



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

**Directorate: University Research Support and Policy Development**

**Communiqué: Volume 2 Number 1- November 2021**

## ***Policy on the Evaluation of Creative Outputs and Innovations Produced by Public Higher Education Institutions (2017)***

### **1. Change of Due Date for Submissions of Creative and Innovation Outputs**

In terms of the *Policy on the Evaluation of Creative Outputs and Innovations Produced by South African Public Higher Education Institutions, 2017*,

“Institutions must submit to the Department, on or before **15 November** of each reporting year (n), subsidy claims for creative outputs that have appeared in the public domain in the previous year (n-1)”.

During the past three cycles of submissions, institutions requested an extension of the due date for the submission of creative and innovative outputs to 30 November, to which the Department obliged. The extensions were rendered necessary as the entire system was new to the implementation of the policy and needed time to adjust and settle.

However, from the onset, we indicated that the November dates are not suitable for the cycle of subsidy allocation of the Department. The determination of subsidy takes place in October to November of the previous year for allocation in April (i.e., the commencement of Government financial year). The numbers on allocation of various subsidy items are communicated to the institutions annually in December in the *Ministerial Statement on University Funding*. Therefore, regarding the current submission date of November for the submission of the creative and innovation outputs, the subsidy allocation can only be carried out two years later.

Based on the above background, this communique, serves to inform public higher education institutions that the submission due date for the creative and innovation outputs has been shifted to **30 September from 2022 onwards**. Should it be necessary in future, there may be another due date shift and that will be communicated timeously.

## **2. Revised *Implementation Guidelines***

The Department, and with generous and professional assistance of the *Creative Outputs Advisory Panel* comprising senior professionals from the higher education sector, has revised the *Implementation Guidelines (2021)*. Please find accompanying this communique, the revised version thereof. The *Implementation Guidelines* have also been uploaded on ROSS. Institutions are urged, therefore, to:

- ensure to make use of the amended *Implementation Guidelines (2021)* henceforth.
- the submission of the creative and innovations outputs will continue to be fully online through the Research Outputs Submission System (ROSS).
- pay attention to the required documents that must accompany each submission and, particularly, on files that must be uploaded and made accessible and searchable on the relevant internet Uniform Resource Locators (URLs) and on the ROSS as guided in the *Implementation Guidelines*.
- the ROSS will open early in January each year for the submission of creative outputs thus giving sufficient time to institutions to conclude their internal processes of external peer reviews. For innovations, ROSS will open in May each year.
- the three-years-before-the-submission-year (N-3) rule is not affected and will continue to apply. That is, for when the creative outputs have been in the public domain.
- adhere to the guidance provided in the revised *Implementation Guidelines (2021)*. Note that, where necessary and if possible, institutions must submit a combination of multiple photos / images / reviews etc. into 1 PDF, to make it easier for reviewers to find all items in one space. However – this is not critical.

## **3. Conclusion**

Institutions are reminded to fully acquaint themselves with the *Policy on the Evaluation of Creative Outputs and Innovations (2017)* and *Implementation Guidelines (2021)* to ensure a proper and efficient implementation process.

Should academics need any assistance, please verify with the institutional Research Office before contacting the Department and, in fact, let the Research Office contact the Department where necessary.

Should you have any queries on the matter please contact Dr I Makukule at [Makukule.i@dhet.gov.za](mailto:Makukule.i@dhet.gov.za) or the *Directorate: Higher Education Research Support and Policy Development*.

Yours sincerely



**M Mabizela (Mr)**

**Chief Director**

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**Date:** 17 November 2021