

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

POLICY ON CONFERENCE PARTICIPATION ABROAD.

Draft – 29 July 2008

Date issued:	2007/11/13	Name of the owner of the policy	DVC, Research, Innovation and Partnerships
Date checked by Quality Promotion:	2008/07/18	Date checked by Legal Services:	2008/07/17
Notification date: AC	2008/05/28	Notification date: ASC	2008/05/06
Date Draft policy placed online for comments. (QP)		Date approved by Faculty/Directorate:	2008/05/06
Date approved :AC	2008/06/11	Date approved: ASC	2008/05/20
Date approved by EMC:	2008/07/28	Date approved by Senate:	2008/11/03
Date approved Council	2008/11/25	Date Quality Promotion post e-document on the web:	
Date filed by Legal Services		Date reviewed:	

This policy its rules, guidelines and procedures shall replace all previous policy and/or circulars on conference participation abroad.

1. POLICY STATEMENT

It is the policy of the Tshwane University of Technology (TUT) – to encourage the participation of staff and postgraduate students in conferences .

2. DEFINITIONS

In this document, unless otherwise indicated –

“accredited journals” means journals accredited by ISI or IBSS; and all accredited journals mentioned in the Department of Education’s index of SA journals, and which are subsidised accordingly by that Department;

SPS/POL/KD/Policy on Conference Participation Abroad

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

“books” means peer-reviewed, non-periodical scholarly or research publications disseminating original research on developments in specific disciplines, subdisciplines or fields of study, only books that meet specified criteria being subsidised;

“conferences” means regular meetings of persons recognised as specialists or experts, who meet to contribute to the formation and growth of their collective subject-interests by means of learned papers, debates and discussions, expositions and exhibitions, which conferences are usually organised by professional societies or associations and frequently mark the milestones in the development of scholarship;

“conferences abroad” means national or international conferences held outside the borders of South Africa, Botswana, Namibia, Swaziland, Lesotho, Zimbabwe and Mozambique;

“international conferences” means conferences with an international call on contributions from members of international societies or from members of national societies or associations of societies situated on different continents, and, although such conferences tend to focus on problems at a global level, they can be held locally or outside the borders of South Africa;

“journals” means peer-reviewed periodicals devoted to disseminating original research and new developments in specific disciplines, subdisciplines or fields of study, including original articles, research letters, research papers, and review articles; and where proceedings are published in an approved journal, the output is treated as a journal article (also see rule 3.1.3 below);

“national conferences” means conferences organised by national societies, which usually contribute to national scientific debates on issues mostly of national interest but often also of international importance, which conferences are usually held in South Africa, and the call for papers is made locally but may be attended by international researchers as guest speakers or session chairs;

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

“proceedings” means a published record of a conference, congress, symposium or other meeting with the purpose of disseminating original research and new developments in a specific discipline, subdiscipline or field of study; and, while abstracts or extended abstracts published in proceedings are not subsidised, proceedings that meet the following criteria are subsidised:

- If they are meant for the dissemination of original research and new developments in a specific discipline, subdiscipline or field of study;
- if peer-reviewed articles from the proceedings have been accepted for publication;
- if the proceedings have an ISBN number; and
- if the target audience of the proceedings are specialists in the relevant field;

“recognised research output”, for the purpose of a subsidy, means journals, books and proceedings;

“TUT” means the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended; and

“University” means the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.

3. RULES

3.1 Institutional approval for participation in conferences abroad

3.1.1 Irrespective of the source of funding, TUT will approve overseas conference participation by staff members and postgraduate students on condition that the conference organisers has accepted a paper to be read or a poster or a exhibition, or else that the staff member or student will have prominent participation in the conference (e.g. is a keynote speaker or has been invited to read a paper).

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

3.1.2 The University will **normally** approve participation in one overseas conference per person per calendar year. Subsequent conference participation abroad will be considered on merit and with proof of R&I output. Early career researchers may be allowed an additional single conference participation abroad before they show proof of R&I output.

3.1.3 The university will normally approve the participation of one person per department in a particular conference. Participation of more than one person per department in the same conference will be considered on merit.

3.1.4 Publishing in conference proceedings only is discouraged and staff members are encouraged to publish their contributions in accredited journals. If all the authors are affiliated to the claiming institution, articles in accredited conference proceedings and articles in accredited journals will be subsidised with 0.5 and 1 unit, respectively. Should the staff member or postgraduate student choose to publish in the conference proceedings, he or she should ensure that the following information is available to increase the probability that the proceedings will receive a Government subsidy:

- Number of reviewers for every contribution
- Institutional affiliation of reviewers
- The process followed to ensure that comments from the reviewers are considered by contributors
- Process followed to select/appoint reviewers
- Numbers of papers submitted and percentage of papers rejected.

Proof that the paper was accepted for publication in the conference proceedings must be submitted with the application for approval of conference participation abroad.

3.1.5 Applications of staff members not reporting to Executive Deans should be approved by the line manager who will directly report to the relevant Deputy Vice-Chancellor.

3.2 Funding

3.2.1 The University will normally fund from its own sources (e.g. Faculty Research or Innovation Committee (FRIC) funds) one overseas conference participation per person per SPS/POU/KD/Policy on Conference Participation Abroad

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

calendar year. Support for further participation in conferences abroad may be considered on merit. Preference for funding should be given, in addition to fulfilling the criteria in rule 3.1 above, to staff members with a track record of R&I output and/or potential as researchers to deliver research output.

3.2.2 Funding for conference participation will include the following:

- Conference registration fee
- Travel costs to and from the conference (an economy class ticket will be funded).
- Travel insurance
- Cost of visa(s). No passport fees will be funded.
- Accommodation of economic standard.
- Subsistence will be paid at the approved TUT rate.

3.3 Postgraduate students

Conference attendance in general is an important platform for the exposure of postgraduate students, and, therefore, it is recommended that postgraduate students accompany staff members to national conferences. Preferably, all master's and doctoral degree students should have attended at least one conference before they graduate. Postgraduate students, especially on doctoral level, may be considered for participation in conferences abroad depending on merit and the availability of funding. Preference should be given to postgraduate students with R&I output.

3.4 Appeals

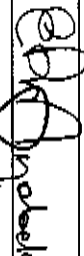
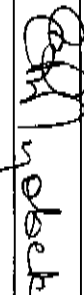

In the event of a staff member being dissatisfied with the decision of the FRIC, the staff member may lodge an appeal against the decision of the FRIC with the DVC (Research, Innovation and Partnerships). Such an appeal should not include any additional information that was not given to the FRIC.

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

The Directorate of Research, Innovation and Partnerships (DRIP), as the operational arm of the CRIC, will use the bi-annual reports submitted by the FRICs to the CRIC to coordinate the reporting on conference participation abroad. It will be expected of staff and postgraduate students, who have participated in conferences abroad, to submit a written report to the DRIP and the relevant FRIC on a prescribed format (Annexure B), after 12 months of participation.

4. PROCEDURES

5. SIGNATURES

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