

STELLENBOSCH UNIVERSITY

SUBCOMMITTEE C REGULATION: Research Assistance Posts (formerly known as High Level Term Posts)

1. General

- a) **Full time Faculty of Medicine and Health Sciences staff** are eligible to apply for contract posts for research assistance, for current or planned research projects.
- b) The post is awarded to a **specific person (incumbent)** and for a specific research project or programme. The merit of the applicant, as well as the project/programme will be considered, as well as the indicated need for research assistance at this level (both in terms of duration and remuneration), as well as the urgency of the application **to ensure the accelerated production of high quality research outputs**. The incumbent does not need to be identified at the time of application, but once a person is identified, that person should be appointed in this position for the full term requested. Available information could however contribute to the merit of the application, in terms of emphasising the existing need.
- c) Research assistance posts are awarded for **two years** with a possibility to extend for another two years pending a satisfactory progress report. **No further extension** of this term is possible.
- d) Research assistance posts are **full time positions**, and the full award (cost of employment) from Subcommittee C is set at a **maximum of R100,000 per annum**. If successful, applicants are expected to make the appropriate arrangements with Human Resources (HR) in terms of the appointment, including the level and title of the position.
- e) Allocated awards must be **taken up within 6 months from the start of the term** for which it has been allocated. Applicants are therefore advised to plan carefully and indicate the correct term of appointment at the time of application.
- f) Holders of Research assistance posts can top-up the award from their own or other external funds, with the understanding that there is no possibility to alter the term of this award. Appropriate arrangements in this regard must be made with the HR department.

2. Eligibility

- a) All **full time staff** in the **Faculty of Medicine and Health Sciences** are eligible to apply for Research assistance posts.
- b) Applicants are **not** allowed to hold **Subcommittee C postdoctoral fellowships** and Research assistance posts at the same time.
- c) Awards are made on a **competitive** basis.

3. Application procedure

- a) Application is made for a specific research programme/project, and the **source of project running funds** must be indicated in the application form.
- b) Applications must be submitted on the prescribed form and **all fields** in this form must be **completed**. The applicant's last 5 years' research outputs record must be attached. The application must be **submitted via the applicant's chair/head/director**, who will submit it to Research Development and Support Division together with a **confidential recommendation**.

4. Progress reports

Holders of Research assistance posts must submit a **report on progress**, with respect to research outputs during the previous term, to Subcommittee C **by the end of the second year** of the award, and a **final report** following the full term of the award. Should progress not be satisfactory, Subcommittee C may withdraw further funding.