



## UNIVERSITY OF CAPE TOWN

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**hra13**

TO: THE DEANS OF FACULTIES, HEADS OF ACADEMIC DEPARTMENTS, HEADS OF RESEARCH, EXTENSION & OTHER ACADEMIC ORGANISATIONAL  
<http://www.researchoffice.uct.ac.za/announcements/>

### **Honorary Research Associates (HRA)**

The position of Honorary Research Associate is a formal one at UCT. It is intended to give institutional affiliation to a researcher whose work, carried out at UCT or in close collaboration with UCT staff, is of direct benefit to the University. The position is "honorary" in the sense that UCT does not provide a salary. It is not "honorary" in the sense of an honorary degree. The position is therefore potentially available to any researcher not occupying a salaried position at UCT, but is not appropriate for UCT staff already employed in a permanent or contractual position at the University. An Honorary Research Associate is registered as a non-salaried member of staff, which carries some privileges as mentioned below.

Students and/or Postdoctoral Fellows are not eligible to become Honorary Research Associates, as the position implies an established track record of published research that is not commensurate with the status of developing academics.

Where a Head of Department wishes to appoint an Honorary Research Associate, the application should be made in the first place through the relevant Dean, for transmission to the Chair of the University Research Committee (URC) for approval. The application should consist of a short motivation from the HOD, including:

- (a) the commencement date of the Honorary Research Associateship;
- (b) the duration of the appointment;
- (c) the benefits to UCT;
- (d) the curriculum vitae including the research record of the nominee; and
- (e) completed HR100a and HR101 forms

<http://web.uct.ac.za/depts/sapweb/forms/forms.htm#HumanResources>

Where a Head of Department wishes to renew an existing appointment, the application should once again be made through the relevant Dean, for transmission to the Chair of the URC for approval. The HOD should submit a short motivation, which should also include proof of the HRA's research productivity since HRA status has been awarded, in the form of research publications. Where appropriate please highlight the publications of the past three years.

This routing, which includes URC endorsement, is not intended primarily as a form of control, but to increase the status of such nominations.

An Honorary Research Associate should be a person of academic standing who is connected to the work of the department, and requires access to selected University

facilities. It is not of any particular advantage to researchers permanently based elsewhere or casual visitors. Honorary Research Associates are unsalaried members of staff, and by definition receive no remuneration from the University due to this position. They may hold research grants, administered by UCT, and all UCT regulations for the administration of research funds apply. Grant agency and contract funds administered by UCT are UCT money, and anyone entitled to access these funds must agree to do so within the framework of UCT's financial policies, which ensure accountability for the expenditure of research funds.

Honorary Research Associates are issued with staff cards and enjoy selected staff privileges at UCT, like access to the library, a UCT e-mail address, recreational facilities, purchasing of parking discs, in addition to the external benefits of institutional affiliation. Honorary Research Associates need not apply for leave to be away from the University, and are not covered by University insurance when on field trips, unless special arrangements are made in this regard.

Please contact Cindy-Rose Jarvis at the Research Office, [cindy-rose.jarvis@uct.ac.za](mailto:cindy-rose.jarvis@uct.ac.za)/021 650 5204, with any queries you may have.

Dr Marilet Sienaert

Executive Director: Research