



**DURBAN UNIVERSITY OF TECHNOLOGY**  
**INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE**

<b>DURBAN UNIVERSITY OF TECHNOLOGY POLICY FOR POSTDOCTORAL FELLOWS</b>	
<b>Document number:</b>	
<b>Document name:</b>	Policy for Postdoctoral Fellows
<b>Co-ordinating Executive Manager / Document owner:</b>	DVC: Research, Innovation and Engagement
<b>Operational manager/s</b>	Executive Deans, Heads of Department/Programme Director Research
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<b>Title of manager responsible for policy review :</b>	Executive Responsible for Research, Innovation and Engagement
<b>Title of manager responsible for monitoring implementation of this policy</b>	Director Research and Postgraduate Support
<b>Related policies:</b>	(i) DUT Research Policy (ii) Intellectual Property Policy (iii) Financial Policy and Procedures (iv) Institutional Code of Ethics

## **1. Purpose of the policy**

The purpose of the policy is to regulate the appointment of Postdoctoral Fellows and describe terms and conditions, roles, appointment, requirements and responsibilities for the award of the fellowship, tenure activities and termination of Postdoctoral Fellows (PDFs) at the Durban University of Technology.

## **2. Applicability**

This policy is applicable to all postdoctoral fellows at the Durban University of Technology.

## **3. Definitions**

Postdoctoral Research Fellowships are temporary appointments normally awarded to individuals within five years of them having achieved a doctoral degree. **Postdoctoral fellows are considered as professional trainees of the University.** Fellowships are usually offered to candidates for a maximum of 2 years after which under exceptional circumstances a further extension of one year may be considered by the University. The purpose of the Postdoctoral Fellowship is to provide an opportunity for experiential learning in research and innovation, which may serve as a path for further academic and professional development.

“Head of Department” (HoD) refers to the head of department.

“Department” refers to the academic department or research unit/center/institute which has undertaken to host the PDF.

“Fellowship” is the grant of money or stipend to support the PDF. Fellowships are provided from different sources.

“Conditions-of-Award” refers to the conditions of the fellowship concerned.

“Contract” is the agreement between the University and the PDF, defining the relationship between them.

“Memorandum of Understanding” (MoU) is the agreement between the HoD and the Supervisor on the one hand and the PDF on the other defining the expectations of each by the other.

“RA” is the Research Administrator, charged with responsibility of administering Postdoctoral Research Fellowships and ensuring that appointments, tenures, activities and terminations comply with these policies and that the terms of individual Contracts are complied with.

PDFs –shall mean Postdoctoral Fellows.

## 4. Implementation Procedures

### 4.1 Background

PDFs are highly productive and valuable members of the University's academic community. They make a substantial contribution. Postdoctoral Fellows who have been accepted by an academic department and who are supported by a postdoctoral fellowship may be registered at DUT under the following conditions:

- 4.1.1 Compliance with the University's official DEFINITION, specifically in that the prospective Postdoctoral Fellow has achieved her/his doctoral degree within 5 years of such registration, and
- 4.1.2 On condition that the prospective Postdoctoral Fellow has published at least two accredited journal articles within 5 years of the doctoral degree. Preference will be given to high quality doctoral qualifications with a demonstrable publication track record.

Each PDF shall be managed by a Supervisor and will usually join an established research-group or research focus area. PDFs will be expected to undertake limited teaching and be involved in the co-supervision of students.

The value derived from postdoctoral training and the broader experience is beneficial to both the University and the country. DUT needs to consolidate Postdoctoral Fellows in support of its research enterprise and to assist with achievement of national, institutional and equity goals.

### 4.2 Advertising, Selection and Award

PDFs are individuals who must have achieved their Doctoral degree within five years of being appointed and have not yet established an academic career, and who wish to train further in specialized research. The University as a matter of policy will advertise all opportunities for fellowships, so that free and fair competition is ensured. All advertisements must take into account the formal and approved definition and comply with the approved advertising guidelines for Postdoctoral Fellowships.

Selection and recruitment of applicants can be done by committees authorised to select such candidates in consultation with the Research and Postgraduate Support Directorate. **In all cases, such selection must take into account the approved Definition and Policy Document to ensure that the prospective PDF is compliant.**

Postdoctoral Research Fellowships are held in terms of the contract defined below in 4.5. Departments must provide equipment and resources necessary to enable the PDF to effectively carry out her/his research work. The Department must provide an environment where training and learning will take place and where ongoing mentorship/supervision is ensured.

#### **4.3 Conditions of Award**

All PDF awards are governed by specific and approved Conditions-of-Award. Such conditions provide a framework for the research/study to be undertaken and the basic conditions under which the PDF is registered. .

#### **4.4 Position, Amenities and Facilities**

A PDF is not an employee, nor a student, but is a **professional trainee**. The Fellowships given to PDFs provide no fringe-benefits. The PDF should be given adequate working space, equipment and basic amenities, and be eligible to apply for the following:

- Library borrowing Facilities.
- Parking facilities
- Membership of the Sports and other clubs
- Student Health Services
- Student housing
- Part-time teaching, including conducting of tutorials and laboratory sessions.

#### **4.5 Contracts**

The PDF must enter into a legally-binding Contract with the Durban University of Technology, and a Memorandum of Understanding with the Faculty/Host-Department/Unit/Center.

Such agreements will protect both parties and provide recourse to both parties in the event of a dispute or complaint.

The Contract will ensure compliance with the University's code of conduct, policies and conditions.

The MoU is a bi-lateral agreement between the Postdoctoral Fellow and the Supervisor, and provides a framework for the work to be done and a means of monitoring the agreed-upon expectations of both parties.

#### **4.6 Induction/Orientation**

The RA will provide the entering PDF with information packs on the Durban University of Technology and the geography of its precincts, guidance to accessing the amenities and facilities available and ongoing service and advice. The RA will also provide support for any

representative group formed by the PDFs, for instance, the Postdoctoral Forum.

The HoD or Supervisor will provide the new PDF with an orientation to the department, and its facilities/amenities, and introduction to the Executive Dean of the Faculty.

#### **4.7 Funding**

PDF awards are funded from a variety of sources. Each will have specific conditions which must be approved by the Chair of the Institutional Research Committee. In all cases, Fellowship-funding will be administered by the RA. An agreed-upon amount of the Fellowship will be paid to the PDF on appointment and on completion of the Contract. The balance of the Fellowship will be released to the PDF at agreed-upon intervals during the year.

After receipt of the Fellowship, any balance on the University-account of the PDF will be the sole responsibility of that PDF and the University will not take responsibility for offsetting any outstanding balance at the end of tenure.

Postdoctoral Fellows and/or Supervisors are required to inform the RA when a Postdoctoral Fellow terminates his/her tenure at the university. Where such termination occurs before the Postdoctoral Fellow has completed her/his research and/or full tenure, the University reserves the right to recover all or some of the funds that have been paid to the Postdoctoral Fellow in advance.

#### **4.8 Activities**

The academic activities of the PDF shall be described in the Conditions-of-Award and the Contract. Limited teaching, lecturing, supervision or other work that is integral to the training of the PDF must be fully recorded in the MoU. The MoU will be used as informal terms-of-reference and/or a guide to resolve any disputes arising between the Department and the PDF.

#### **4.9 Code of Conduct, Grievance Procedures and Complaints**

The PDF must subscribe to the University's code of conduct and policies. In the event of any dispute, the PDF will have recourse to a specific Grievance Procedure and will have right of representation in any hearing that may result from a dispute or serious complaint.

#### **4.10 Tenure**

Each Postdoctoral Fellowship is awarded for two years only. Fellowships and tenures are renewable for up to a maximum of 1 year thereafter.

PDFs are not permitted to register for any degree whilst appointed as Postdoctoral Fellows at the DUT, nor are they permitted to be employed full-time by any party within or outside of the University.

#### **4.11 Termination**

A PDF's tenure terminates at the end of the specified period; unless renewal has been approved by the Durban University of Technology based on the annual research performance.

#### **4.12 Termination for cause**

The appointment of a Postdoctoral Fellow may be cancelled at any time due to a material breach of contract and following a hearing, or on disciplinary grounds.

#### **4.13 University Policies**

PDFs are responsible for observing the following policies of the University which will be provided upon registration. They are also on the University website at: [www.dut.ac.za](http://www.dut.ac.za).

- Research Policy
- Intellectual Property Policy
- Financial Policy and Procedures
- Institutional Research Ethics Policy.

### **5. Monitoring**

#### **5.1 Title of Manager responsible for Monitoring**

Director Research and Postgraduate Support

#### **5.2 Timelines and Mechanisms for Monitoring**

5.2.1 The Research and Postgraduate Support Directorate shall submit annual reports to the DVC: Research, Innovation and Engagement.

5.2.2 The report shall at least contain the following information:-

- Number of Postdoctoral Fellows affected by the policy
- Duration
- Remuneration.

### **6. Review**

The policy shall be reviewed by the Executive responsible for Research, Innovation and Engagement after every 3 years.