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STELLENBOSCH
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Finance Policy: SOS Publication Funds

Type of Document:	Policy
Purpose:	The policy contains the rules and guidelines and regulations of the University with regard to the application and award of SOS publication funds.
Approved by:	Finance Committee
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Date of Previous Revision(s):	None
Policy Owner¹:	Chief Operating Officer
Policy Curator²:	Chief Director: Finance
Keywords:	SOS Publication Fund, Publication Subsidy Funds
Validity:	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

SU Policies are available at www.sun.ac.za/policies

¹ Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

² Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

6.3

SOS PUBLICATION FUNDS

Policy Number: 028A/06/04

Scope: The policy contains the rules and regulations of the University with regard to the application and award of SOS publication funds.

Policy:

1. Amounts

- 1.1 Every year, a global amount, calculated against a unit amount (which is also determined annually), is made available from the funds of the Research Committee for each publication unit that qualifies with the Department of Education for a state subsidy. Said amount is credited to the research accounts of departments/institutes/bureaus/centres/units/identifiable groups. The researchers who have contributed to these outputs must have access to these funds. Separate arrangements are in place for people who have produced outputs but who are not in the full-time or part-time employ of the University.
- 1.2 An amount, as determined by each subcommittee, will be awarded for each credit unit that is earned by both journal articles and books that qualify with the Department of Education for a state subsidy.

2. Local selection

- 2.1 An ad hoc committee with the right to co-opt people with the relevant expertise, consisting of the Chairperson of the Research Committee, the Senior Director: Research, the Director: Research (Humanities and Social Sciences) and the chairpersons of Subcommittees A, B and C of the Research Committee, or their alternates, will function every year as a selection committee in order to approve books for the subject specialist for:
 - Inclusion, where applicable, in the University's publication data that have to be sent to the Department of Education, and
 - The purposes of 1.2 above.

3. Application and control

The attached guidelines shall serve as basis for the application of the channelled funds as well as control over the application thereof.

GUIDELINES FOR THE APPLICATION OF ALLOCATED PUBLICATION SUBSIDY FUNDS AND THE CONTROL THEREOF

1. The awarded funds must be applied by the relevant department/institute/bureau/centre/unit/ identifiable group to promote research, but only with written approval from the departmental chairperson/executive head/discipline head or director. (In the case of applications from chairpersons and directors, the relevant dean or control committee chairperson may only grant approval for applications for (i) international travelling expenses and/or (ii) the associated subsistence and other costs. With regard to approval for (i) and (ii), researchers at the level of dean must be granted approval by the Vice-Rector (Research). All other applications from chairpersons and directors are sent direct to the Financial Services Division for disposal.)
2. The allocated funds to which the researcher concerned should have access (see also point 1.1 of the SOS Rules) may be applied for the following purposes:
 - 2.1 Temporary research assistance.
 - 2.2 Additional publication costs (page fees and reprints).
 - 2.3 Running expenses for research (also for projects by postgraduate students).
 - 2.4 Purchase of special books or printed or electronic sources for the central library or branch libraries (faculty, departmental).
 - 2.5 Purchase of computers and material needed for research.
 - 2.6 Purchase of research apparatus.
 - 2.7 Travelling and subsistence costs (or supplementation thereof), subject to the University's prevailing support norms, for approved domestic and international travel related to research, for the attendance of domestic or overseas subject conferences, symposia, workshops, visits to other laboratories, research visits to colleagues, fieldwork, etc.
 - 2.8 Membership fees for societies for scientific subject specialists who promote or stimulate research, for example by regularly presenting scientific conferences.
 - 2.9 Research fellows.
 - 2.10 Research activities by retired staff (in all cases in consultation with the departmental chairperson/executive head/discipline head and the dean of the faculty concerned).
 - 2.11 Bursaries for postgraduate study and postdoctoral fellowships (in accordance with the rules and procedures that are applicable to bursaries from institute funds or departmental outside funds).
3. Funds that have been allocated in a specific year are transferable.

Contact Division:
Financial Services