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FAQ's

The most frequently asked questions relating to Research Outputs at Stellenbosch University

**Prepared by Research Information and Strategy, Division
for Research Development, Stellenbosch University
Updated June 2025**

Departments submit their research outputs annually for the year n-1 for subsidy purposes as well as inclusion in the annual research report. Every department/centre/institution has a dedicated person who captures the outputs on an electronic system, the Research Administrator (RA) system.

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Closing date for submissions is the last Monday of January every year.

The DHET subsidizes research outputs in the following categories:

- Journal articles (research articles) in accredited journals
- Peer reviewed books/Chapters in books
- Peer reviewed, published conference proceedings

See the following link for more details on the DHET policy.

<http://www.sun.ac.za/english/research-innovation/Research-Development/Documents/Research%20Outputs/Research%20Output%20Policy/ENGLISH/Research%20Outputs%20policy%20gazette.pdf>

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Journal related Questions

1.1. Is this journal accredited by the Department: Higher Education & Training (DHET)?

The journals regarded as accredited by the DHET are those on the indices of Web of Science Core (WoS Core)/Clarivate Analytics/ISI, IBSS the local DHET list, Norwegian, Scopus, ScieLO SA list and the newly accredited Directory of Open Access Journals (DOAJ) from the 2021 submission and onwards. The accredited lists can be found at the following link:

<http://www.sun.ac.za/english/research-innovation/Research-Development/outputs-accredited-journals/accredited-journals>

Please note: Only the journals indexed on the WoS Core (Indices for Arts & Humanities Citation Index, Science Citation Index Expanded as well as Social Sciences Citation Index) are accredited and not necessarily all those on the master list or the Emerging Science Citation index.

1.2. A journal is on the master list of ISI but not on the system used to capture the research outputs, Research Administrator (RA).

According to DHET policy, journals on the Master List are not accredited; only those on the three indexes of the Core Web of Science (see previous question).

1.3. A journal appears on one/more of the three ISI indices, but not on the RA, what should I do?

The journals on the ISI/Clarivate Analytics/Core Web of Science are updated about once every two weeks, whereas updates on the RA system are done on an annual basis. Therefore, it is quite possible that a journal can be newly added to ISI without being added in time on the RA system. If that is the case, please contact the Research Office for the journal to be added.

1.4. Do I have to provide the full article when submitting for subsidy?

Yes, as of 2020 all articles submitted for subsidy will have to be the **full**-length article of the final print version. The full article needs to be uploaded as a PDF to the SE system. The following information must be shown on the article:

- The title of the journal (if only the abbreviation of the journal title is showing, upload the table of content where the journal title and the article shows,
- title of the article,
- volume number,
- year of publication,

- page numbers or article ID numbers for online journals,
- Names of the internal authors with their affiliation.

Please highlight this information on the supporting documentation.

If any of the above information is not in the article itself, include those pages on which the information is given. If the affiliation of the author is not mentioned in the journal, provide proof of SU affiliation obtained from Human Resources.

Submissions of articles from databases like PubMed are not sufficient if they only state the abstract (as opposed to the full-length article) and not the affiliation of all the authors (in most cases only the affiliation of the first author is stated).

1.5. How do you determine which subsidy can be claimed?

According to DHET policy in the current reporting year (n) outputs with a publication date of the previous year (n-1) can be claimed. For example, in 2022, research outputs published in 2021 must be submitted.

The DHET also allows claims for publications of two years prior to the reporting year (n-2) if subsidy was not allocated the previous year and **that a signed motivation stating the reason for the late submission is submitted with the publication. The only valid reason for a late submission is that the publication was not available by the time of submission.**

1.6. Is there a second survey for submitting journals articles?

No, the second survey for journal articles ceased to exist after the new DHET policy was implemented in 2001. If an article is not available prior to the submission date during the first week of February of the reporting year, please contact the Research Office. If possible, we will do our utmost to include it provided it is available before the annual auditing of research articles which takes place at the end of April/beginning of May each year.

1.7. I was previously employed at another institution but want to submit the article at Stellenbosch University. Is it possible?

Stellenbosch University can only claim subsidies for research outputs of authors who are affiliated with SU at the time of the publication. However, this is often a grey area, and situations are mostly dealt with on an individual basis. Please contact the Research Office for further assistance. Please note that if the main address on the publication is that of another higher education institution, SU cannot claim subsidy for that publication.

1.8. How do I handle authors that are not formally employed by the University, for instance, can I put a contributor who is affiliated with a private institution (example practitioner, teacher, etc.) as affiliated to Stellenbosch University?

All authors for whom subsidies are claimed for under SU, **are either permanent or retired personnel** or postgraduate students. In the case of research fellows and/or extraordinary appointments it will have to be confirmed via the Human Resources Division in the form of a formal letter stating the individual's affiliation to SU.

1.9. The paper delivered at a conference was published in an accredited journal; can I submit it for subsidy?

An output can only be submitted for subsidy once. If a subsidy was allocated for the paper in the conference proceeding, it cannot be submitted as an article.

Note: If the researcher is aware that the same publication is going to be published in an accredited journal, it is advisable to rather claim subsidy for the article than the conference proceeding.

1.10. I received subsidy for my article submitted but not for my student. Why not?

Most of the time, the affiliation of the student in the article reflects his current workplace. It is important that the students' affiliation on the article shows SU. Great care must be taken when the affiliation is given to the publishers. The email address of an author is no proof of affiliation.

1.11. The volume number, page number, etc. is not yet available. Is the DOI number sufficient for submitting an article?

The DHET does not accept papers with a DOI number as the final publication. All articles submitted for subsidy must have a volume number to ensure that we do not claim the same article twice. We have come across numerous cases where a paper with a DOI was submitted only for the final publication to be issued the following year.

1.12. Where can I get the impact factor of a journal?

Journals on the Clarivate Analytics have an impact factor. This impact factor varies from year to year. Clarivate Analytics keeps an updated list on their website. The impact factor of a journal can be obtained via SU Library's portal. Click on Journal Citation Reports – ISI on the link to access this database:

<https://jcr-clarivate-com.ez.sun.ac.za/jcr/home?app=jcr&referrer=target%3Dhttps%3F%2Fjcr-clarivate-com.ez.sun.ac.za%2Fjcr%2Fhome&Init=Yes&authCode=null&SrcApp=IC2LS>

Please note that you need to sign on with your single sign on details to open a session.

1.13. How much subsidy will I receive if I have dual appointments with two higher education institutions (e.g., SU and UCT)?

The subsidy for that author will be divided between the two institutions. For example, if it is one author only, the subsidy allocated to SU will be 0.5 subsidy units. If there are two authors, the subsidy for the author in question will be $0.5/2 = 0.25$ subsidy units for SU.

1.14. Does an abstract qualify for subsidy?

Abstracts or extended abstracts of journal articles or proceedings do not qualify for subsidy and the Research Committee does not deem abstracts as research outputs. Please do not capture any abstracts on the RA system. No abstracts will be included in the research report as research outputs.

1.15. Do all articles in accredited journals qualify for subsidy?

Only **original research articles, research letters, research papers and review articles** qualify for subsidy. Editorials, case studies, correspondence to the editors, abstracts or extended abstracts, obituaries, book reviews, news articles and advertorials do not qualify for subsidy, even if they are published in accredited journals. If one of the above-mentioned types of articles appear in an accredited journal, please capture it on the RA in the category 'Journal Articles Subsidized'. If clarification is needed the research office will follow up with the Dean of the Faculty whether it qualifies as a research article.

1.16. How do I access the International Bibliography of the Social Sciences (IBSS) list?

From 2025 IBSS has been taken over by Clarivate and there is no list available on ProQuest.

Questions relating to Books/Chapters in books

1.17. What are the requirements for a book to qualify for subsidy?

For a book to qualify for subsidy, it must have been published, the manuscript of the book/chapter must have been peer reviewed prior to publication and the author must have a SU affiliation. The book must be intended for academic peers, and it must be original new research.

1.18. May I claim subsidy for editorial activities?

Editorial activities do not qualify as a category that is eligible for subsidy according to DHET criteria. It can be claimed as research activity and thereby show in an author's profile or in his CV but cannot be nominated for subsidy.

1.19. May I submit a photocopy of the book or chapters of the book as it is expensive to post the complete book?

From 2023, the DHET requires Universities to submit electronic versions of the book or chapters in books. No hard copies may be submitted. Please scan in monographs that are only available as hardcopies.

1.20. What are the criteria for adequate peer review? / The book was published by a reputable publishing house in another country, that has a different policy regarding peer review. May I submit the book? / I included several reports of the book as proof of peer review prior to publication.

It's necessary to provide us with written confirmation that stipulates the peer review process **in as much detail as possible**, that had been followed prior to publication (if it is not printed in the foreword of the book). This information can be obtained from the publishers themselves; it's **not necessary** to provide us with peer review reports as such if they are confidential. However, it would be useful to include this since this constitutes a body of evidence that can be submitted along with the publication. Reports/reviews of the book are usually post-publication and do not fit the criteria of evidence of peer review but can be submitted in addition to the peer review process.

1.21. Does a book qualify for subsidy if it originates from a thesis?

Subsidy cannot be claimed more than once for the same research. A substantially revised thesis can be submitted if it can be proven that the new publication contains original research not previously published.

1.22. This handbook is the only one of a few books in a specific field. Does it qualify for subsidy?

Handbooks for pre-graduate students do not qualify for subsidy. However, contact the research office if you are of the opinion that this is an exception to the rule.

1.23. How do I know whether I have received subsidy for my publication(s)?

The Research Committee made the decision that from 2020, only outputs which were approved by the DHET will receive SOS funding. Therefore, it is not necessarily that all outputs which were approved internally will receive SOS funds. The person in your department responsible for reporting the research outputs has access to a subsidy

report, **Annual Subsidy Report by Person by Department (DHET)**, on the RA system for up to the 2023 survey.

Please note that you must look in the DHET column to see whether the output received subsidy. Please see the column shaded in green in the picture below.

HARVEY J		SUB-TOTAL:		2.00	2.00
Journal Articles (subsidised)					
LANGENEGGER EJ, HALL DR, MATTHEYSE F, HARVEY J. The impact of an obstetrician-led, labor ward critical care unit: A prospective comparison of outcomes and after establishment. <i>Obstetric Medicine</i> 2020; 13 (3):132-136.					
COMMENT: FOR info: EH added Mattheyse as external. Confirmed with dept. of Anaesthesiology, person is external.					
LANGENEGGER EJ	Verloskunde en Ginekologie	Author 1	0.25	0.25	0.00
HALL DR	Verloskunde en Ginekologie	Author 2	0.25	0.25	0.00
Mattheyse F		Author 3	0.00	0.00	0.00
HARVEY J	Statistiek & Aktuele Wetenskap	Author 4	0.25	0.25	0.25
AUTHOR PORTION:			0.25	0.25	0.25
SECTION TOTAL:			0.25	0.25	0.25
SUB-TOTAL:			0.00	0.00	0.25
HOFMEYR DP					
Journal Articles (subsidised)					
HOFMEYR DP. Connecting spectral clustering to maximum margins and level sets. <i>JOURNAL OF MACHINE LEARNING RESEARCH</i> 2020; 21 (18):1-35.					
HOFMEYR DP	Statistiek & Aktuele Wetenskap	Author 1	1.00	1.00	1.00
AUTHOR PORTION:			1.00	1.00	1.00
HOFMEYR DP. Degrees of freedom and model selection for -k-means clustering. <i>Computational Statistics and Data Analysis</i> 2020; 149 :106974, 14 pages.					
HOFMEYR DP	Statistiek & Aktuele Wetenskap	Author 1	1.00	1.00	1.00
AUTHOR PORTION:			1.00	1.00	1.00
SECTION TOTAL:			2.00	2.00	2.00
SUB-TOTAL:			2.00	2.00	2.00
KAMPER F					
Journal Articles (subsidised)					
KAMPER F, STEEL SJ, DU PREEZ JA. Regularized Gaussian Belief Propagation with Nodes of Arbitrary Size. <i>JOURNAL OF MACHINE LEARNING RESEARCH</i> 2020; 21 (101):1-42.					

For the 2024 survey onwards a formatted report will be available on Symplectic Elements.

1.24. When will we receive our books back?

DHET no longer accepts hard copies. The research office will return the book on receipt so that the complete book can be scanned in as a soft copy.

1.25. If the book is published in Afrikaans, must we submit a summary in English?

All correspondence to the DHET must be in English. If the publication is in any other language, than English, it must be accompanied by an A4 summary in English of the book or chapter in the book.

Questions relating to Conference Proceedings

1.26. What are the criteria for conference proceedings to qualify for subsidy?

To qualify for subsidy, conference proceedings must be:

- Scholarly in nature
- Not previously published
- Peer Reviewed prior publication on the whole paper (not just abstracts and/or presentations)
- Details regarding the peer review process to be provided
- Based on research
- Have SU affiliation and
- Must have an ISBN or e-ISBN number
- Must be a full-length paper (no abstracts or extended abstract can be submitted)
- Local conferences must not be an in-house publication
- Two thirds of the Editorial Board members or Organizing Committee must be beyond a single institution.

1.27. This is an electronic paper, and it does not have an ISBN number. Why can't it be submitted for subsidy?

The DHET is very strict and at this stage they do not accept publications without ISBN numbers.

1.28. How much subsidy is allocated to international and national proceedings internally?

The Research Committee revisited the subsidy allocated for international and national proceedings. As the Research Committee only incentivized the outputs which DHET had subsidized, the subsidy is aligned with DHET subsidy for conferences. International and national conference proceedings receive 0.5 subsidy units.

<u>Subsidy units allocated for the different categories qualifying for subsidy by DHET and internally</u>		
Research Output Categories	Subsidy units allocated by DHET	Subsidy units allocated by SU
Accredited Journals	1	1
Books	Maximum of 10 subsidy units depending on the number of pages and authors	Maximum of 10 subsidy units depending on the number of pages and authors
Chapters in Book	If an edited book has 10 and less chapters, the subsidy per chapter is 1 subsidy unit. If an edited book has more than 10 chapters, the subsidy per chapter is less	If an edited book has 10 and less chapters, the subsidy per chapter is 1 subsidy unit. If an edited book has more than 10 chapters, the subsidy per chapter is less

	than 1 subsidy unit, depending on the number of chapters in the book. E.g., if the book has 15 chapters, a chapter will receive $10/15 = 0.67$ subsidy units	than 1 subsidy unit, depending on the number of chapters in the book. E.g., if the book has 15 chapters, a chapter will receive $10/15 = 0.67$ subsidy units
Proceedings	0.5	0.5
Water Research Commission Reports	N/A	Subcommittee B no longer subsidized WRC reports

1.29. Do I claim for all the papers in the conference proceeding or is it just for specific papers in the publication?

Subsidy can only be claimed for a specific paper of which the author(s) are affiliated with SU.

1.30. We have published conference papers in a book format afterwards. Do I report it as a chapter in a book or as a paper at a conference?

From 2009 onwards, conference proceedings published as books must be reported in the category: Proceedings International/ National.

1.31. Is this an international or national proceeding?

It is difficult for the Research office to say if it is an international or national proceeding if it is not one of the more common conferences proceedings, as the location of the conference is not necessarily an indication of the type of conference. If the title of the conference does not reflect the type of conference, it is best to ask the researcher.

1.32. Can I claim subsidy for a peer reviewed paper of a conference proceeding in a non-accredited journal?

Subsidy cannot be given to a peer reviewed paper in a non-accredited journal.

Research Reports

1.33. What type of reports can be submitted for subsidy?

Subcommittee B no longer gives subsidies for WRC reports. No reports can be submitted for subsidy.

Other

1.34. Where can I see how much subsidy our department has received for publications that were submitted for subsidy purposes?

The Research Committee made the decision that from 2020, only outputs which were approved by the DHET will receive SOS funding. Therefore, it is not necessarily that all outputs which were approved internally will receive SOS funds. The person in your department responsible for reporting the research output has access to a subsidy report, *Annual Subsidy Report by Person by Department (DHET)*, on the RA system.

Please note that you must look in the DHET column to see whether the output received subsidy. Please see the column shaded in green in the picture below.

		ALL US	ALL DHET	AUTHOR US	AUTHOR DHET
HARVEY J					
Journal Articles (subsidised)					
LANGENEGGER EJ, HALL DR, MATTHEYSE F, HARVEY J. The impact of an obstetrician-led, labor ward critical care unit: A prospective comparison of outcomes and after establishment. <i>Obstetric Medicine</i> 2020; 13(3):132-136.					
COMMENT: FOR info: EH added Mattheyse as external. Confirmed with dept. of Anaesthesiology, person is external.					
Author 1		0.25	0.25	0.00	0.00
Author 2		0.25	0.25	0.00	0.00
Author 3		0.00	0.00	0.00	0.00
Author 4		0.25	0.25	0.25	0.25
AUTHOR PORTION:		0.25	0.25	0.25	0.25
SECTION TOTAL:		0.25	0.25	0.25	0.25
SUB-TOTAL:		0.25	0.25	0.25	0.25
HOFMEYR DP					
Journal Articles (subsidised)					
HOFMEYR DP. Connecting spectral clustering to maximum margins and level sets. <i>JOURNAL OF MACHINE LEARNING RESEARCH</i> 2020; 21(18):1-35.					
Author 1		1.00	1.00	1.00	1.00
AUTHOR PORTION:		1.00	1.00	1.00	1.00
SECTION TOTAL:		1.00	1.00	1.00	1.00
SUB-TOTAL:		1.00	1.00	1.00	1.00
KAMPER F					
Journal Articles (subsidised)					
KAMPER F, STEEL SJ, DU PREEZ JA. Regularized Gaussian Belief Propagation with Nodes of Arbitrary Size. <i>JOURNAL OF MACHINE LEARNING RESEARCH</i> 2020; 21(103):1-42.					
Author 1		1.00	1.00	1.00	1.00
AUTHOR PORTION:		1.00	1.00	1.00	1.00
SECTION TOTAL:		1.00	1.00	1.00	1.00
SUB-TOTAL:		1.00	1.00	1.00	1.00

For 2024 survey onwards a report will be available on Symplectic Elements

1.35. From when is the new Research Output Policy, 2015 of the DHET, effective?

The new policy applies to 2016 publications and beyond. The year 2015-output is still functioning under the current policy.

1.36. Are there any amendments to the recent Research Output Policy document of the DHET?

From the 2018 survey and onwards, the DHET requires that all publications must be submitted as an electronic copy.

1.37. What is the subsidy for books and chapters in books under the new Research Output Policy, 2015?

A book may be subsidised to a maximum of 10 units based on the number of pages being claimed relative to the total number of pages of the book, where relevant. A guide on unit allocation for book publications is as follows:

- (a) A chapter in a book = 1 unit (if there are 10 and less chapters in the book)
If an edited book has 10 and less chapters, the subsidy per chapter is 1 subsidy unit.
If an edited book has more than 10 chapters, the subsidy per chapter is less than 1 subsidy unit, depending on the number of chapters in the book. E.g., if the book has 15 chapters, a chapter will receive $10/15 = 0.67$ subsidy units
- (b) A book of a minimum of 60 pages but less than 90 pages = 2 units
- (c) A book of 90 pages and above, but less than 120 pages = 3 units
- (d) A book of 120 pages and above, but less than 150 pages = 4 units
- (e) A book of 150 pages and above, but less than 180 pages = 5 units
- (f) A book of 180 pages and above, but less than 210 pages = 6 units
- (g) A book of 210 pages and above, but less than 240 pages = 7 units
- (h) A book of 240 pages and above, but less than 270 pages = 8 units
- (i) A book of 270 pages and above, but less than 300 pages = 9 units
- (j) A book of 300 pages and above = 10 units

1.38. What are the new criteria for books and chapters in books to qualify for subsidy?

Books refer to peer reviewed, non-periodical scholarly or research publications disseminating original research and developments within specific disciplines,

subdisciplines or fields of study. The publisher must clearly indicate whether the proposal and/or the manuscript was peer reviewed prior to publication. In addition to the information usually submitted a **research justification** (*maximum 500 words*) signed by the *author* of the book, or the *general editor* (in the case of an edited book with several chapters from various contributors) explaining the contribution that the book makes to scholarship for that publication, was required by the new policy.

1.39. When is the Special Support Scheme, SOS, payable?

From the 2018 survey, the respective subcommittees of the research committee have decided to pay SOS funds in accordance with DHET-units, paid into the respective s-accounts. The SOS funds are there for payable after the university had received feedback from the DHET. From 1 January 2026, the Subcommittee will no longer pay SOS funds.

1.40. Who can I contact at the Research Office regarding Research Outputs?

Who to contact for information on:	
General enquiries about research outputs	Dalené Pieterse Krotoa Building, Room 2048 Tel: 021 808 3557 e-mail: mver@sun.ac.za
Use of Symplectic Elements	Felicia Mc Donald Krotoa Building, Room 2048 Tel: 021 808 2581 e-mail: fmcdonald@sun.ac.za
Use of Symplectic Elements	Whitney Prins Krotoa Building, Room 2048 Tel: 021 808 9971 e-mail: whitney@sun.ac.za

1.41. Our physical address?

We are situated in the Krotoa Building, Room 2048, corner of Victoria- and Ryneveld street.