

Application Criteria: Vice-Chancellor's Awards for Research Excellence

(2023 – 2025)

SURNAME & INITIALS:			
ACADEMIC TITLE:		DEPARTMENT:	
SCHOOL:		FACULTY:	
CATEGORY APPLIED FOR: TICK ONLY ONE CATEGORY	ESTABLISHED RESEARCHER	UPCOMING RESEARCHER	FEMALE RESEARCHER

(Female researchers have the option of ticking one or two boxes)

1. PUBLICATIONS (Counts 50% of final score)

Write name of journal in full – Abbreviated journal names will not be considered
(Indicate order of authors – 1st, 2nd, minor, etc.)

1.1 Accredited Journals*1.1.1 Articles (for international journals add 0.1)*

As 1st author (Value: 0.6)	
Full citation	Value
Total score for this subsection	

As 2nd author (Value: 0.4)	
Full citation	Value
Total score for this subsection	

As minor author (Value: 0.3)	
Full citation	Value
Total score for this subsection	

*If the list of the authors deviates from the form then give evidence according to the requirements of the journal

1.1.2 Accredited Conference Proceedings

As 1st author (Value: 0.3)	
Full citation	Value
Total score for this subsection	

As 2nd author (Value: 0.2)	
Full citation	Value
Total score for this subsection	

As minor author (Value: 0.1.5)	
Full citation	Value
Total score for this subsection	

1.1.3 Review articles

As 1st author (Value: 0.5)	
Full citation	Value
Total score for this subsection	

As 2nd author (Value: 0.3)	
Full citation	Value
Total score for this subsection	

As minor author (Value: 0.2)	
Full citation	Value
Total score for this subsection	

1.2 Scholarly books that generate subsidy

As only author (Value: 0.6)	
	Value
Total score for this subsection	

As editor (Value: 0.4)	
	Value
Total score for this subsection	

As main author of a chapter (Value: 0.2)	
	Value
Total score for this subsection	

As minor author of a chapter (Value: 0.1)	
	Value
Total score for this subsection	

1.3 Case reports (Write full citation)

As 1st author (Value: 0.4)	
Full citation	Value
Total score for this subsection	

As 2nd author (Value: 0.2)	
Full citation	Value
Total score for this subsection	

As minor author (Value: 0.1)	
Full citation	Value
Total score for this subsection	

1.4 Non-Accredited Publications

Attach conference proceedings as proof of participation

As 1st author (Value: 0.3)	
Full citation	Value
Total score for this subsection	

As 2nd author (Value: 0.2)	
Full citation	Value
Total score for this subsection	

As minor author (Value: 0.1)	
Full citation	Value
Total score for this subsection	

Total score for this Section	
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2. CONGRESS PARTICIPATION (Counts 5% of final score)

2.1 Oral Presentation (National and International research congresses)

Attach abstract or conference programme

As Chief Presenter (Value: 0.2 per congress)	
Full particulars of presentation & name of congress	Value
Total score for this subsection	

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As co-presenter (Value: 0.1 per congress)	
Full particulars of presentation & name of congress	Value
Total score for this subsection	

2.2 Poster Presentation (National and International research congresses)

Attach an A4 size poster

As Chief Presenter (Value: 0.15 per congress)	
Full particulars of presentation & name of congress	Value
Total score for this subsection	

As co-presenter (Value: 0.1 per congress)	
Full particulars of presentation & name of congress	Value
Total score for this subsection	

2.3 Session Chairperson (National and International congresses)

Attach invitation letter or conference programme

Chairperson (Value: 0.2 per congress)	
Full particulars and programme of congress	Value
Total score for this subsection	

2.4 Judge of research orientated competitions and Panel Reviewer

Attach invitation letter or conference programme

Judge of research orientated competitions (Value: 0.2 per competition)	
Full particulars of competition	Value
Total score for this subsection	

Total score for this Section	
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3. RESEARCH SUPERVISION (Counts 40% of final score)

Provide student numbers and attach appointment letter or graduation programme

3.1 Doctoral Supervision

Supervisor (Value: 0.5 per student per completed thesis)	
Name of student, student number & thesis	Value
Total score for this subsection	

Co-supervisor (Value: 0.35 per student per completed thesis)	
Name of student, student number & thesis	Value
Total score for this subsection	

3.2 Examiner of Doctoral Thesis

Examiner of Doctoral Thesis (Value: 0.3 per completed thesis)	
Name of student, student number, title of thesis & institution	Value
Total score for this subsection	

3.3 Masters Supervision (Full-Dissertation)

Supervisor (Value: 0.4 per student per completed dissertation)	
Name of student, student number & title of dissertation	Value
Total score for this subsection	

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Co-supervisor (Value: 0.2 per student per completed dissertation)	
Name of student, student number & title of dissertation	Value
Total score for this subsection	

3.4 Examiner of Masters (Full-Dissertation) (maximum of 5 students)

Attach appointment letter or graduation programme

Examiner of Masters Dissertation (Value: 0.15 per dissertation examined)	
Name of student, student number, title of dissertation and institution	Value
Total score for this subsection	

3.5 Masters Supervision (Mini-Dissertation)

Attach appointment letter or graduation programme

Supervisor (Value: 0.2 per student per completed mini-dissertation)	
Name of student, student number & title of mini-dissertation	Value
Total score for this subsection	

Co-supervisor (Value: 0.1 per student per completed mini-dissertation)	
Name of student, student number & title of mini-dissertation	Value
Total score for this subsection	

3.6 Examiner of Masters (Mini-Dissertation) (maximum of 5 students)

Attach appointment letter or graduation programme

Examiner of Masters Dissertation (Value: 0.15 per mini-dissertation examined)	
Name of student, student number, title of mini-dissertation and institution	Value
Total score for this subsection	

3.7 Honours and Four-year Degree Supervision (maximum of 5 students)

Attach confirmation from HOD

Supervisor (Value: 0.15 per student per completed mini-project)	
Name of student, student number & title of mini-project	Value
Total score for this subsection	

Co-supervisor (Value: 0.05 per student per completed mini-project)	
Name of student, student number & title of mini-project	Value
Total score for this subsection	

NB: where a group of students worked on the same project, the project can only be scored once

3.8 Examiner of Honours and Four-year Degree Students (maximum of 5 students)

Attach confirmation from HOD

Examiner (Value: 0.1 per student per completed mini-project)	
Name of student, student number, title of min-project, institution	Value
Total score for this subsection	

Total score for this Section	
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4. OTHER RELATED RESEARCH ACHIEVEMENTS (Counts 5% of final score)

Attach evidence of the research project

4.1 Other Related Research Achievements

(This relates to doing work in a community related to your discipline, e.g. a staff member in the department of nursing who volunteers or is involved in community nursing).

(Value: 0.3 per engagement)	
Provide full details with evidence	Value
Total score for this subsection	

4.2 NRF Rated Researcher

Attach appointment letter

(Value: A=0.6; B=0.4; C=0.3; Y=0.2; L=0.1)	
Rating category	Value
Total score for this subsection	

4.3 Member of Editorial board – Accredited Journal page showing list of Editors

Journal page showing list of editors

Editorial Board of Accredited journals (Value: 0.3 per editorial board)	
Name of journal	Value
Total score for this subsection	

4.4 Refereeing of Accredited publication(s)

Attach invitation letter to review

Referee of Accredited journal article (Value: 0.15 per article)	
Refereed article: Full citation	Value
Total score for this subsection	

4.5 Improvement of personal qualification (within period of assessment)

Attach a certificate

Doctoral degree (Value: 0.6)	
Year obtained and name of institution	Value
Total score for this subsection	

Masters' degree (Value: 0.35)	
Year obtained and name of institution	Value
Total score for this subsection	

4.6 Membership of Research Committee(s)

Attach confirmation from HOD/Director/Executive Dean

Chairperson of Research Committee (Value: 0.15 per year)	
Name of committee and year(s) of membership	Value
Total score for this subsection	

Member of Research Committee (Value: 0.1 per year)	
Name of committee and year(s) of membership	Value
Total score for this subsection	

4.7 Research Awards

Attach a certificate

Research Awards Received (Value: 0.2 per award)	
Name of award and year received	Value
Total score for this subsection	

4.8 Staff Mentorship (As guided by 4.4.2 in the Incentive Policy)

Staff Mentored (Value: 0.2 per mentorship programme)	
Provide details with evidence	Value
Total score for this subsection	

4.9 Research funding (To be verified by Research Office)

Research Grant Received (Value: 0.1 per grant)	
Name of grant, year received and amount per year	Value
Total score for this subsection	

Total score for this Section	
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For Official use**Calculation of Final Score**

Section	Total for section	Weight of section	Weighed Score
1. Publications		Counts 50% of final score	
2. Congress Participation		Counts 5% of final score	
3. Research Supervision		Counts 40% of final score	
4. Community Engagement and Ad Hominem		Counts 5% of final score	
Final Score:			

Official use only:**Final score by assessment committee:** _____

1. Vice-Chancellor's Awards for Excellence in Research

Background

Based on research outputs during the foregoing three years (minus the year in which the call to apply is made)ⁱ, prizes will be awarded annually to deserving staff members affiliated with the different Schools of the University. The prestigious Research Excellence Awards are intended to:

- Recognise research excellence at UL
- Encourage research excellence at UL
- Encourage research excellence among female researchers at UL
- Award researchers who have excelled in research

The following Research Excellence Awards are available to academic/research staff members in the following categories:

- The Best Emerging Researcher
- The Best Established Researcher
- The Best Overall Female Researcher in the University
- The Best Overall Researcher in the University
- Researcher who has generated the largest research income

Eligibility

1. UL permanently employed research staff.
2. New permanent staff members will be eligible to apply only after three years of having joined the University.
3. UL permanently employed researcher staff of 35 or less of age is eligible to apply in the Best Emerging Researcher category.
4. Contract research staff members are eligible to apply for any of the categories provided that they are on a three year contract cycle with the University and only after the first cycle.

5. Established researchers are only eligible to apply for any of the relevant categories provided they are two or less years from the age of official retirement from the University.
6. University research staff at the age of retirement or one or two years from retirement, and retired staff who are employed as Research Fellows are not eligible and will be considered for the Research Fellow Awards.

Conditions/Requirements

1. Apart from the above mentioned employment and age status the following restrictions will be enforced:
 - 1.1. A staff member who has won first prize or overall best prize in any of the above award categories will not be eligible to apply for two years after having won an award.
 - 1.2. A maximum of only three articles will be scored from all publications of which a staff member is a member of the Editorial Board.
 - 1.3. A staff member who is the best researcher at School level and also the best overall researcher will only be awarded the best overall researcher award and not both.
 - 1.4. A staff member who is the best overall female researcher and the best overall researcher will only be awarded the best overall researcher award and not both.

Period of Funding

The DRDA will ensure budgetary allocation for the prize money, the printing of certificates, and hosting of the Gala Prize Award Event on an annual basis. The SRPC will be responsible for the revision of funding as needs be.

Awards

The University's Research Excellence Awards are allocated as follows:

Category	Position	Current value of award*	WSU
Best Established Researcher in the School	First prize - Platinum	R10 000.00	
	Second prize - Gold	R 8 000.00	R20 000.00
Best Upcoming Researcher in the School	First prize - Platinum	R 7 000.00	
	Second prize - Gold	R 5 000.00	
Best Overall Established Researcher in the University	Platinum	R50 000.00	R25 000.00#
Best Overall Upcoming Researcher in the University	Gold	R45 000.00	R20 000.00
Best Overall Female Researcher in the University	Gold	R10 000.00	R20 000.00
Researcher who has generated the largest research income	Gold	R10 000.00	

WSU has three other prize categories: 2nd (R20 000), 3rd (R15 000), 4th (R10 000).

*Recipients of these awards will be given certificates.

Submission Procedure

1. Applications will be called two months before the annual Research Excellence Awards Event.
2. Applications have to be made through the completion of the **RES-7 form** available from the DRDA.
3. Applicants are to ensure that correct information is supplied on the form, e.g. publications in accredited publications.

Incorrectly completed forms will not be considered by the Awards Committee.

4. Completed application forms are to be submitted to the appropriate DRDA office on the due date.
5. **Late applications will not be considered by the Awards Committee.**

Evaluation

1. Note must be taken of the final weighed cut off score.

Only applications equal or above these cut off scores will be considered by the Awards Committee.

2. Currently the final weighed cut off scores are as follows:

- Established Researchers: Final weighed score = 3.5
- Emerging Researchers: Final weighed score = 2.5
- Female Researcher: Final weighted score = 2

3. Based on details provided in completed **RES-7** form, the selection of prize winners will be done by an Awards Committee comprised of the following members:

DVC Academic & Research (Chairperson)

DVC and Principal (Medunsa Campus)

Director Research

Deputy Director Research

Executive Deans

Secretariat DRDA

4. The prize winners will be announced during an annually organised Research Excellence Awards Event.

ⁱ The award is made one year in arrears since DoHET subsidised publications in the year when applications are processed would not have been officially released by DoHET.

RESEARCH EXCELLENCE AWARDS CRITERIA

Only applications equal and above the following cut-off scores will be considered by the Awards Committee:

- ❖ Established Researchers: Final weighed score = 3.5
- ❖ Emerging Researchers: Final weighed score = 2.5
- ❖ Female Researcher: Final weighed score = 2.0

- The period for evaluation will be **2023 to 2025**.
- The following awards will be made per School:

1. Established Researcher:

1 st Place	R10 000.00
2 nd Place	R 8 000.00

2. Upcoming Researcher:

1 st Place	R 7 000.00
2 nd Place	R 5 000.00

- The following awards will be made to researchers with the highest overall scores in the institution for the same period:

* 1.1 Established Researcher:	Overall winner	R50 000.00
* 2.1 Upcoming Researcher:	Overall winner	R45 000.00

* These two awards will replace the 1st place awards in the relevant Schools.

3. Researcher with the largest external research funding: R10 000.00

4. Best Overall Female Researcher in the University: R10 000.00

1. PUBLICATIONS (Counts 50% of final score)

1.1 Articles in Accredited Journals

1.1.1 Scientific (original) articles

As 1st author (Value: 0.6 per article)
As 2nd author (Value: 0.4 per article)
As minor author (Value: 0.3 per article)

1.1.2 Review articles

As 1st author (Value: 0.5 per article)
As 2nd author (Value: 0.3 per article)
As minor author (Value: 0.2 per article)

1.1.3 Case reports

As 1st author (Value: 0.4 per article)

As 2nd author (Value: 0.2 per article)

As minor author (Value: 0.1 per article)

1.2 **Articles in Non-Accredited journals**

As 1st author (Value: 0.3 per article)

As 2nd author (Value: 0.2 per article)

As minor author (Value: 0.1 per article)

2. **CONGRESS PARTICIPATION (Counts 5% of final score)**

2.1 **Oral Presentation (National and International research congresses)**

As Chief Presenter (Value: 0.2 per congress)

As co-presenter (Value: 0.1 per congress)

2.2 **Poster Presentation (National and International research congresses)**

As Chief Presenter (Value: 0.15 per congress)

As co-presenter (Value: 0.1 per congress)

2.3 **Session Chairperson (National and International congresses)**

Chairperson (Value: 0.2 per congress)

2.4 **Judge of research orientated competitions**

Judge of research orientated competitions (Value: 0.2 per competition)

3. **RESEARCH SUPERVISION (Counts 40% of final score)**

3.1 **Doctoral Supervision (include name of student, student number & thesis supervised)**

Supervisor (Value: 0.5 per student per thesis)

Co-supervisor (Value: 0.35 per student per thesis)

3.2 **Examiner of Doctoral Thesis (include name of student, student number, title of thesis & institution)**

Examiner of Doctoral Thesis (Value: 0.3 per thesis)

3.3 **Masters Supervision (include name of student, student number & title of dissertation supervised)**

Supervisor (Value: 0.4 per student per thesis)

Co-supervisor (Value: 0.2 per student per thesis)

3.4 **Examiner of Masters Dissertation (include name of student, student number, title of dissertation & institution) (maximum of 5 students)**

Examiner of Masters Dissertation (Value: 0.15 per dissertation examined – include name of each thesis)

- 3.5 Masters Supervision (Mini-Dissertation – include name of student, student number & title of mini-dissertation supervised)**
- Supervisor (Value: 0.2 per student per completed mini-dissertation)
Co-supervisor (Value 0.1 per student per completed mini-dissertation)
- 3.6 Examiner of Masters (Mini-Dissertation – include name of student, student number, title of mini-dissertation and institution) (maximum of 5 students)**
- Examiner of Masters Dissertation (Value: 0.15 per mini-dissertation examined)
- 3.7 Honours and Four-year Degree Supervision (include name of student, student number & title of mini-project) (maximum of 5 students)**
- Supervisor (Value: 0.15 per student per completed mini-project)
Co-supervisor (Value: 0.05 per student per completed mini-project)
- 3.8 Examiner of Honours and Four year Degree Students (include name of student, student number, title of mini-project and institution) (maximum of 5 students)**
- Examiner (Value: 0.1 per student per completed mini-project)
- 4 AD HOMINEM (Counts 5% of final score)**
- 4.1 Community Engagement**
- Community Engagement (Value: 0.3 per engagement)
- 4.2 NRF Rated Researcher**
- NRF Rated Researcher (Value: A=0.6; B=0.4; C=0.3; Y=0.2; L=0.1)
- 4.3 Member of Editorial board – Accredited journals**
- Editorial Board of Accredited journals (Value: 0.3 per editorial board)
- 4.4 Refereeing of Accredited journal article(s)**
- Referee of Accredited journal article (Value: 0.15 per article)
- 4.5 Improvement of personal qualification**
- Doctoral degree (Value: 0.6)
Masters degree (Value: 0.35)
- 4.6 Membership of Research Committee(s)**
- Chairperson of Research Committee (Value: 0.15 per year)
Member of Research Committee (Value: 0.1 per year)
- 4.7 Research Awards**
- Research Awards Received (Value: 0.2 per award)

4.8 Staff Mentorship

Staff Mentored (Value: 0.2 per mentorship programme)

4.9 Research funding

Research Grant Received (Value: 0.1 per grant)

Calculation of Final Score

Section	Total for section	Weight of section	Weighed Score
1. Publications		Counts 50% of final score	
2. Congress Participation		Counts 5% of final score	
3. Research Supervision		Counts 40% of final score	
4. Ad Hominem		Counts 5% of final score	
		Final Score:	