

UNIVERSITY OF LIMPOPO



RESEARCH DEVELOPMENT AND ADMINISTRATION

DRAFT RESEARCH ASSOCIATES POLICY

(RDA-RAP1-2012/03)

POLICY PARTICULARS

Date of Approval by Senate Research and Publication Committee: 4/3/2011

Date of Approval by Senate: 18 March 2011

Date of Approval by Council: 25 November 2011

Revision History:

Revision Period: Every three years

Revision internally or externally: Internally

Level Applicable: Research Associates of the University of Limpopo

Responsibility

- **Implementation and Monitoring:** DVC: Academic and Research, Executive Deans, and Division for Research Development and Administration
- **Review and Revision:** Senate Research and Publication Committee.

ACRONYMS AND GLOSSARY

ASP, Accredited Subsidised Publication.

DRDA, Division for Research Development and Administration.

FET, Faculty Executive Team.

UL, University of Limpopo.

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1. Preamble

Research funding from external sources, and research publications and funding from accredited subsidised publications can increase significantly with the recognition and appointment of Research Associates.

For the purposes of this policy, a "Research Associate", is described as a formal non-salaried position at the University that carries some privileges. The position of a Research Associate is intended to give institutional affiliation to a researcher whose work, carried out at the UL or in collaboration with UL staff, is of direct benefit to the University.

The position is potentially available to any researcher not occupying a salaried position at UL and such appointees will usually be drawn from the following:

- Retired UL staff members.
- Former UL staff members and students.
- Other persons who conduct research in collaboration with an academic staff member of the University.
- Individuals who are established publishers, but who are not associated with an academic institution where such publications are recognised and rewarded by subsidy.

Except under extraordinary circumstances, a Research Associate will:

- Have a postgraduate qualification as a minimum requirement.
- Be active in research, with a verifiable track record.
- Have not been dismissed from any other institution for unethical research conduct.
- Conduct research and publish under the name of UL.

This policy pertains to the appointment, remuneration, opportunities, commitments and funding available to Research Associates at the University of Limpopo.

2. Appointment

2.1. Duration

A Research Associate is appointed for a period of three years by the relevant Faculty. The Executive Dean must approve of the appointment. The appointment shall be reviewed by the Faculty and a recommendation made for renewal or not. The University has the right to terminate the appointment at any time if the Research Associate has not fulfilled his/her agreed upon obligations or has contravened any applicable rule, policy, procedure or code of the University.

2.2. Status

2.2.1. Appointment as a Research Associate does not confer full membership of the unit / department / school / faculty in which the appointment occurs.

2.2.2. Appointment as a Research Associate does not entitle the person to any academic title.

2.2.3. A Research Associate may hold research grants, administered by UL, and all UL regulations for the administration of research funds apply.

2.2.4. A Research Associate need not apply for leave to be away from the University, and is not covered by University insurance when on field trips, unless special arrangements are made in this regard.

2.2.6. A Research Associate is encouraged to work closely with UL staff and, where possibly co-publish.

2.3. Remuneration

Research Associates shall be rewarded as stipulated under section 3, 3.2 below.

2.4. Process

The process for the appointment of Research Associates is as follows:

2.4.1. The appointment of the Research Associate is recommended by the appropriate Faculty in consultation with DRDA to the relevant Sections of the University which deal with the appointment of contract staff for processing and final appointment.

2.4.2. The Research Associate is issued with a staff identification card, and given access to appropriate Information Communication and Technology (ICT) facilities.

2.4.3. The Library makes the appropriate arrangements regarding lending facilities.

3. Research Funding and Supervision

3.1. Research Associates are considered as “academic staff” members of UL exclusively for the purpose of research administrative support and research funding, and shall be subject to all relevant University policies in this regard.

3.2. Funds of the Research Associate accruing from accredited subsidised publications (ASP) will be allocated and distributed as follows. Fifty percent is paid into the research account of the Research Associate and may be used for further research, conference attendance, travel or paid as taxable

income. Ten percent to the University as third stream income. Ten percent each to the department / unit concerned, Faculty, School and DRDA.

3.3. If previously a UL employee, research funds accrued at the time of retirement or resignation remain in the research account of the Research Associate and are subjected to 3.2 in terms of allocation and distribution.

3.4. Research Associates who have a track record of postgraduate research supervision may continue with such activities, subject to the provisions of the policy, procedures and rules for postgraduate research degrees being met.

4. Obligations

4.1. Obligations of Research Associates:

4.1.1. Research Associates are required to abide by all rules, policies, procedures and codes of UL.

4.1.2. Research Associates must indicate their affiliation with UL on any research publication produced while a Research Associate.

4.1.3. The expected research output norm would normally be at least one ASP research output subsidy unit per year.

4.2. Obligations of UL:

4.2.1. A Research Associate will be issued with a UL staff identification card, and be given access to the appropriate ICT, library facilities and recreational facilities.

4.2.2. The research outputs of the Research Associate will be included in the list of unit / departmental / school / faculty / University outputs.

4.2.3. UL may, at its discretion, make available technical, physical and other infrastructure, subject to agreement with the unit / department / school / faculty concerned.