



**UNIVERSITY OF CAPE TOWN
RESEARCH OFFICE**

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Circular PC 01-2020

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To: Heads of Departments, Directors of Schools and Faculty Principal Coordinators

2020 Publication Count: call for research publications

The Research Office invites the academic community to submit their 2020 research publications for submission to the Department of Higher Education and Training (DHET). This process results in the DHET awarding subsidy to UCT for articles in DHET-accredited journals, peer-reviewed research books (including chapters in books) and peer-reviewed conference proceedings. In this regard we would like to alert you to the following processes and deadlines for the reporting of 2020 publications.

1. Loading research publications on eRA

All qualifying research publications must be captured on the electronic Research Administration (eRA) system, <http://eRAonline.uct.ac.za>, on an **on-going basis** by the monthly deadlines reflected in the Table overleaf and then no later than the final deadline. The list of categories which are recognised for the Publication Count are reflected on eRA.

2. Submission of electronic and hardcopy documents for the publication count

The relevant data of the qualifying publications listed above must be captured on eRA, and electronic copies with relevant supporting documentation must be collated and uploaded onto the system by the departmental coordinator.

In instances where electronic copies are unavailable (e.g. in the case of books) the hardcopies must be collected by the departmental coordinator within the timeframe listed in the table below. These hardcopies will be checked and passed on to the faculty coordinator assigned to manage the publication count, for onward submission to the Research Office (see page 2 for more details). It is a requirement that we receive electronic or hardcopies copies of qualifying publications, either for audit by an external audit firm, or submission to DHET for assessment.

3. Deadlines

Monthly deadlines: 30 September 2020, 30 October 2020, 30 November 2020, 11 December 2020 and 29 January 2021: these are the monthly closing dates for accredited journal articles and conference proceedings to be captured online and for hardcopies (where applicable) to reach the Research Office. The Faculty Coordinators will, in turn, set their own internal deadlines and liaise with Departmental Coordinators regarding this circular.

Final Deadline: 15 February 2021. This is the final closing date for all outstanding publications, as well as all books (and chapters in books), to be captured online and to reach the Research Office. Faculties are to set their own internal deadlines. We do, however, strongly encourage faculties to submit their publications on an on-going basis between September and February 2021.

Research Output	Deadlines					Final Deadline
Accredited journal articles	30 Sept 2020	30 Oct 2020	30 Nov 2020	11 Dec 2020	29 Jan 2021	15 Feb 2021
Conference proceedings	30 Sept 2020	30 Oct 2020	30 Nov 2020	11 Dec 2020	29 Jan 2021	15 Feb 2021
Books and Chapters	N/A	N/A	30 Nov 2020	11 Dec 2020	29 Jan 2021	15 Feb 2021

Further information on the publication count, as well as DHET's guidelines, are available at <http://www.researchsupport.uct.ac.za/publications-29>.

The Research Office looks forward to working with the UCT community as part of the 2020 Publication Count cycle. Please contact researchsupport@uct.ac.za with queries relating to the above process.

Sincerely,



Mrs Christina Pather, Acting Executive Director, Research

Copies to: Natalie le Roux, Manager: Research Support Services, Research Office

Ronel de Swardt, Coordinator: Research Support Services, Research Office

Schedule of deadlines and requirements for the 2020 publication count

Category / task	Requirement	Research Office Deadline / Contact	Faculty Deadline
DHET-accredited journal articles	Capture accredited article online; upload copies of the articles onto eRA on an on-going basis, for onward submission to the Research Office.	Monthly: 30 Sep 2020 30 Oct 2020 30 Nov 2020 11 Dec 2020 29 Jan 2021 Final 15 Feb 2021	Set by Faculty Coordinator
Peer-reviewed conference proceedings	Capture publication online; upload electronic copies and supporting documentation to eRA system	Monthly: 30 Sep 2020 30 Oct 2020 30 Nov 2020 11 Dec 2020 29 Jan 2021 Final 15 Feb 2021	Set by Faculty Coordinator
Research books / chapters in books	Capture publication online; upload electronic copies and supporting documentation where possible or send copies of the relevant documents to the respective coordinators.	30 Nov 2020 11 Dec 2020 29 Jan 2021 Final 15 Feb 2021	Set by Faculty Coordinator
Capturing of research output on eRA	Research publications must be logged on eRA (http://eRAonline.uct.ac.za) on an on-going basis.	15 February 2021 researchsupport@uct.ac.za	Each Faculty to set their own internal deadline

Details of Faculty Coordinators for the Publication Count

Faculty	Co-ordinator	Tele	email
CHED	Ipelegeng Ntshwanti	650-2551	ipelegeng.ntshwanti@uct.ac.za
Commerce	Bongekile Mabaso	650-1439	bongi.mabaso@uct.ac.za
Engineering & the Built Environment	Madoda Sigonyela	650-3784	madoda.sigonyela@uct.ac.za
Health Sciences	Carlette Hlungwani	650-6087	carlette.hlungwani@uct.ac.za
Humanities	Masnoenah Kamalie	650-9111	masnoenah.kamalie@uct.ac.za
Law	Lamize Viljoen	650-5686	Lamize.viljoen@uct.ac.za
Science	Shanaaz Smith	650-5179	Shanaaz.smith@uct.ac.za

