



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Research Outputs *Communique 3 of 2023 – 25 October 2023*

To all DVC's for Research and Senior Directors of Research:

The Department of Higher Education and Training (the Department) would like to request universities to note the following changes to be implemented for next year's submissions.

1. DIGITAL OBJECT IDENTIFIER (DOI):

- It is mandatory to provide DOI for journal articles claims.
- If there is no DOI, the university should indicate "N/A". However, the article must be provided (attached, or through a URL link) for verification.
- The DOI must be valid. If it is found that the DOI is incorrect, or does not refer to the correct article, the item will be rejected.

2. TOTAL AUTHOR COUNT:

- Total Author count must be accurate. If it is found that the total author count is incorrect, or blatantly false (e.g. indication of 1 author instead of 10, which has a major impact of how units are calculated), then the item will be rejected.
- If it is found that a university constantly claims for fewer authors than they should (thereby claiming more units than they should), they will be penalised.
- The same item should not be claimed more than once, across multiple departments within the same university. The item needs to be claimed once, with all authors from all departments combined into one claim. In such cases, only one item will be approved and the others will be rejected.

3. DUAL-AFFILIATIONS:

- Authors with dual-affiliations, especially with South African HEIs, should have their dual-affiliation(s) listed in the claim **IN THE CORRECT FIELD**. If it is found that an author is listed without his/her SA HEI affiliation, according to the publication, then there must be a

letter from Human Resources Department of the claiming institution, endorsed by the DVC or Executive Director of Research.

4. DEADLINE FOR 2024 SUBMISSION CYCLE:

- The deadline for final submission is 15 May 2024. **No extensions will be granted under ANY circumstances.** (This is subject to change should there be any administrative or technical issue from the Department or the National Research Foundation).
- Items not submitted by the deadline will be rejected. Items which are uploaded, but not yet submitted, do not necessarily pass the initial validation. Only once the validation is passed, can they submit those items. Hence – if validation is not passed, items are rejected.
- Any potential fraudulent claim will be rejected and the Department will consider punitive measures (i.e the docking of units)

5. RESEARCH OUTPUTS SUBMISSION SYSTEM (ROSS) SUBMISSION:

- **Books/Chapters** – Chapters in the same book should be grouped and numbered together: e.g. C10.1, C10.2, C10.3, etc. (where C10 refers to the book and the decimal value refers to the chapter claim).
- **Conference Proceedings** – Papers in the same conference proceedings should be grouped and numbered together: e.g. P20.1, P20.2, P20.3, etc. (where P20 refers to the conference proceeding, and the decimal value refers to the publication claimed).
- Internal authors (i.e. affiliated to the claiming institution) should not be listed as external authors – rather indicate additional affiliations in the field(s) provided.
- Please upload all supporting documentation, including the actual publication for panel reviews, into a repository and provide the URL(s) in the templates. These files must be accessible for a period of no less than 5 years. There have been administrative errors – uploading the wrong files, omitting certain documents, etc. Approval documents (e.g. auditor's report, DVC sign off) must also be uploaded to ROSS.
- The universities are requested to upload, on ROSS, all the required documents on or before 15 May 2024. Please note that the Department will **NOT** accept any hard copies of publications.

The List of documents to be uploaded on ROSS (Books/Chapters):

- *Copy of the book(s)/chapter(s).*
- *Copy of the page (to confirm ISBN, Publication year, Editor, Publisher etc.)*
- *Table of contents.*
- *Letter of motivation for late submissions.*
- *Letter for author affiliation (This letter is important if there is no indication of author affiliation in the actual publication).*
- *Proof of peer review.*
- *Research justification.*

- *English summary (In the event that a book/chapter is published in a language other than English).*

The List of documents to be uploaded on ROSS (Conference Proceedings):

- *Copy of the conference paper(s).*
 - *Copy of the page (to confirm ISBN/ISSN, Publication year, Editor, Publisher etc.).*
 - *List of editorial board/committee members.*
 - *Table of contents.*
 - *Letter of motivation for late submissions.*
 - *Letter for author affiliation (This letter is important if there is no indication of author affiliation in the actual publication).*
 - *Proof of peer review.*
 - *English summary (In the event that a conference proceeding is published in a language other than English).*
- In addition, the supporting documents uploaded to repositories must be grouped per claim, to make it easier for reviewers to access. Reviewers should not need to waste time to search for these documents. There have been cases where the URLs provided take the reviewers to the home folder, where they need to search for, and often cannot find, the correct documentation, which has resulted in items being rejected.

Yours sincerely,



Dr Shaheeda Essack

Acting Chief Director: Higher Education Policy Development and Research

Date: 25 October 2023