a host academic/mentor or the University
 - 5.2.3 In situations envisaged in clauses 5.1.3 and 5.1.4, by the host academic/mentor or the relevant department, with the approval of the Deputy Vice-Chancellor, Research and Innovation (DVC (RI)) who shall ensure that the award is compatible with the provisions of this and any

other relevant policy; and the amounts allocated do not create a situation in which the total funds available to a candidate exceeds the monetary value that the University has attached to awards in terms of clause 5.1.1

5.2.4 In situations envisaged in clause 5.1.5, by the entity or person(s) to whom such funds accrue in terms of the contract, with the approval of the DVC (RI), who shall ensure that the award is compatible with the provisions of this and any other relevant policy; and the amounts allocated do not create a situation in which the total funds available to a candidate exceeds the monetary value that the University has attached to awards in terms of clause 5.1.1

5.3 In the event that an amount set in in terms of clause 5.2.2 falls short of the monetary value determined by the University in terms of clause 5.2.1, the University may in its discretion, on application, provide an additional amount to the Postdoctoral Fellow as a research grant to be used for research and associated expenses, as determined by University policies; provided that the amount allocated does not create a situation in which the total funds available to a candidate exceeds the monetary value that the University has attached to awards in terms of clause 5.2.1. Criteria that will be considered in exercising the discretion are:

5.3.1 Whether the appointment was made in accordance with processes set out in clause 7, and approved by the DVC (RI)

5.3.2 Whether the Postdoctoral Fellow meets the objectives and eligibility and appointment criteria set out in clauses 2 and 3

5.3.3 The nature of the research and the envisaged research expenses

5.3.4 Whether there are already sufficient funds available to the Postdoctoral Fellow to conduct research, whether in terms of an outside grant or internally within the host department

5.3.5 Whether there are sufficient institutional funds available to meet an additional allocation

5.4 Should funds be obtained from contract research, the contract must contain an express provision that funds have been set aside for the award of a Postdoctoral Research Fellowship and that the funds do not constitute payment in return for services rendered or for specific outcomes; failing which the Postdoctoral Fellow may forfeit his or her postdoctoral fellowship status and be regarded as an employee of the University

- 5.5 Copies of all contracts from which funds are sourced must be lodged with the Research Office prior to any award, failing which an award shall be conditional upon such lodging and verification of compliance with tax legislation requirements
- 5.6 Funds allocated to a Postdoctoral Fellow may be used for the following purposes:
- 5.6.1 Living expenses, such as accommodation and subsistence
 - 5.6.2 Research expenses, including research equipment, travel and subsistence
- 5.7 Unless circumstances in a particular case determine otherwise, 20% of an amount awarded by the University must be set aside for research expenses as envisaged in clause 5.6.2
- 5.8 Notwithstanding the fact that Fellowship funds may be used for research purposes, the University's Research Committee or any other competent person or body may, on application, allocate additional funds to the Postdoctoral Fellow for research and research-related purposes

6 REMUNERATION FOR ADDITIONAL WORK

- 6.1 The primary purpose of postdoctoral research fellowships is to enable a Postdoctoral Fellow to engage as far as possible in a period of uninterrupted research
- 6.2 Work that is not related to the Postgraduate Fellow's research programme, whether in terms of this Policy, the appointment letter, or any other agreement, and irrespective of whether or not there is remuneration involved, shall not exceed 12 hours per week; and further, that any lecturing component of such additional work shall not exceed 32 contact hours per annum without the recommendation of the relevant faculty dean and the DVC (RI)'s approval
- 6.3 Irrespective of whether a grant contract allows for additional work to be undertaken, Postdoctoral Fellows may not do any additional work in return for payment, whether research-related work (e.g. contract research) or work unrelated to the research undertaken (e.g. assistance with supervision, lecturing and/or tutorial/practical duties), without the approval of the DVC (RI), after consultation with the relevant Faculty Dean and the Executive Director, Human Resources

- 6.4 Where a Postdoctoral Fellow undertakes additional work for remuneration, whether at the University or elsewhere, such remuneration shall be paid in terms of a separate independent agreement and no remuneration of any nature may be paid from Postdoctoral Research Fellowship funds or in terms of the Fellowship Award
- 6.5 The relationship between the Postdoctoral Fellow and the University in respect of any additional work undertaken shall be that of an independent contractor, not an employee and the agreement shall not create an entitlement to any employment benefits
- 6.6 All additional work undertaken and monies so earned shall be paid through the University's salary system and shall be subject to the standard regulatory requirements relating to work permits and tax
- 6.7 Unless expressly stipulated otherwise, the standard rate of payment for additional work shall be the University rate for casual work for employees with a doctoral degree

SECTION B: PROCEDURES

7 APPOINTMENT PROCESS

Essential requirements

- 7.1 All Postdoctoral Fellowship appointments must be made in terms of the provisions of this Section and the University will not process any appointment that has been made outside the provisions of this Policy; and in particular without an offer having been made in terms of a Letter of Award under the DVC (RI)'s signature
- 7.2 In order to comply with the SARS regulations governing 'open bursaries', the University, the host academic/mentor and/or host department must advertise the Fellowship opportunity in accordance with the provisions of this Policy; and a failure to do so will result in the monies disbursed in terms of the award being taxable

7.3 All documentation shall be lodged with and processed via the Research Office

Advertising process

7.4 Postdoctoral research fellowships may be advertised either by the University, via the Research Office, or by a host academic/mentor, having obtained the necessary University approval

7.5 Provided that the University has allocated sufficient funds for postdoctoral research fellowships, the DVC (RI) shall authorise the Research Office, as and when appropriate, to invite suitable candidates to apply for the Fellowships envisaged in clause 5.1.1

7.6 In all other instances, the proposed host academic/mentor shall in the first instance, via his or her Head of Department and Dean of Faculty, apply to the DVC (RI) for permission to advertise a Postdoctoral Research Fellowship

7.7 The DVC (RI) shall authorise an advertisement if satisfied that

7.7.1 The proposed Fellowship and the proposed research field falls within or is linked to a suitable research programme and would enhance the University's research objectives

7.7.2 Capacity exists within the Department to provide appropriate mentorship to a Postdoctoral Fellow

7.7.3 Appropriate facilities are available to conduct research in the proposed field

7.7.4 Funding is available to conduct the proposed research (the onus is on the host academic/mentor to provide evidence that there is sufficient funding for the duration of the Fellowship, not only in respect of living expenses, but also for the proposed research activity)

7.8 The Research Office shall be responsible for advertising the University Fellowships envisaged in clause 5.1.1, while in all other instance the host academic/mentor shall administer the process, while keeping the Research Office informed of progress

7.9 An advertisement shall not be placed without the DVC (RI)'s authorisation and copies of advertisements must be lodged with the Research Office

7.10 The advertisement must be placed in at least one public forum other than the University's intranet or internal electronic bulletin board in order to attract

applications from postdoctoral candidates from other universities, e.g., the NRF's website, newspapers and flyers and pamphlets at departmental open days

Appointment process

- 7.11 Candidates must submit applications by completing an official application form to be obtained from the Research Office and submitting the required annexures
- 7.12 As appropriate, the Research Office or the Head of Department, in consultation with the host academic/mentor, shall be responsible for:
 - 7.12.1 accepting and acknowledging applications for the proposed Postdoctoral Research Fellowship
 - 7.12.2 ensuring that the proposed candidate holds, or will soon hold an appropriate doctoral degree, has a research and/or publication record and has experience of delivering papers at conferences
 - 7.12.3 selecting an appropriate candidate
 - 7.12.4 ensuring compliance with the provisions of this Policy
- 7.13 Representative panels should select candidates for appointment:
 - 7.13.1 In the case of Fellowships envisaged in clause 5.1.1, the panel should consist at least of the DVC (RI) (Chairperson), two academic members of the Research Committee, one representative from each Faculty who must have a sound research track record, and the Senior Administrator in the Research Office
 - 7.13.2 In all other cases, the panel should include the Dean of Faculty and the Head of the Department in which the Fellowship will be hosted as additional members
- 7.14 On completion of the selection process, the Chairperson of the selection panel shall ensure that the following details are provided to the Research Office:
 - 7.14.1 the name and full contact details of the selected candidate(s)
 - 7.14.2 the amount of the award and its funding source/s (description of the original source/s and the University cost entity/centre from where it will be paid)
 - 7.14.3 the term of the award (one or two years initially)

- 7.14.4 proof of doctoral qualification (copy of doctoral degree or proof of satisfactory fulfilment of the University's requirements for a Doctorate); failing which a statement that the candidate should be provisionally appointed and the conditions upon which such appointment is to be made
- 7.14.5 a copy of the applicant's curriculum vitae ("CV")
- 7.14.6 a copy of the applicant's Identity Document ("ID") or passport photo page
- 7.15 The Research Office shall thereafter circulate the selected candidate's CV electronically to members of the Research Committee for confirmation of the Award by a stipulated date; and which shall be confirmed by that date unless two or more members expressly decline, in writing, to do so, with brief reasons
- 7.16 In the event that two or more members decline to confirm the award to a selected candidate, the matter shall be placed on the agenda of the first meeting of Research Committee thereafter, for full discussion
- 7.17 Upon confirmation, the Research Office shall draft a formal Letter of Award, to be signed by the DVC (RI), stipulating the terms of the Postdoctoral Research Fellowship, the award amount and the method of acceptance, which shall be sent to the selected candidate (by e-mail and normal mail) and to the host academic, Head of Department and Dean of Faculty (by e-mail only)
- 7.18 In the case of an international awardee, the Research Office shall consult the International Linkages Office, and/or any other relevant University department, prior to sending the Letter of Award to the selected candidate, in order to include additional documentation applicable to international persons and to notify the candidate of the assistance which is offered by the International Linkages Office
- 7.19 The Research Office shall file a copy of the Letter of Award in its records relating to the awardee

8 ACCEPTANCE OF THE AWARD

- 8.1 The Postdoctoral awardee must accept the Fellowship award in writing
- 8.2 The Postdoctoral Fellow and the host academic/mentor must thereafter complete a Memorandum of Understanding, which outlines the general

conditions of the award and the research to be undertaken, and in particular, indicates

- 8.2.1 The number of formal mentoring meetings to be held
 - 8.2.2 The need to maintain normal working hours
 - 8.2.3 When any deviations of the normal working hours are acceptable, e.g. when conducting fieldwork or research at other institutions
 - 8.2.4 The extent of any leave of absence to which the Postdoctoral Fellow shall be entitled, which normally shall include the periods during which the University is officially closed plus and additional 15 working days per annum
 - 8.2.5 That on production of an acceptable doctor's certificate, the Dean of Faculty may grant further leave of absence, but not exceeding 15 working days per annum
 - 8.2.6 The need to inform the Head of Department and/or host academic/mentor of all periods of absence from the University; and that for administrative purposes the University's special leave application form for staff should be completed and lodged with the Head of Department and Dean of Faculty
- 8.3 The Memorandum of Understanding shall then be submitted to the DVC (RI) for confirmation, via Head of Department, the Dean of Faculty and the Research Office
- 8.4 The Letter of Award and the Memorandum of Understanding shall not create binding obligations until such time as the DVC (RI) confirms the Memorandum of Understanding on behalf of the University
- 8.5 Copies of the written acceptance, the Memorandum of Understanding and the DVC (RI)'s confirmation shall be lodged with the Research Office
- 8.6 Subsequent to the DVC (RI)'s confirmation, the host academic/mentor shall ensure that the Postdoctoral Fellow registers with the appropriate University departments and facilities and complies with the relevant research policies
- 8.7 The Research Office shall ensure that the Human Resources and Finance Divisions receive the necessary documents

9 PAYMENT PROCEDURES

- 9.1 Upon arrival the Postdoctoral Fellow shall provide the University with the details of a bank account into which payments will be made
- 9.2 The Postdoctoral Fellow shall upon arrival and thereafter at the beginning of each month, submit to the Research Office a requisition form in respect of one-twelfth of 80% of the annual award amount, to be paid into the Postdoctoral Fellow's stipulated bank account, in order to cover living expenses
- 9.3 The Research Office shall assist the Postdoctoral Fellow in setting up a cost entity and shall thereafter arrange that an amount equivalent to 20% of the award be allocated to that entity, to be used towards research expenditure, as and when required
- 9.4 Should the Postdoctoral Fellow be granted any additional funds in terms of clause 4.12, such funds will be managed via the cost centre referred to in clause 9.3
- 9.5 Other than as provided for in terms of this Policy in respect of research and travel funds, and payment for additional work, no requests for additional payments over and above the allocated award amount for that year will be entertained
- 9.6 Payments will be made only if the Research Office receives completed Request for Payment forms
- 9.7 Except in respect of awards made in terms of clause 5.1.1, the host academic/mentor is responsible for ensuring that there are sufficient funds in the designated cost entity/centre to cover the requested payment/s
- 9.8 Postdoctoral Fellows are personally responsible for ensuring that they do not violate any award, contract or visa conditions with regard to additional funding, and the DVC (RI) is obliged to report any such contraventions to the relevant authorities and/or funding organisations (in terms of signed undertakings), should such contraventions become known
- 9.9 Should the University adjust the amounts for Postdoctoral Research Fellowship Awards upwards in respect of any particular year, an incumbent Postdoctoral Fellow's award amount will be adjusted accordingly, provided that such increases do not contravene conditions stipulated in any other contract

10 PROGRESS REPORTS

- 10.1 On or before 1 March and 1 September each year the Postdoctoral Fellow shall submit a progress report, signed by his or her host academic/mentor, with or without additional comments, to the Research Committee
- 10.2 The progress report serves to provide a record of
 - 10.2.1 The intended research programme and the research that is currently being undertaken
 - 10.2.2 Completed research outputs and those that are nearing completion
 - 10.2.3 An indication of additional work that has been or is being undertaken
- 10.3 Where the Research Committee is of the opinion that the Postdoctoral Fellow is not conducting his or her research satisfactorily, the Committee may request the DVC (RI) to put the Postdoctoral Fellow and academic host/mentor to terms
- 10.4 Should a Postdoctoral Fellow not respond to the stipulated terms, a Committee consisting of the DVC (RI), the dean of the relevant faculty and a dean from another faculty, and two members of the Research Committee, shall interview the Postdoctoral Fellow and the academic host/mentor and thereafter decide whether to terminate the Fellowship or to let it continue, with or without conditions
- 10.5 Funding for the second year of the Fellowship shall be dependent upon the submission of satisfactory progress reports

11 EXTENSION OF AN AWARD

- 11.1 Should funding be available and should it be beneficial to the University, a Postdoctoral Fellowship may be extended for a third year at the request of the host academic/mentor, supported by the relevant Head of Department and recommended by the dean of the relevant faculty
- 11.2 The request for extension must contain a full motivation for the extension and a progress report on research activity to date
- 11.3 The request for extension must be made at least 3 months prior to the end date of the original Fellowship award and follow the same process as the application

for the original award, save that the Research Committee shall also consider the incumbent's research track record during the first two years of the Fellowship

11.4 Extensions beyond a third year will normally not be considered

12 RECORD-KEEPING

12.1 Academic hosts/mentors must keep accurate record of all matters, both administrative and research, relating to the Postdoctoral Research Fellowship

12.2 Academic hosts/mentors must ensure that copies of all administrative documents are lodged with the Research Office which shall maintain an appropriate record-keeping system for the University

12.3 The Postdoctoral Fellows are encouraged to keep record of all matters relating to their Fellowship

13 IMPLEMENTATION AND OVERSIGHT RESPONSIBILITIES

13.1 The project owner of this policy is the DVC (RI), who shall ensure that the policy provisions are implemented and that it is presented for revision and review at the appropriate time

13.2 The Research Committee shall oversee compliance, while Senate has overarching oversight responsibility

14 POLICY REVIEW

14.1 Council shall review the policy on a three-yearly cycle

14.2 On recommendation of the Research Committee, Senate may review and amend Section B at any time, in which event the amendments take effect on the date of the Senate approval

14.3 The policy owner may review and amend annexures to this policy at any time

14.4 Nothing in this clause shall prevent Council from reviewing this policy at any time prior to the stipulated three-year cycle, in which event a new cycle shall commence from the date of such review

ANNEXURE A: PRO FORMA TEMPLATE FOR A GENERIC ADVERTISEMENT



UNIVERSITY OF ZULULAND POSTDOCTORAL RESEARCH FELLOWSHIPS CALL FOR APPLICATIONS Closing date: 30 August 20..

The University of Zululand invites applications for Postdoctoral Research Fellowship positions at the University in any of its academic departments with suitable mentorship expertise. The Fellowships are valued at **R240 000 p.a.** and will be tenable for a period of TWO years, starting from **1 July 2012**, or as soon as possible thereafter.

The Fellowships are intended to enhance the intellectual environment at the University and to provide opportunities in diverse fields for recent doctoral graduates to develop their research skills and prepare them for an academic career.

The University is located north of the uThukhela River in the Province of Kwazulu-Natal. The region provides diverse research opportunities and the University is in close proximity to rural people, commercial farmers, an industrial hub, a world heritage site and two countries in the SADC region. Although this invitation extends to all research fields, and an attempt will be made to ensure intellectual diversity in the appointments, the University is particularly interested in attracting persons whose research could impact upon the region in which it is situated.

Requirements:

- A doctoral degree obtained **after 20..**
- Applicants must be below the age of 40
- Written and oral communication and presentation skills
- Computer skills
- An interest in conducting research as evidenced by some research outputs in journals and conference proceedings

Core functions

- To conduct research and publish research results
- To assist with postgraduate student supervision
- To assist in promoting an intellectual environment within the University

Enquiries: Ms D Viljoen, Research Office, University of Zululand, at (035) 902 6645

All applicants are required to submit the following documents to ViljoenD@unizulu.ac.za: a completed application form, to be obtained from www.unizulu.ac.za and a copy of their CV. The appointment of Postdoctoral Research Fellows is dependent upon the availability of a suitable academic host/mentor.

ANNEXURE B: PRO FORMA TEMPLATE FOR AN ADVERTISEMENT FOR A SPECIFIC POSITION



UNIVERSITY OF ZULULAND

**POSTDOCTORAL RESEARCH FELLOWSHIP
CALL FOR APPLICATIONS**

Title/ Name of Research Area/Field

Closing date: XXX

A Postdoctoral Research Fellowship position is available in the Department of XXX in the Faculty of XXX at the KwaDlangezwa/Richards Bay for a period of TWO years, starting from XXX, or as soon as possible thereafter.

The successful candidate will be expected to conduct research towards XXX.

Requirements:

- A doctoral degree in XXX or a related field obtained after 2007 (no more than 5 years prior to the year of appointment)
- Knowledge in one or more of the following broad disciplines: XXX
- Written and oral communication and presentation skills
- Computer skills
- An interest in conducting research as evidenced by some research outputs in journals and conference proceedings

Core functions

- To conduct research and publish research results
- To assist with postgraduate student supervision
- To assist in promoting an intellectual environment within the University

Enquiries: Prof XXX at (035) XXX

All applicants are required to submit the following documents o ViljoenD@unizulu.ac.za: a completed application form, to be obtained from www.unizulu.ac.za and a copy of their CV.

ANNEXURE C: APPLICATION FORM



UNIVERSITY OF ZULULAND

POSTDOCTORAL RESEARCH FELLOWSHIP APPLICATION FORM

1 RESEARCH AREA OR THEME

AREA OR THEME	POSSIBLE ACADEMIC DEPARTMENT OR RESEARCH ENTITY

2 BIOGRAPHICAL INFORMATION AND CONTACT DETAILS

Surname:					
First names:					
Title:		Gender:		Citizenship:	
Date of birth:				Age:	

Email address:			
Postal address:			
Telephone number:		Fax number:	

3 ACADEMIC QUALIFICATIONS

Degree/ Diploma	Field of study	HE institution	Year obtained

4 RELEVANT WORK EXPERIENCE

Name of institution	Capacity and/or type of work	Period

5 MOTIVATION

This section should not exceed **two pages** and should indicate:

The applicant's research interest and expertise

The contribution that the applicant as thus far made to the generation of new knowledge, emanating either from his or her doctoral studies or elsewhere

Research achievements

Any research or research-related awards

Membership of national and international bodies and nature of involvement

Any other relevant information

6 RESEARCH OUTPUT

In this section the candidate's publication information should be provided under the following headings:

Publications in peer-reviewed/refereed journals

Publications in peer-reviewed/refereed journals (submitted)

Books and/or chapters in books

Published full-length conference papers/keynote addresses
Non-refereed scientific publications or popular scientific articles
Technical/policy reports
Patents

7 SCHOLARLY, RESEARCH-BASED CONTRIBUTIONS

In this section the candidate should provide, where applicable, information under the following headings:

Participation in conferences, workshops and short courses
Teamwork and collaboration with others
Visits as a researcher to universities or research institutions

8 DECLARATION BY THE APPLICANT

I certify that the information in this form is correct.

SIGNATURE:

DATE:

ANNEXURE D: LETTER OF REFERENCE

LETTER OF REFERENCE

Provide **two** letters of reference from academic sources, e.g. the candidate's doctoral supervisor or a person with whom the candidate has collaborated. The referee should forward the confidential letter directly to ViljoenD@unizulu.ac.za, with the applicant name in the subject line.

Format:

Name of postdoctoral candidate: (To be completed by the applicant)	
Description of the proposed research field: (To be completed by the applicant)	
Name of referee: (To be completed by the referee)	
Referee's institution: (To be completed by the referee)	
Association with postdoctoral candidate: (To be completed by the referee)	
Evaluation of the relevance and suitability of the candidate's research experience to the proposed project: (To be completed by the referee)	
Comments on the intellectual capabilities, skills and expertise which the candidate would contribute: (To be completed by the referee)	
.....	
Signature: Referee	Date

ANNEXURE E:

**REQUISITION FORM FOR THE PLACEMENT OF A POSTDOCTORAL FELLOWSHIP
ADVERT**

SECTION 1: INFORMATION

DEPARTMENT			
ADVERT	INTRANET		
	NRF		
	SARIMA		
	OTHER		
SOURCE OF FUNDS	UNIZULU		PERSONAL GENERATED FUNDS
	DEPARTMENTAL GENERATED FUNDS		CONTRACT RESEARCH
	NRF		
FUNDS AVAILABLE (State amount)			
Are the funds sufficient or will additional funds be required? (Explain)			
Proposed Host/Mentor (If applicable)			
Reason for selecting the person as host/mentor			

What research facilities are required?	
Are current facilities adequate? (Explain)	

SECTION 2: APPROVAL

HEAD OF DEPARTMENT	RECOMMENDED		NOT RECOMMENDED	
	SIGNATURE		DATE	
	COMMENTS:			
DEAN OF FACULTY	RECOMMENDED		NOT RECOMMENDED	
	SIGNATURE		DATE	
	COMMENTS:			
DVC RESEARCH AND INNOVATION	APPROVED		NOT APPROVED	
	SIGNATURE		DATE	
	COMMENTS:			

