

ACADEMIC EXCHANGES TERMS OF REFERENCE

The Academic Exchange Programme is replacing the “study visits abroad” that were part of the Conference Committee initiatives in the past.

1. PURPOSE

The purpose of the Academic Exchange Funding is:

- 1.1 To assist in stimulating and promoting academic exchanges for research collaborations, data collection, data analysis, and use of research equipment not available at CPUT;
- 1.2 To provide funding for staff, postgraduate students and postdoctoral fellows to visit other universities in the country and abroad for research purposes and registration for training in research related workshops, seminars and other research related courses.

2. PROCESS

- 2.1 Completed F1 (main applicant) and F1A (postgraduate student or postdoctoral fellow) applications should be submitted to the applicant's relevant Faculty Research Coordinator.
- 2.2 The relevant Faculty Research Coordinator /Dean/Faculty Research Committee should screen F1 and F1A forms in terms of the faculty's own criteria.
- 2.3 Only faculty recommended applications should be submitted to the Research Directorate to be considered for funding.
- 2.4 The Research Directorate is responsible for the review process of all submitted applications.

3. ELIGIBILITY

- 3.1 CPUT academic staff members, postgraduate students and postdoctoral fellows may apply. **Applications from researchers who have existing, ongoing research projects will be prioritised.**

4. TARGET

- 4.1 All academic staff members/researchers in full- time employment at CPUT.
- 4.2 CPUT academic staff members on contract for two or more years.
- 4.3 Supervisors of CPUT registered postgraduate students, and hosts for postdoctoral fellows who need support for exchange visits to other universities in the country and abroad for research collaborations, data collection and data analysis, and use of research equipment not available at CPUT.

5. CONDITIONS

5.1 If a researcher/supervisor applies for more than one postgraduate student/postdoctoral fellow, separate application forms should be completed for submission.

5.2 The funds may be used for travelling and visa costs, accommodation, subsistence, payment of charges for use of equipment in other institutions where necessary, and registration for training in research related workshops, seminars and other research related courses.

5.3 The amount of the award will depend on the availability of funding. Currently, the maximum for exchanges abroad is R60 000 for researchers who have a publications track record and R40 000 for emerging researchers, and R30 000 and R20 000 respectively for local exchanges.

Local research exchanges between South African institutions are encouraged more than visits abroad.

5.4 Researchers are advised to itemise budgets clearly, and attach invoices and quotations with estimated costs for each item.

5.5 An applicant may be funded once per annum. However, a strong recommendation will be required for additional exchanges in the same year.

5.6 A report must be submitted within one month after attendance to the relevant HoD/Dean/Faculty Research Coordinator and to the Manager: Research Publications in the Research Directorate.

5.7 Applications should be submitted at least three (3) months before an envisaged visit.

5.8 At least one research output unit must be produced after two visits before further funding is awarded.

6. PRIORITISATION

Applications are individually assessed on merit and will be prioritised according to the following factors:

- 6.1 Development status of the applicant;
- 6.2 Scientific merit of the research project;
- 6.3 Capacity development element;
- 6.4 Social impact and potential for research uptake.

7. EXCLUSIONS

The following items will **NOT** be supported from this fund:

- 7.1 Conferences and exploratory visits;
- 7.2 Consultancy fees;
- 7.3 Internet vouchers, stationery, textbooks;
- 7.4 Supplementation of researchers' salaries;
- 7.5 Research equipment and materials;
- 7.6 Ordinary field work.

PLEASE NOTE THAT THE ABOVE ACADEMIC EXCHANGES "TERMS OF REFERENCE" WILL BE REVISED PERIODICALLY.