education

Department of Education
REPUBLIC OF SOUTH AFRICA

Directorate: Higher Education Policy and Development Support

Communiqué: Volume 1 Number 2 – April 2009

Policy and Procedures for the Measurement of Research Output of Public Higher Education Institutions

1. Introduction

This communiqué is the second in a series aimed at assisting assist Higher Education Institutions in the submission of research outputs to the Department of Education (DoE) on **15 May 2009**. Please refer to Communiqué 1 for guidelines on what information to submit and for general reasons for the non-recognition of submissions.

The Department will host a Research Outputs workshop on **17 April 2009 at Emperors Palace, Johannesburg**. The aim of this workshop is to assist the institutional research offices in administering and managing their research output submissions to the Department. We hope that two representatives, preferably officials that are involved in compiling the submissions, from each institution's research office will be able to attend the workshop. Our objectives are to completely eliminate the technical errors that cost institutions money and which can be avoided. We can achieve this goal if we work together with the institutional research offices.

This communiqué provides further guidance regarding the procedures for the submission of journals, books and conference proceedings as stipulated in the *Policy and Procedures for Measurement of Research Output of Public Higher Education.*

2. Articles in Accredited Journals

You will recall that only articles/papers published in accredited journals are considered for subsidy purposes. Non-accredited journals cannot be submitted as books or conference proceedings.

a) Making use of Journal lists

There are three journal indices approved by the DoE for subsidy purposes:

- The International Bibliography of Social Sciences (IBSS) List,
- The South African DoE Approved List, and
- The Institute of Scientific Information (ISI) Web of Science Lists (Thomson Reuters).

At the start of each year updated copies of the lists are sent to institutions. For verification purposes please make use of these lists as accessing the online lists is confusing. Alternatively, copies of all journal lists (identical to those sent to institutions) are available on our website (http://www.education.gov.za) under the higher education branch.

Please take note of the following:

- When using **ISI and IBSS lists, refer to the two latest lists**. That is, for the purpose of keeping track of the journals that may have been added or removed during the year, refer to both the lists we proved earlier this year and those you received early 2008. .
- This does **NOT apply to the DoE** list, as it is only updated annually.

b) Guidelines for Auditors

It has been brought to our attention that there are cases where auditors are unsure of the exact requirements of the policy. Please provide your auditors with a copy of the policy, which is available online, and ensure that your auditors are aware of the following points:

- Auditors must refer to all the **journal lists** as explained above (copies, of which, were sent to the institutions). The lists are titled as follows:
  - 1 January 2008 ISI
  - 1 January 2008 IBSS
  - 1 January 2008 DoE
  - 31 December 2009 ISI
  - 31 December 2009 IBSS
- Only full length**, peer reviewed articles in journals qualify for subsidy**. This excludes editorials, book reviews, comments, abstracts for conferences and all short updates or opinion pieces.
- **Author affiliation must be confirmed**. Affiliated authors are defined as academics or research staff, research students, visiting scholars or fellows and retired academics from the claiming institution.
- Auditors must confirm that articles have not been claimed previously, especially when it comes to late submissions.

- The allocation of units is calculated according to the stipulations of the policy (1 unit per article if all authors are affiliated to the claiming institution or a proportion of 1 unit for more authors if they are not all coming from the claiming institution). Fractions should be expressed in decimal form, rounded off to two decimal places, e.g. 0.5 or 0.33.

c) Checklist for Institutions

Institutions must ensure that:

- All journal submissions are audited before being submitted to the DoE;
- All journals articles being claimed for appear on the approved journal lists;
- Only full length articles are claimed;
- Spreadsheets submitted to the DoE are categorised by accredited list, i.e. ISS, IBSS & SA.
- Late submissions are recorded on separate spreadsheets, which must have been verified by the auditors and are only for n-2 and not beyond.

Please refer to the spreadsheet examples and Communiqué 1 distributed in February 2009 for further clarification.

d) Inclusion of Journal Titles on Approved Indices

If editors or editorial board members of journals would like to apply for a journal to be listed on the DoE list of South African journals, please take note of the following:

- When applying for a journal to be added to the DoE list, please refer to sections 4 and 8 of the policy for the criteria of eligibility and a list of required documents.
- The application accompanied by the relevant documents must reach the DoE by **15 June**, together with copies of the journal.

Section 8 of the policy explains the procedure should somebody wish to suggest the removal of a journal from the DoE list.

The DoE is not responsible for adding/ removing journals from the ISI and IBSS lists. For queries in this regard, please contact the administrators of these lists directly.

3. Book Publications

In order to qualify for subsidy, books and book chapters must be:

- Scholarly in nature;
- Not previously published;
- Peer Reviewed; and

- Based on research.

Please refer to Communiqué 1 to ensure that all necessary documentation and proof of peer review is included with all submissions.

Please Note: You are encouraged to submit complete books rather than photocopied chapters, even for edited collections.

4. Published Conference Proceedings

In order to qualify for subsidy, conference proceedings must be:

- Scholarly in nature;
- Not previously published
- Peer Reviewed for publication (not just abstracts and/or presentations); and
- Based on research.

Please refer to Communiqué 1 to ensure that all documentation and proof of peer review is included with all submissions.

Please Note: Papers, which were presented at a conference but were not included in published proceedings, cannot be submitted for subsidy.

5. Conclusion

Please remember that the DoE needs to receive all submissions by **15 May 2009**. If this deadline is not missed, it allows us time to review the submissions and to contact institutions when we become aware of any missing information. The evaluation panel will sit in August. We hope that these communiqués, the workshop and our individual assistance will help to improve acceptance rates.

The Directorate: Higher Education Policy & Development Support wishes you all the best with the preparation of your 2009 research output submissions. Please note that we are here to assist you and are happy to answer any individual questions you may have. Please contact us at the following email addresses or phone numbers:

Dr Genevieve Simpson	Ms Patience Manqele	Ms Thumeka Mantolo
Simpson.g@doe.gov.za	Manqele.p@doe.gov.za	Mantolo.t@doe.gov.za
012 312 6241	012 312 5280	012 312 5283