Cape Peninsula University of Technology

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET) UNIVERSITY CAPACITY DEVELOPMENT GRANT (UCDG): 2024-2026

IMPROVEMENT OF QUALIFICATIONS PROGRAMME (IQP) TERMS OF REFERENCE (ToR)

Staff development improvement for masters And doctoral qualifications

1. OVERVIEW

The Improvement of Qualifications Programme (IQP) is a staff development initiative designed to enhance the postgraduate qualifications of CPUT staff members, enabling them to complete their master's and doctoral degrees. The goal is to boost the number of staff with doctoral degrees by 2030, aligning with the institution's vision and objectives, and to increase the number of supervisors in multiple disciples within the institution's faculties, departments, and research institutes. This will lead to higher productivity among postgraduate students. The programme provides funding for staff pursuing postgraduate research at CPUT, South African universities, and universities abroad This allows them to apply for funding for study leave to complete their degrees. Staff are required to apply for this funding during the data collection or analysis phase of their research and must coordinate with their line managers before applying to ensure staff replacement is arranged well in advance, preventing any delays upon receiving the award.

Applicants who are registered for the doctoral degrees may apply for study leave for a maximum period of six months. Applicants who are registered for master's degree may apply for study leave for a maximum period of six months. The IQP offers full support to both academic and non-academic staff members.

The Terms of Reference (ToR) document comprise the purpose, objectives, eligibility criteria, conditions for grants, the procedure for applications, the assessment of applications and funding decisions, inclusions, exclusions, budget, level of degree and period of study leave, budget breakdown and protocols for reporting study progress.

2. PURPOSE

This funding aims to assist in the professional development of CPUT staff by enhancing their postgraduate qualifications, ultimately leading to the attainment of master's and doctoral degrees.

3. OBJECTIVES

The objectives of a staff development programme, particularly focus on enhancing staff qualifications, generally encompass:

3.1 Increasing research productivity: equipping staff with new knowledge and techniques to perform their roles more effectively and contribute to research excellence at CPUT.
3.2 Promoting career progression: providing opportunities for employees to advance within the organization.
3.3 Keeping abreast of changes: assisting staff in staying current with industry movements, technological progress, and shifts in regulations.
3.4 Stimulating innovation: promoting the generation of novel ideas and methods through ongoing education and research.
3.5 Improving institutional performance: aiming to elevate the collective proficiency and productivity of the institution.
3.6 Increasing the number of supervisors within the institution is a specific goal that can be part of a broader staff development programme.

4. ELIGIBILITY

4.1 Eligibility Criteria

4.1.1 Applicants must be permanently employed at CPUT or on a long-term contract of three or five years.
4.1.2 Applicants who have not been employed by CPUT on a long-term contract are not eligible to apply.
4.1.4 CPUT staff members pursuing a master's or doctoral qualification for the first time are eligible.
4.1.5 Applicants must be currently registered for a master's or doctoral qualification at CPUT or another reputable academic institution and should be in the data collection or data analysis phase.
4.1.6 The current study status must fall within the prescribed duration for the master's or doctoral qualification.
4.1.7 The ethics clearance or ethics approval certificate is mandatory.

5. GRANT CONDITIONS

5.1. Applicants must follow the CPUT's internal processes for staff replacement appointments.
5.2. Applicants must adhere to the ToR The grant will only be released after receiving evidence of approved study leave by the line manager / Head of Department (HoD).
5.3. Progress needs to be monitored by the faculties/entities quarterly.
5.4. The full funding must be returned within six months in the event:

5.4.1. The recipient resigns during the study period.
5.4.2. The formal qualification is not completed within two years of returning from the study leave (It is the responsibility of the faculty to monitor this and inform HC and DRD accordingly).
5.4.3. The recipient leaves the institution within a year of completing the study (It is the responsibility of the faculty to monitor this and inform HC and DRD accordingly).

5.5. The IQP grant is a once-off award that can be used once for a specific degree.
5.6. The proof of registration for the current academic year is required to all applicants.
5.7. An applicant pursuing a second degree at the same level will not be eligible to apply.
5.8. A copy of the Acceptance of Conditions should be sent to the DRD.

5.9. The grant will be disbursed only after receiving the signed Acceptance of Conditions.
5.10. Incomplete applications will not be considered.

6. APPLICATIONS PROCEDURE

6.1. Applications must be submitted online on the Converis Grants Management System.
6.2 Every section of the application must be fully completed.
6.3 Proof of research proposal approval from the registering institution is required.
6.4 Evidence of research ethics clearance/ ethics approval certificate is required.
6.5 Support letter from the HoD or Research Institute Director.
6.6 The main supervisor should provide a letter of recommendation detailing the study's progress, outline the remaining work, and specify the anticipated date for thesis submission.
6.7 Proof of registration for the current academic year must be uploaded.
6.8 Project plan with research activities and expected outcomes must be uploaded
6.9 Upload a proof of study leave or motivation letter from the HoD, department or institute director.

6.10 Upload employment contract, ID/Passport and copy of highest qualification.
6.11 Ensure all the above required supporting documents are uploaded to the application on the Converis Grants Management System.

7. ASSESSMENT OF APPLICATIONS AND FUNDING DECISIONS

7.1 All applications will undergo initial screening to ensure they meet the basic eligibility criteria and submission requirements.

7.2 A thorough evaluation of the merits of each eligible application will be conducted based on predetermined criteria, which include:

7.2.1 The project's relevance and potential impact.
7.2.2 The scientific feasibility and methodological rigour.
7.2.3 The appropriateness of the budget.
7.2.4 The qualifications and capacity of the applicant.

7.3 Verification of the information provided in the application will be carried out.

7.4 The research budget and the intended period of study leave will be based on the applicants' degree registration.

7.5 Constructive feedback will be provided to both successful and unsuccessful applicants.

8. ITEMS INCLUDED FOR FUNDING INCLUSIONS

8.1 Research materials and supplies (editing, and proof reading of the thesis, field work travel, data analysis and voice recorder)
8.2 Lecturer/staff replacement.

9. CATEGORIES NOT ELIGIBLE TO APPLY

9.1 Postgraduate students not employed by the institution
9.2 Fellows hosted by CPUT
9.3 Staff who have completed a doctoral degree
9.4 Expenses not related to the research study will not be covered
9.5 Equipment cannot be applied for through this funding
9.6 Registration, tuition or enrolment fees.
9.7 Activities that do not align with the research project.
9.8 Conference participation
9.9 Research collaboration
9.10 Sabbatical leave

10. BUDGET BREAKDOWN

Master's Degree	Amount	Doctoral Degree	Amount
Research materials and supplies	R20 000	Research materials and supplies	R50 000
Lecturer / staff replacement	R180 000	Lecturer / staff replacement	R250 000
Total	**R200 000**	**Total**	**R300 000**

Notes:

- The HOD, in discussion with the staff member, will determine the nature of the contract (i.e. part-time vs fixed term). The contract does not carry any benefits in line with the institutional policy for such appointments.
- The replacement candidate must meet the relevant post requirements (i.e. relevant qualification).
- Part time appointments - The part-time rate will align with the Mancom approved rates. Part-Time appointments will not exceed the HC allowed maximum hours.
- Fixed term contracts must be within the salary scales applicable.
- Should the lecturer replacement cost be lower than the allocated amount, then the unspent lecture replacement funding can be used towards Research Materials and Supplies.
- Should the lecturer replacement cost be more than the allocated amount, then some of the materials funding can be utlised towards the replacement cost.

11. PROTOCOLS FOR REPORTING STUDY PROGRESS

11.1 Reporting study progress is crucial for ensuring accountability, monitoring and evaluation.
11.2 Grant recipients must complete and submit quarterly progress reports to the Converis Grant Management System. This process is monitored by the DRD.
11.3 The reports should detail the study progress and provide a financial account of how the grant funds were utilised.
11.4 A final report providing a detailed summary of the study period, outcomes, milestones, impact, and benefits to the organization, must be submitted to Coveris Grants Management System.
11.5 Grant recipients' supervisors are obligated to review and endorse both quarterly and final reports.
11.6 All submission deadlines for reports should be adhered to.
11.7 Reports should also show how new acquired knowledge will be implemented in the institution.

12. COMPLETION OF THE DEGREE

12.1 The degree must be completed either during the study leave period or within six months after returning from it. This will be monitored by the DRD.

12.2 A copy of the completion certificate must be submitted to the DRD to makaulap@cput.ac.za and hendrickss@cput.ac.za

Please contact the following if you experience any technical issues or have any inquiries regarding grants:

Technical problems	Grant-related inquiries	
Ms Luyolo Oyo Email: KamatiL@cput.ac.za	Ms Shafeeqa Hendricks Email: Hendrickss@cput.ac.za	Ms Pumza Makaula Email: Makaulap@cput.ac.za