Cape Peninsula University of Technology

Policy Title	**Policy for Conference Attendance, Research, Innovation, Mobility and Exchange Programmes**				
Policy Group	**F. Technology, Partnerships, Research and Planning**				
Type:	Policy	√	Guideline		
	Procedure		Regulation		
CPUT Statute and/or Regulation Reference No and date:	CPUT Statute, Government Gazette No.46059, 18 March 2022				
Relevant Legislation and/or policy, Codes of practice, Professional Authorities:	This policy must be read in conjunctions with: Higher Education Act, Act 101 of 1997 (as amended) Intellectual Property Rights from Publicly Financed Research and Development Act 51 of 2008 King IV Corporate Governance Report (2016) National Plan for Higher Education, February 2001 Policy on the Evaluation of Creative Outputs and Innovations produced by Public Higher Education Institutions, 2017 Research Outputs Policy, 2015 The National Development Plan, 2013				
Relevant Institutional policies/ Documents/manuals/ Handbooks	This policy should be read in conjunction with: (i) Policies CPUT Procurement Policy CPUT Policy on Staff and Student Travel CPUT Postgraduate Bursaries Policy CPUT Policy on leave Intellectual Property (IP) Policy Plagiarism Policy Policy for costing and pricing of research and research-related contracts Policy on External Studies Policy on Postgraduate Education and Research (levels 8, 9 and 10) Policy to Promote International Collaboration and Networks Research Policy (ii) Documents/Manuals/handbooks/frameworks Ethics Framework (iii) Guidelines/ Terms of Reference (ToRs) Conference Committee (ConfCom) ToRs CPUT Research Incentives Consolidated Research Funding (CRF) ToRs Improvement of Qualifications Programme (IQP) ToRs Research Exchange Programme (REP) ToRs				

Consultation Process To be verified and signed off before approval	Policy circulated to Directorate Research Development (DRD) for comments on 04 February 2019 Policy distributed to Deans, Assistant Deans, FRCs, HODs, Directors, and Executive for comments on 04 and 12 February 2019 Policy Working Group meeting held on 20 – 21 February 2019 Revised policy circulated via Newsflash for comment on 11 March 2019 Policy circulated to all SRIC members for comments on 17 April 2019 Policy circulated to the HDC members for comments on 31 July 2019 Policy circulated to the DVC: Teaching and Learning to table at Dean's Forum for inputs on 22 July 2019 Revised policy tabled at SRIC for input on 7 Oct 2019 Revised policy tabled at Senate for input on 4 Nov 2019 Revised policy tabled at SRIC for approval on 31 Jan 2022 Revised policy from the Senate Recommendation (dated 23 May 2022) and submitted to SRIC for approval on 18 July 2022
Policy Owner Person responsible for maintaining the Policy	DVC: RTIP
Compliance Officers Person responsible for ensuring policy implementation	Director: Directorate Research Development (for research cost centres) All line managers (for all other cost centres)
Certification of Due process: To be verified and signed once approved by the relevant authority	 Vice-Chancellor 27.07.2023 Date

Approval Date	March 2011	**Commencement Date**	March 2011	**Review Date**	February 2019

REVISION HISTORY: Only applicable to amended or reviewed policies. Record details of amendments/revisions.

Version No.	**Approved/ Rescinded**	**Date**	**Approving Authority**	**Resolution Number/** (Minute number)	**Date for next review (**start date for review process)
1.0	Approved	March 2011	Vice-Chancellor		
2.0	Approved	24 March 2023	Council	7.1	March 2026

For office use only	
Policy Group (Broad Policy field)	Governance and Administration
Subject (Policy sub-field)	Policies

Reference Number	4/1/P; 8/1/P; 8/3/P
Version Number	2.0
Key Words for Search Engine:	International Conference, Conference Committee, Conference Abroad, Participation, Confcom, Mobility, Exchange Programme, and Research

POLICY STATEMENT	
1. 0 Intent:	1.1 The policy aims to guide staff, fellows, and postgraduate students participating in conferences, research, mobility, and exchange programs nationally and internationally. 1.2 The policy aims to clarify the requirements for staff, fellows, and postgraduates to attend conferences and undertake fieldwork, research, mobility, and exchange programs. 1.3 To support staff, fellows, and postgraduate students in their scholarly work and professional development by providing financial support when traveling for professional reasons.
2.0 Scope:	2.1 This policy establishes eligible expenses for all academics, technical and support staff, fellows, and postgraduate students for expenses incurred due to participating in conferences, research, mobility, and exchange programs related to their duties. 2.2 This policy applies to permanent staff and staff appointed on fixed-term contracts of two years or longer, as well as fellows and registered postgraduate students.
3.0 Objective(s):	3.1 To provide requirements on institutional support for participation in conferences, research, mobility, and exchange programs. 3.2 To ensure equity, transparency, and fairness in allocating financial and related support for participation in conferences, research, mobility, and exchange programs. 3.3 To enhance the research and innovation-related activities to elevate its national and international stature. This is accomplished through: 3.3.1 Support participation in conferences that will enrich the scientific and technical experience and knowledge. 3.3.2 Encourage innovative research programs 3.3.3 Enable exchange of knowledge and ideas. 3.3.4 Provide opportunities for members to deepen their knowledge and experience in their discipline. 3.3.5 Encourage scientific collaboration between members and renowned national and international institutions, science councils, and research entities.
4.0 Definitions and Acronyms	**Definitions:** In this document, unless otherwise indicated: 4.1 **Academic Support** refers to the available research resources provided to academics in the effort to help them accelerate their research, teaching, and learning progress, exchange with peers, meet learning

	standards, and generally succeed in scholarly activities to achieve specific academic strategies, programs, and training. 4.2 **Accredited journals** refer to journals listed in the Department of Higher Education & Training (DHET) index and all other recognized and accredited scientific indexes as updated annually. Refer to the CPUT website for annually updated accredited indexes. 4.3 **Approvals** for travel on university business and disbursement of funds related to the journey, including reimbursement of expenses incurred by the traveler, are obtained from the line manager responsible for the account(s) to which the travel expenses will be charged. The DVC approved all research-related international travel: Research, Technology Innovation, and Partnership. The Deans and HoD's must recommend approval of the application before processing. 4.4 **Books and chapters** refer to peer-reviewed, non-periodical scholarly or research publications disseminating original research on developments in specific disciplines, sub-disciplines, or fields of study. Only books and chapters that meet specified criteria are subsidized. 4.5 **Conferences** refer to regular meetings of persons recognized as specialists or experts who meet to contribute to the formation and growth of their collective subject interests through learned papers, debates, discussions, expositions, and exhibitions. These conferences are usually organized by professional societies or associations and frequently mark milestones in developing scholarship, capacity building, and knowledge transfer. 4.6 **Exchange Programme** refers to a program in which staff or students may be involved in national or international travel to conduct research or study outside their home institution or country as part of an approved and signed agreement to strengthen linkages on capacity building, training, and development, and promoting future collaborations/ partnerships. This also includes hosting or visiting students and researchers. 4.7 **Fellows** refers to Postdoctoral, Research, Innovation, and Teaching Fellows as defined in the Policy on Appointment of Postdoctoral, Research, Innovation, and Teaching Fellows. 4.8 **International conferences** refer to international calls for academic and scientific contributions on different continents. Although such conferences tend to focus on problems at a global level, they can be held locally or outside the borders of South Africa. 4.9 **Journals** are peer-reviewed periodicals devoted to disseminating original research and new developments in specific disciplines, sub-disciplines, or fields of study, including original articles, research letters, and research papers. Where proceedings are published as articles in approved journals, the output is treated as a journal article (see also

rule 4.8). Journals must have a peer review policy. Refer to the CPUT website for annually updated accredited journal lists.

4.10 **Mobility** refers to the staff or student traveling to another institution to conduct research and study work for a limited time within or outside the country.

4.11 **National conferences** are organized nationally, which usually contribute to national scientific debates on national interest issues and international importance. These conferences are held in South Africa, and the call for papers is local only. International researchers may attend these conferences.

4.12 **Predatory journals** refer to journals that take advantage of authors by asking them to publish for a fee without providing peer-review or editing services. They do not follow the proper academic standards for publishing. They usually offer a quick turnaround on publishing a manuscript.

4.13 **A tangible Outcome** is an outcome or format formalized in one or more documents.

4.14 **The purpose of the Research Exchange Programme** is to:

4.14.1 provide support to CPUT staff, fellows, and postgraduate students with travel grants

4.14.2 assist in the hosting of visiting foreign researchers

4.14.3 build capacity and promote future collaboration, and or strengthen existing partnerships in other African countries

4.15 **Proceedings** refer to a published record of a conference, congress, symposium, or other meetings to disseminate original research and new developments in a specific discipline, sub-discipline, or field of study. Abstracts or extended abstracts published in proceedings are not subsidized by the DHET, but proceedings that meet the following criteria are subsidized if:

- They disseminate original research and new developments in a specific discipline, sub-discipline, or field of study.
- Peer-reviewed papers from the proceedings have been accepted for publication.
- There is unambiguous evidence of the peer review process.
- A list of reviewers (a scientific or program committee) with affiliations is available.
- The proceedings have an ISBN; and
- The target audience of the proceedings is specialists in the relevant field.
- More than 60% of contributions published in the conference proceedings being submitted for a subsidy claim must emanate from multiple institutions.

4.16 **For subsidy, recognition of research output** refers to journals, books,

	book chapters, conference proceedings, creative output, and innovations as defined in the DHET-related policies. 4.17 **Recognized creative outputs and innovations** for subsidy refer to Fine Arts and Visual Arts; Music; Theatre, Performance, and Dance; Design; Film and Television; and Literary Arts as defined in the DHET-related policies. 4.18 **Seminar:** A formal academic meeting where scientists and experts discuss various topics in their respective disciplines. 4.19 **Scientific Meeting:** A meeting of a group of advanced students studying under a professor, each doing original research and all exchanging results through reports and discussions. 4.20 **Workshop:** A meeting of several persons for intensive discussion or a meeting that demonstrates methods of applying skills and training.
5.0 Policy Principles	Conference Attendance: 5.1 Irrespective of the source of funding, the ConfCom rule must apply to all conference attendance. 5.2 CPUT will only approve research-related travel for participation by staff members, fellows, and postgraduate students on the condition that the conference paper or a poster has been accepted for presentation. 5.3 Administrative, support, and technical staff will be considered based on participation, contributions, and expectations on their key performance indicators and tangible output. 5.4 Emerging and early-career researchers will be financially supported for one (1) local or international conference per academic calendar. Only emerging and early-career researchers will be considered for support for poster presentations and on the condition that accredited research output is produced before consideration to support another conference. 5.5 Early-career, Mid-career, established, and leading researchers will be financially supported to participate in one (1) conference per academic calendar. Researchers must provide proof of other funding sources (s) acquired or applied for before consideration of institutional support. Only conference attendance in presenting a full paper will be supported. Accredited research output is required before consideration to support another conference. 5.6 Postgraduate Students will be supported based on their progression and those that have made sufficient progress. Postgraduate students must be encouraged and be considered for participation in international conferences abroad, depending on merit. Faculty screening of postgraduate presentations is required. In exceptional cases,

	consideration will be given to master's students for conferences outside of the South African borders. 5.7 Fellows –Only one (1) conference attendance will be considered from ConfCom funding per calendar year. 5.8 Research outputs (RO) subsidy funding may be used to support travel in line with the Procurement Policy, Travel Policy, and Policy on Staff and Student Travel. Staff with research output subsidy funds must use these funds to support their travel fully or partially in conjunction with the CPUT funding scheme where insufficient funds are available. 5.9 The University will support the participation of one person per poster/presentation/paper at a particular conference (i.e., where the supervisor is accompanying the postgraduate student or where multiple staff collaborates on the same project). 5.10 Publishing in conference proceedings is required, and authors must ensure that papers in accredited conference proceedings meet the DHET criteria. S/he should ensure that the following information is available to increase the probability that the proceedings will receive a government subsidy: • Number of reviewers for every contribution • Institutional affiliation of reviewers • The process followed to ensure that contributors consider comments from the reviewers • The procedure followed in selecting/appointing reviewers • Evidence that papers, and not abstracts, were reviewed • Numbers of papers submitted and percentage of papers rejected • Proof that the paper was accepted for publication in the conference proceedings must be submitted with the application for approval of conference participation abroad. Application Process 5.11 All applications will be made in advance through the identified application system in the relevant terms of reference. No retrospective applications (i.e., after the event) will be entertained. 5.12 ConfCom will co-fund two-thirds of conference costs; the remaining one-third will be funded by faculties or external grants (e.g., NRF, etc.). For researchers with considerable external funding, the ConfCom supplement may be reduced to one-third of the conference cost. The co-funding principle applies to postgraduate students and fellows also. 5.13 Any conference application must be dealt with through the Line Manager/ Dean/ Director of the Faculty/ Unit for endorsement and sent to the DVC-RTIP for final approval. 5.14 All conference applications will be submitted online using the approved Research Information Management System.

	5.15 Funding support for conferences, research, mobility, and exchange programs participation will include the following (refer to the CPUT Travel policy for more information): • Conference registration fee • Flights • Travel insurance • Accommodation • Ground transportation • VISA • Daily Subsistence 5.13 Procedure for Approval must refer to Travel Policy 5.14 Eligibility for Travel Refer to the ConfCom and REP terms of reference for conference attendance and research exchange eligibility criteria. 5.15 Reporting Requirements On return from the travel, a written report must be submitted to the Directorate Research Development (DRD) office within 3 - 4 weeks after the attendance. This must be submitted on the report template provided by the Directorate Research Development (DRD) on return. The report must be uploaded to the current online System being used. • Presented papers at conferences/seminars must also be uploaded on the online System for digital repository purposes. • Applicants are expected to share the outcomes through seminars, short reports, or meetings to discuss changes of practice within the team within one month of the event date. • Faculties/ departments may require additional reporting and/or post-conference presentations/seminars to share the highlights and benefits of the conference's impact. 5.16 Appeal against Decisions In the event of a staff member being dissatisfied with the decision of the outcome of the application, he/she may lodge an appeal against the decision with the office of the Deputy Vice-Chancellor - Research, Technology Innovation and Partnerships (DVC-RTIP). Such an appeal should not include any additional/new information that was not given to ConfCom during the application period. Only previously submitted documentation will be considered during the appeal. 5.17 Reimbursement The Procurement Policy will be used to provide reimbursement for all reimbursable items incurred by the traveler. The University will prepare a refund as soon as possible following the receipt of a request in an appropriate form and with the tickets attached. All reimbursements must be made at least within one month after travel.

	The eligible expenses will be approved and reimbursed in accordance with the Travel and Finance Policy. 5.18 Research mobility program The following funding will support education and research mobility programs and agreements with other international Universities. The Research Mobility Programme encourages early career researchers to equip them with the skills needed for future international academic success. This enables the early career researcher to exchange expertise, share access to rare facilities, cultivate new research, and advance their research through access to the facilities, resources, and skill sets available at the host institution. It enables to establish new and deepened existing collaborations within an academic field and gain experience working and living in different research and work cultures. Eligibility The University provides funding to cover travel and accommodation costs for early-career researchers to pursue their research. Priority will be given to well-defined proposals demonstrating a clear benefit to the applicant, department, and University. Applicants should indicate how their department will contribute to the proposed visit and demonstrate how the collaboration will be sustained following the visit. The program will support doctoral candidates and early career researchers to make short research visits abroad for up to 2 months to enhance their research productivity through a program tailor-made to individual staff members' development needs. Four rounds per academic calendar for Staff, Fellows, and Postgraduate Students to work with host institutions. 5.19 Research exchange program: The University will facilitate the exchange of staff and students to visit other international universities to conduct research, perform data analysis, and co-supervisors to explore the array of academic exchanges at partners' institutions. To apply for the funding, only two weeks will be eligible for the funding. Application Deadlines and Process: All applications will be made per semester of every academic calendar through faculty research committees for the internal selection process for final-year postgraduate students.
6.0 Responsibility	6.1 The Director: Research Development assumes the overall responsibility for the policy and the implementation process. 6.2 The deans of faculties, line managers, directors, research coordinators, and supervisors should understand this policy, as they are expected to give

	support and guidance to individuals applying for funding and approval for research-related travel.

7.0 Accountability and Authority: DVC: RTIP	
Implementation:	• All the structures under the DVC RTIP • Central Finance • Centre for Postgraduate Students (CPGS) • Community Engagement • Faculties • Human Capital • Library • Research Chairs • Directorate Research Development (DRD) • Research Entities • Strategic Initiatives and Partnerships (SIP) • Student Representative Council (SRC) • Technology Transfer Office (TTO)
Compliance:	All CPUT staff and students
Monitoring and Evaluation:	The Director: Research Development
Development/Review:	The Director: Research Development
Approval Authority:	To be approved by Council upon recommendation of Senate
Interpretation and Advice:	All Deans of Faculties, Heads of research entities, and other affected members of staff at the institution. • All the structures under the DVC RTIP • Central Finance • Centre for Postgraduate Students (CPGS) • Community Engagement • Faculties • Human Capital • Library • Research Chairs • Directorate Research Development (DRD) • Research Entities • Strategic Initiatives and Partnerships (SIP) • Student Representative Council (SRC) • Technology Transfer Office (TTO)

8.0 Who should know this policy?
All CPUT staff and students participating in conferences, research, mobility, and exchange programmes • DVC: Research, Technology Innovation & Partnerships • DVC: Academic • Directorate Research Development staff • Deans and heads of research entities • Faculty research coordinators • Researchers • Postgraduate students • Fellows

• Administrative staff • Finance Department • Human Resources	
9.0 Policy/procedure implementation and Communication plan	
10.0 Resources required	Functional IT Adequate Personnel Timely confirmation of annual budget

11.0 Answers to FAQ	
	Questions: • Who qualifies for ConfCom? • What is the application process? • How does one access ConfCom funding after award? • How many conferences abroad can be attended in one academic year? • Whom do I contact for more information on ConfCom? Answers: The Directorate Research Development (DRD) website (https://www.cput.ac.za/research-technology-and-innovation/directorate/research-grants) provide comprehensive information on conference funding, applications and processes.

EFFECTIVENESS OF THE POLICY ON POLICY	
Performance Indicator(s):	Equitable provisioning of available monies to successful applicants.