Cape Peninsula University of Technology

RESEARCH EXCHANGE PROGRAMME (REP) CHECKLIST

Funding Category (Select One)

☐ Travel Grant.
☐ Hosting of Visiting Researcher / Scientist.
☐ Africa Interaction.

Eligibility Criteria

☐ CPUT staff holds a permanent position or 2 years contract.
☐ Staff must hold at least a master's degree.
☐ Masters students: registered for the second year of study.
☐ Doctoral students: registered for the second year of study.
☐ Progress confirmed by Faculty Higher Degrees Committee (FHDC) or Faculty Research Committee (FRC).

Required Supporting Documents

1. Travel Grants

☐ Recommendation letter from HoD / Line manager / Director.
☐ Confirmation letter & timeline of activities from host institution.
☐ Proof of registration (for students & fellows).
☐ Official invitation letter from host institution.
☐ Letter of acceptance (visiting scholar or host).
☐ Ethics clearance / approval (if applicable).
☐ Detailed programme of visit / collaboration.
☐ Detailed budget plus travel quotation (visa, accommodation, airfare, land travel).
☐ Approved leave uploaded (staff only).

2. Hosting Visiting Researchers / Scientists

☐ Official invitation letter to invited scientist.
☐ CV of invited scientist (must be a recognized expert).
☐ Acceptance letter from invited scientist.
☐ Recommendation letter from HoD / Institute Director.
☐ Confirmation letter & timeline of activities (with host institution & scientist).
☐ Ethics clearance / approval (if applicable).
☐ Detailed programme of visit / collaboration.
☐ Detailed budget plus travel quotation (visa, accommodation, airfare, land travel).
☐ Justification of potential benefits & collaborations.

3. Africa Interaction

☐ Official invitation letter from host institution.
☐ Acceptance letter from host scientist / researcher.
☐ Recommendation letter from HoD/Institute Director.
☐ Confirmation letter & timeline of activities (with host institution & scientist/researcher).
☐ Ethics clearance / approval (if applicable).
☐ Detailed budget plus travel quotation (visa, accommodation, airfare, land travel).
☐ Approved leave uploaded (staff only).