

6.2

RECTOR'S AWARD FOR EXCELLENCE IN RESEARCH

Policy Number: 025A/06/04

Scope: The policy contains the rules and regulations of the University regarding the application of the Rector's Award for Excellence in Research.

Policy:

The recipient of the award must use the cash amount for academic purposes that are linked to research, e.g. the purchase of equipment, the establishment of infrastructure or the attendance/undertaking of academic events/visits, both domestic and overseas. As a rule, the award is used as determined by the guidelines for the Special Support Scheme for Research (SOS Funds). If the recipient wishes to apply the award for academic purposes other than those applicable for SOS funds, this is subject to the approval of the relevant departmental chairperson/executive head/discipline head with notification to the dean. In the case of chairpersons, approval has to be granted by the dean.

The following additional information is provided:

The amount is placed in a separate cost point under the control of the grantee.

The grantee may use the amount at his/her own discretion, as in the case of the award for excelling in teaching, provided that it takes place in accordance with the possibilities for application of SOS funds (see below). The grantee does not need to obtain permission from the departmental chairperson/executive head/discipline head, or from the dean in the case of the chairperson, for the application of the award, except if it is applied for travels (travelling expenses and the associated accommodation and other costs).

The only control over the application of the funds therefore comes from the Finance Division, which should control that they are in fact applied for the purpose as set out above.

If the amount is to be applied beyond the scope of the application categories of the SOS funds, e.g. for a journey that is not specifically related to research, or for teaching development, the request should be directed via the office of the Senior Director: Research, who has to decide whether the application is in line with the intention of the award. If necessary, the matter should be taken up further with the Vice-Rector: Research.

As in the case of all journeys, the application for the utilisation of the funds for journeys must be approved by the dean.

The award may not be paid to the individual as a type of extra remuneration or reward for research (even if the intention is that a portion is subtracted as tax).

The amount concerned is usually used within two years after the award.

The allocated funds may be used for the following purposes:

- Temporary research assistance
- Additional publication costs (page fees and reprints)
- Running expenses for research (also for projects by postgraduate students)
- Purchase of special books or written or electronic sources for the central library or branch libraries (faculty, departmental)
- Purchase of computers and material needed for research
- Purchase of research apparatus
- Travelling and subsistence costs (or supplementation thereof), subject to the University's prevailing support norms, for approved domestic and international travel related to research, for the attendance

of domestic or overseas subject conferences, symposia, workshops, visits to other laboratories, research visits to colleagues, field work, etc.

- Membership fees for societies for scientific subject specialists who promote or stimulate research, for example by regularly presenting scientific conferences
- Research fellows
- Research activities by retired staff (in all cases in consultation with the departmental chairperson/executive head/discipline head and the dean of the faculty concerned)
- Bursaries for postgraduate study and postdoctoral fellowships (in accordance with the rules and procedures that are applicable to bursaries from institute funds or departmental outside funds)

Contact Division:

Financial Services