Cape Peninsula
University of Technology

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET)
UNIVERSITY CAPACITY DEVELOPMENT GRANT (UCDG)
IMPROVEMENT OF QUALIFICATIONS PROGRAMME (IQP)

TERMS OF REFERENCE (ToR):
DHET IQP

1. INTRODUCTION AND BACKGROUND INFORMATION TO THE DHET IQP

This funding mechanism emanates from the introduction of the Department of Higher Education and Training (DHET)'s University Capacity Development Programme (UCDP) through the University Capacity Development Grant (UCDG) that commenced in 2018. One of the key pillars comprised in the UCDP funded via the UCDG is to ensure and facilitate staff development at universities. To this end, CPUT adopted the *Research and Technology Innovation (RTI) blueprint* in 2012 which supports Vision 2020 and underpins our transitioning from a 'good' towards a 'great' university of technology. The blueprint is underpinned by six strategic imperatives, viz., Excellence, Strategic Partnerships, Unlocking Staff and Student Potential**,** Services and Research Uptake, Multidisciplinary research Technology and Innovation (RTI) Focus Areas, and Continuous Measurement and Evaluation. CPUT is therefore committed to continue to prioritise capacity development and will strive to achieve our envisaged outcomes through three main sub-programmes set out in the UCDP: (1) Student development; (2) Staff development; and (3) Curriculum transformation and programme development. Five projects, which include 29 activities in this plan, have been aligned with 'sub-programmes' of the UCDP, noting that some projects are integrated and cover a number of areas.

This funding scheme, the **Improvement of Qualifications Programme (IQP)**, is part of Project three (3) of CPUT's UCDP and is geared towards steering the agenda of staff development within the university.

2. PURPOSE OF THE DHET IQP

The purpose of this initiative is to support the development of staff members at CPUT through the improvement of their formal qualifications. The fund provides financial support towards compensating for the services rendered by replacement staff who stand in for those staff members who obtain a DHET IQP grant to have time off in the form of study leave to progress towards the completion of their postgraduate studies as well as other research related project expenses. CPUT staff members may either be registered postgraduate students at CPUT or

any other reputable higher education institution in South Africa or beyond. CPUT strives to increase the number of staff members who hold masters and particularly, doctoral qualifications.

3. OFFERING: STUDY LEAVE PERIOD AND FUNDING AMOUNTS

Applicants can apply for a study leave period of up to a maximum of either six (6) months for masters' level or twelve (12) months for doctoral level studies. Applicants must agree on the exact study leave period with their respective Heads of Departments and Faculty Management and/or line functions.

Level of study	Maximum period of leave	Maximum amount
Masters	Maximum 6 months	Maximum R 100.000.00
Doctoral	Maximum 12 months	Maximum R 200 000.00

A successful DHET IQP grant will comprise an award allocation aligned with the level of study that consists of 80% of the total allocated grant towards replacement costs and 20% towards running expenses.

The running expenses may be used to support the following:
  ➤ Finalization of fieldwork - covering expenses (travel, accommodation)
  ➤ Research materials and supplies
  ➤ Proofreading/Editing
  ➤ Technical support (data analysis)
  ➤ Laboratory materials/chemicals
  ➤ Photocopying, binding, printing of thesis
  ➤ Other (aligned to the study and/or degree completion. Must be sufficiently motivated in the application for consideration)

Successful funding allocations will be a once off grant commitment made in 2020.

4. APPLICATION AND GRANTING GUIDELINES OF THE DHET IQP

4.1 ELIGIBILITY CRITERIA
  a) Applicants must be full-time, permanent staff member at CPUT or hold a contract appointment of more than a year and must have been in the employ of the university for more than two years. Applicants that have not been in the employ of CPUT for two years or longer (in any capacity) are not eligible to apply to this call;
  b) All CPUT staff members enrolled for a masters or doctoral qualification is eligible. However, preference will be given to staff that hold academic appointments;
  c) Preference will be given to applicants who are younger than fifty (50) years;
  d) This call is open to all nationalities, but preference will be given to South African citizens, females and previously disadvantaged groups;

e) Applicants applying to this call must be currently enrolled/registered for a masters or doctoral qualification at CPUT or any other reputable higher education institution and must be in the mid- to final stages of their studies. To this end, newly registered postgraduate seekers in the initial stages of their studies are not eligible. Preference will be given to those in the final stages of their studies;

f) Current study status must fall within the prescribed duration of the Degree/Qualification's Program (that is, normally on a part-time basis, 4 years Masters and 6 years' Doctoral degree);

g) The obtainment of first-time postgraduate qualifications will receive priority;

h) The research project proposal component (project title and proposal) must have been already approved at the registered institution at the time an application is prepared in response to this call;

i) All applications must be accompanied by proof of ethical clearance for the research component.

4.2   SUBMISSION GUIDELINES & REQUIREMENTS

a) The current status of a specific study must be well articulated and clarified in the Research Information Management System (RIMS) online application and the budget requested for the 2020 year must be aligned with the current study status;

b) All applicants must obtain the support and approval of their respective Head of Department (HoD) as well as from the Faculty Management and/or second senior line function *prior* to applying. Formal letters indicating such, and appropriately signed and endorsed must accompany each application;

c) All applications must be accompanied by a recommendation report/letter from the main supervisor of the registered study, indicating the current status of the study, specifying the progress made to date, confirmation that the research topic and proposal have been approved and that ethics has been cleared and obtained, as well as articulating the envisaged time/date that the study is anticipated to be completed;

d) It is recommended that the personal details (Full name, ID number, Race, Gender, Period/Duration of replacement [from…to…]) of the "replacement" staff must be available and provided at the time of applying;

e) All applications must be accompanied with a copy of the current year's proof of registration (2020 together with application). No funds will be released in the absence of proof of registration for 2020;

f) All application must be accompanied by a project plan for 2020 indicating the tasks and activities planned to be accomplished for the duration/period of the leave;

g) All applications must be accompanied by a copy of the applicant's employment contract (to confirm employment status), copy of Identity document and/or Passport and a copy of the applicant's highest qualification;

h) All applicants must be willing to be subjected to all CPUT's internal processes and procedures relating to the appointment of part-time staff and the provision of study leave to complete postgraduate studies;

i) All successful applicants must be willing to enter into of a contractual agreement aimed at protecting the interests of the university (mitigating the consequences) in the event of resignation by the candidate during the study leave period or in the event that the formal qualification is not completed within two year of having returned from the study leave. This will also include the provision of a specific service delivery requirement period to be adhered to upon return from study leave and will be directed by and through Human Capital;

j) DHET IQP grants are allocated as a once off and can only be permitted once per grant-holder, if the maximum allowed period of study leave were awarded.

<p style="text-align:center; color:red;">PLEASE NOTE THAT NO APPLICATION WILL SERVE AT THE ASSESSMENT PANEL UNLESS ALL THE ABOVE GUIDELINES HAVE BEEN ADHERED TO</p>

4.3   PROCEDURE: HOW TO APPLY & PROCESS TOWARDS OUTCOMES

DHET IQP Call **Opens**:   31 Jan 2020
DHET IQP Call **Closes:**   24 Feb 2020

Applicants must apply online via the Research Information Management System (RIMS) at https://cput.rims.ac.za/

For any assistance on how to apply, please contact the RIMS Coordinator Ms Luyolo Kamati at KamatiL@cput.ac.za or 021 460 3843

How to gain access to an online application form and to create an application:

Step 1:   Log in onto RIMS at https://cput.rims.ac.za/
Step 2:   Insert username and password (if you do not have one, contact KamatiL@cput.ac.za
Step 3:   Click on the **Sponsored Projects**
Step 4:   Select create new proposal
Step 5:   Under the **Funding** heading, type in "DHET"
Step 6:   Select envisage date of study leave and specify the **day, month and year**
Step 7:   Select **Application Type** as "CPUT DHET IQ" from the drop down

Menu
Step 8: Type in the **research project** title in full
Step 9: Click on **Create Proposal**
Step 10: Continue completing the application by following the instructions provided.

Submission, application and outcomes process:

Step 1: Complete the online application & upload all required supporting documents

> ➢ Application form signed by all (applicant, HoD, FRC, Dean, Second line function)
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> ➢ Supervisor's recommendation letter
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> ➢ Head of department (support/approval letter)
>
> ➢ Details of replacement staff (ID, Full name, Race, Gender, Duration)
>
> ➢ Proof of registration of current year (2020)
>
> ➢ Project plan
>
> ➢ Ethical clearance for research project
>
> ➢ Employment contract
>
> ➢ Identification document or Passport

Step 2: After four weeks of the closing date, the outcomes will be communicated to all applicants and their Faculty Research Coordinators or direct line functions

Step 3: Each applicant will have to complete and sign the acceptance of conditions (AoC) of the grant and the institutional contractual agreement – both to be upload on RIMS

Step 4: Upon receipt of the latter two documents, the funds will be released into a cost code to be communicated to the grant-holder with specific information and instruction on the access and use of funds

Step 5: The normal CPUT procedures for appointing part-time staff will apply as well the granting of study leave via Human Capital

Communication relating to the outcomes of each application will be provided to individual applicants via email with copies to the specific Head of Department, the Faculty Research Coordinator and/or direct line report. The outcomes for this call will be communicated on the 30 March 2020.

5. **HOW WILL APPLICATIONS BE EVALUATED**

Applications will be screened by the Research Directorate and reviewed/assessed by a panel with representatives from each Faculty. Only applications that meet all the requirements will be subjected to panel assessment. Decisions will be influenced by indicators that provide high probability that a study will be completed soonest or at least within 18 to 24 months after return

from study leave. Based on the panel review process, applications will either be considered eligible for funding or not and applicants will be informed accordingly. In the event that the outcome of a funding decision is disputed, written motivation may be made in the form of an appeal for the consideration by the funding decisions committee. Appeals will be considered by the panel and recommendations on its outcomes will be forwarded to the Director: Research for ratification. Decisions reached will be final and applicants will be informed accordingly.

6. <u>REPORTING ON STUDY PROGRESS</u>

All applicants are required to provide a progress report every three (3) months after the grant has been awarded. A template will be provided to all awardees and the reports are to be submitted by uploading it onto RIMS. The Progress Reports will be used to assess the study performance against the timeframes and project plan/activities planned for the duration of the study leave. The expenditure on the project will also be assessed. After the maximum allowable duration of study leave that is dependent on the level of study, a final report is required. The applicant will have to indicate in the final report whether the study has been completed and handed in for examination or not as well as when the graduation is anticipated.

7. <u>MONITORING AND EVALUATION OF STUDY COMPLETION AND FUNDING ALLOCATION</u>

The Research Directorate plays an oversight role in the monitoring and evaluation of studies to be completed as well as with regards to the funding that was allocated and disbursed under this funding scheme. Heads of departments, FRC's and Deans will all be consulted from time to time to gain information on the progress and or completion of the studies by grant-holders.

8. <u>GRANT CONDITIONS</u>

It is important to note by all potential applicants that should an applicant be successful and the funds granted, but the applicant drops out, cancels the study and or de-registers for no apparent justifiable reason/s, the grant-holder will be held liable to pay back all funds received and expended. Also, staff that has been awarded this grant and graduated will be expected to remain in the employ of CPUT for at least three (3) years. This forms part of the institutional grant conditions.

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31 January 2020