



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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

Introduction

This communiqué is the fourth in a series aimed at assisting universities in the preparation of the submission of research output publications (journal articles, books and conference proceedings) to the Department of Higher Education and Training (DHET). The Department, in line with the Policy and Procedures for the Measurement of Research Output of Public Higher Education Institutions, requests all Research Offices at public higher education institutions to submit their research output publications on or before 15 May. This means that output claims for 2012 need to be submitted before 15 May 2013. Submission before the deadline gives the Department enough time to assess the submissions and to request additional information where necessary.

The main purpose of this communiqué is to outline problems encountered in the submission of research output publications in 2012, new developments for 2012 published conference proceedings and the process of Research Output Policy improvements.

There has been some delays with the release of the 2012 research output reports (both the general report and individual institutional reports) this year, and institutions are requested to exercise some degree of patience in this regard. The reports will be sent to institutions as soon as they are finalised.

Problems Encountered in the Submission of Research Output Publications

Journals

On journals submissions, the following were the main problems encountered:

- Some institutions used incorrect method of calculating author proportion and units claimed,
- Abbreviations instead of full journal title/name and incorrect spelling of journal names,
- Incorrect CESMs or old CESMs or missing CESMs,

- Not using the correct spreadsheets provided by the Department for capturing,
- Claimed journal articles with DOI number. Articles with DOI number are publications which should not be claimed because editors and authors can recommend changes or corrections at this stage, and
- Claimed non-accredited journals

Books and Published Conference Proceedings

On books and published conference proceedings submissions, the following were the main problems encountered:

- Many submissions lacked evidence of the peer review process. Institutions are urged to remember that the Department requires details of the process followed and not only a statement referring to peer review,
- Some institutions submitted a number of claims by visiting Professors from outside South Africa with no real proof of affiliation to these institutions,
- Reasons of late submissions were not valid (institutions provided administrative reasons) and in some cases letters were not signed/approved by the DVC/Dean/Director of Research,
- Some institutions submitted introductions and conclusions which outlines the book,
- Some institutions submitted work which was not aimed at the peers in the field of study and this resulted in many books and conferences being rejected due to scholarliness,
- Some institutions submitted in-house conferences,
- Incorrect CESMs, and
- Some institutions did not label hardcopies and put institution's name on each submission

DHET List of Approved Published Conferences

The Department has developed a list of conferences that are constantly approved by the panel and conferences that appear on this list will now be treated in the same way as accredited journals. Published conferences listed on this list will automatically be accepted and will not be evaluated by the panel. Please see the list attached.

Research Output Policy Improvements

The Department would like to inform Research Offices that the Minister of Higher Education and Training, Dr B Nzimande, has approved the gazetting of the proposed improvements to the *Policy and Procedures for Measurement of Research Output of Public Higher Education Institutions (2003)*. The proposed improvement to the policy has been gazetted for public comments. The gazette is also being used as part of a consultative process with the sector. The

gazette is expected to be out on 1 February 2013 and the Department will alert DVC's of Research once the gazette is published.

Conclusion

Institutions are encouraged to contact the Directorate: Universities Policy and Development Support should they have any problems or queries with completion of submissions. The Department welcomes your feedback and suggestions on various aspects of this work. If academics at your institutions need any assistance, please ensure that the Research Office is their first place of contact, rather than the Department.

The Directorate wishes you all the best for 2013. Please remember to refer to all the previous Communiqués so as to ensure that your submission meets the policy requirements. Please direct all enquiries to:

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