



# Consolidoc Programme

Application guideline

2024/2025



Stellenbosch

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# Consolidoc Programme

Nominations are requested from Academic Staff, Departmental Chairs or Directors of Centres, after which the Consolidoc nominations will be reviewed by the Subcommittees and recommendations made to the Deputy Vice-Chancellor: Research, Innovation and Postgraduate Studies, Prof. Sibusiso Moyo.

The Consolidoc programme, a special postdoctoral programme funded by the Deputy Vice-Chancellor, is aimed at giving new doctoral graduates across all fields of research a kick-start to their research publishing careers. These fellowships are intended for doctoral students as a bridge between graduating and obtaining a position either as a longer-term Postdoctoral fellow or as a full-time employee (within or outside Stellenbosch University). The Consolidoc fellowship is, however, not a guarantee of a further Postdoc fellowship or employment at SU.

## The value of the fellowship

- Will be R70 000 tax-free for 6 months with **R30 000 mandatory top-up from the Department/Centre/School/ Host must be committed to the consolidoc**
- Hosts/Departments and/or faculties can top up this amount up to a maximum of R170 000.
- Extension up to 3 months is possible but must be funded by the host/Department/Faculty.
- Network registration-related costs to be covered by the host/ host department.



# Important note

- Consolidoc is a merit-based program and must be competed for as part of the policy on postdoctoral funding, and to align with SARS regulations.
- Hosts/Departments/Faculties should provide the cost centre or project details for the mandatory top-up contribution by no later than January 2025.
- Each candidate can only be nominated once for a Consolidoc fellowship.
- No ad hoc appointments will be made. Therefore, all nominations must be completed in this current call.

## Eligibility

- Open to Stellenbosch University doctoral students graduating in December 2024/March 2025 irrespective of nationality.
- Consolidocs will retain their supervisors as their hosts for the duration of their fellowship.
- There is no age limit.



# Conditions

- Written confirmation by the Registrar's office must be provided that nominees meet all the requirements to receive their **doctoral degree in December 2024 or March 2025**, and registration for successful candidates will not be possible if there is no letter confirming that the candidate's doctoral degree has been accepted by Senate.
- The Consolidoc fellowship period **cannot be used for new research or to assist with current departmental research**. The sole purpose of the Consolidoc fellowship is to generate outputs from the doctoral studies (mainly scientific articles, but other DHET-recognised outputs as given in the nomination form will be considered too).
- According to SARS regulations, **candidates must not be in full-time employment at Stellenbosch University (SU)**.
- **The Consolidoc must be based at Stellenbosch University**. However, exceptions can be made for working remotely as long as there is a valid and correct visa (in the case of international candidates), a specified South African Bank account, and a signed work plan for monitoring and evaluation purposes.
- A Consolidoc, just like a Postdoc fellowship, **cannot be held concurrently with any other position**. If the Consolidoc is offered a professional position or full postdoctoral fellowship, then the Consolidoc contract will be terminated.
- **Consolidocs are allowed to work 12 hours a week; the payment for this work will be taxed** and managed through Stellenbosch University Human Resources.
- **A progress report and/or final report will be required at the end of the fellowship term.**





# Nomination process

**1**

Nominations should be completed on the application form and endorsed by Departmental Chairs or Directors of Centres. An honest and clear departmental endorsement will be to the benefit of the applicant.

**2**

All nomination applications **MUST** be submitted no <https://forms.office.com/r/wOKn8QwfGK> no later than **11 November 2024 at 16:30**.

**3**

Specific questions related to the nomination process, eligibility, and other issues can be addressed to [POSTDOCINFO@SUN.AC.ZA](mailto:POSTDOCINFO@SUN.AC.ZA).

**4**

**Incomplete and late nominations will not be considered.**



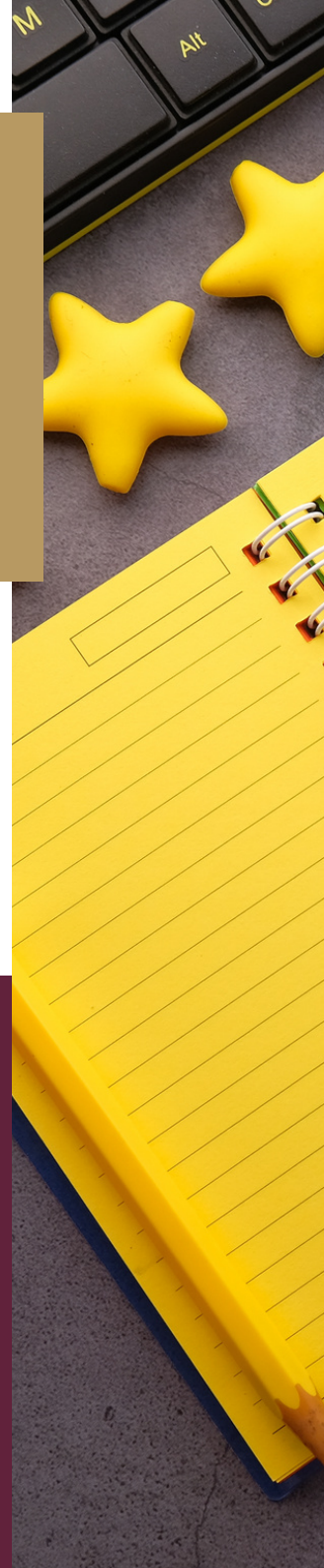
N O M I N A T E

# The review process

- Nominees are evaluated by subcommittees A, B and C based on a scorecard
- Consideration will be given to the potential of the publication toward a) the dissemination of new knowledge discovered during the doctoral research, b) the potential of the envisioned publications to contribute to the academic discourse on the topic addressed, c) the potential of the publications to contribute to wider discourses to the benefit of society since these are considerations that will impact the probability of publication
- Consideration will be given to the track record of the nominee. GPA on the previous degree, previous and current publications and community engagement, time is taken to complete current and previous degree.
- Submission of a detailed timeline for completion if the candidate is yet to complete the PhD.
- All requested and relevant documents must be submitted.

## Notice of awards, appointments and registrations

Notice of Awards is made in December / January. As soon as the results of the candidate's doctoral studies are confirmed and accepted by Senate, the successful candidates need to contact [POSTDOCINFO@SUN.AC.ZA](mailto:POSTDOCINFO@SUN.AC.ZA) at the Division for Research Development for further processing of registration and payment.



# Explanatory notes

1

## What is the status of a Consolidoc and what is the difference between a Consolidoc and a postdoc?

A Consolidoc is a Stellenbosch University doctoral graduate who receives a fellowship to spend an extra 6 months or more to write articles from the doctoral research. Although registered as a postdoctoral fellow on the payment system, the fellowship is not funding for new research. The difference between a Consolidoc and a Postdoc is that the latter embarks on new research and starts an independent research career after their doctoral studies.

- If the Consolidoc candidate is offered a full postdoc fellowship, the contract of the Consolidoc will be terminated.
- The fellowship opportunity must go through the normal hiring processes for Postdocs, which includes advertising on external and internal platforms. **Candidates may therefore not hold both the Consolidoc and a full postdoctoral fellowship or another full-time position.**

2

## Could Consolidocs expect to be provided with facilities, workspace and infrastructure at their host departments?

It is expected of the Department to provide workspace or infrastructure—not more than what the Consolidoc received during their doctoral studies. The Consolidoc **must have access to network registration, internet access, printing, all related costs to be covered by the host department.** In addition, where necessary, a workspace with a desktop computer (unless Consolidoc is working remotely) must be provided for the duration of the Consolidoc.

3

## What is the role of the host?

The host should be the same person who served as supervisor of the doctoral studies and should be available to advise on the writing of articles out of the doctoral studies, assist with the submission of manuscripts in accredited journals. The host should sign off on the report at the end of the Consolidoc period.

# Explanatory notes

4

**Is a Consolidoc necessary for a minimum of 6 months? What if the student completes two articles within 3 months (especially as he/she could focus on this alone?)**

The Consolidoc is a bridging period until such time that the person receives a postdoctoral fellowship, a professional position or reaches the end of the fellowship. If a host feels that information for publication from the doctoral research is depleted and that no more publications would be possible, the Consolidoc can be terminated, or the host could source funds to advertise for a full postdoc and the candidate could apply for the position.

5

**If the Consolidoc does not find the funding adequate (for living expenses) or spend the money too quickly, what should the host department do?**

There are no costs such as class fees or book expenses linked to the Consolidoc fellowship (only "official" expenses such as the student card). The funding is for living costs only and will be paid into the bank account of the Consolidoc. The Department is not expected to contribute financially but could if they want to. The student's time is supposed to be uniquely focused on the writing of articles. **Work done for the Department should be paid for via the "Ad Hoc" payment system up to a maximum of 12 hours/week and will be taxable.**

6

**Can the Consolidoc expect to receive support to attend conferences or courses?**

As the Consolidoc fellowship is for living costs, it should not be used for research-related travel or conference attendance based on completed research. It is the Department's prerogative to fund travel if it is part of their "culture" to support doctoral students, but there is no obligation in this regard towards a Consolidoc. Consolidocs can attend courses and training offered in the university through the Division for Research Development, Library and other general postgraduate offers, as part of their career development.



