



RESEARCH OFFICE

Executive Director: Dr Marilet Sienaert

Department of Research and Innovation

'Allan Cormack House'

02 Rhodes Avenue (Cnr. Rhodes Ave. and Main Road)

Mowbray

7700

South Africa

Tel: +27 (0) 21 650 4402

Fax: +27 (0) 21 650 5768

E-mail: marilet.sienaert@uct.ac.za

Internet: www.researchoffice.uct.ac.za

17 August 2015

To Heads of Departments, Directors of Schools and Faculty Principal Coordinators

2015 Publication Count: call for research publications (Health Sciences Deadlines)

The Research Office invites the academic community to submit their 2015 research publications for submission to the Department of Higher Education and Training (DHET) and for inclusion in the UCT Research Report. This process results in the DHET awarding subsidy to UCT for articles in DHET-accredited journals, peer-reviewed research books (including chapters in books) and peer-reviewed conference proceedings. In this regard we would like to alert you to the following processes and deadlines for the reporting of 2015 publications.

Loading research publications on IRMA

All qualifying research publications must be captured on IRMA.net, <http://irmanet.uct.ac.za> on an on-going basis but by no later than 12 February 2016. The list of categories which are recognised for the Publication Count and research report are reflected on IRMA.

Submission of hardcopy documents for the publication count

Hard copies of the qualifying publications listed above are collated by the departmental coordinator and the relevant data is captured on IRMA. The hard copies are checked and passed on to the faculty coordinator assigned to manage the publication count, for onward submission to the Research Office (see page 2 for more details.)

Departmental heads and individual researchers are requested to please take cognisance of the DHET's guidelines which are available at http://www.researchoffice.uct.ac.za/publication_count/overview/.

Deadlines

First Health Sciences deadline: 6 October 2015. This is the first closing date for accredited journal articles and conference proceedings to reach the Research Office. This date has been set in conjunction with the Faculty Coordinators, who will, in turn, set their own internal deadlines, and who will liaise with Departmental Coordinators regarding this circular. All journal articles and conference proceedings published by this date must be submitted by this deadline.

Final Health Sciences deadline: 2 February 2016. This is the final closing date for all outstanding publications, as well as all books, to reach the Research Office. Faculties are to set their own internal deadlines. We would, however, like to encourage faculties to submit their publications on an on-going basis between October and February.

New DHET Policy on Research Outputs

A new DHET research outputs policy was recently announced, and will be implemented for publications produced in 2016 (and reported in 2017). Further details will be communicated in due course. Please note that the policy will not affect the reporting of 2015 publications. A copy of the policy is available at:

<http://www.researchoffice.uct.ac.za/usr/researchoffice/publication/research-output-policy-2015.pdf>

The Research Office looks forward to working with academics and coordinators during the 2015 Publication Count cycle. Please do not hesitate to contact us as required.

Sincerely,

Ronel de Swardt, Coordinator: Research Information Management, Research Office

Copy to: Dianne Bond, Cluster Manager: Research Information Management, Research Office

Schedule of Faculty of Health Sciences deadlines and requirements for the 2015 publication count

Category / task	Requirement	Faculty Deadline
DHET-accredited journal articles	Please send copies of the accredited journal articles to the respective coordinators on an on-going basis, for onward submission to the Research Office.	First: 6 October 2015 Final: 2 February 2016
Research books / chapters in books and peer-reviewed conference proceedings	Please send copies of the relevant documents to the respective coordinators. Guidelines for research books (including chapters in books) and peer-reviewed conference proceedings are available on our web site: http://www.researchoffice.uct.ac.za/usr/researchoffice/publication/PC%20Guide.pdf	6 October 2015: Peer-reviewed proceedings 2 February 2016: All outstanding peer-reviewed proceedings and all books
Capturing of research output on IRMA.net	Research publications must be logged on IRMA.net (http://irmanet.uct.ac.za) on an on-going basis.	2 February 2016 rea-irma@uct.ac.za

Details of Faculty of Health Sciences Coordinators for the Publication Count

Co-ordinator	Telephone	email
Carlette Hlungwani	406-6087	carlette.hlungwani@uct.ac.za
Esmari Taylor	406-6734	esmari.taylor@uct.ac.za
Aphiwe Makalima	406-6734	Aphiwe.makalima@uct.ac.za