



**UNIVERSITY OF CAPE TOWN
RESEARCH OFFICE**

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To: Heads of Departments, Directors of Schools and Faculty Principal Coordinators

2024 Publication Count: call for research publications

The Research Office invites the academic community to submit their 2024 research publications for submission to the Department of Higher Education and Training (DHET). This process results in the DHET awarding subsidy to UCT for articles in DHET-accredited journals, peer-reviewed research books (including chapters in books) and peer-reviewed conference proceedings. In this regard we would like to alert you to the following processes and deadlines for the reporting of 2024 publications.

1. Loading research publications on eRA

All qualifying research publications must be captured on the electronic Research Administration (eRA) system, <http://eRAonline.uct.ac.za>, on an **on-going basis** by the monthly deadlines and then no later than the final deadline. The list of categories which are recognised for the Publication Count are reflected on eRA.

2. Submission of electronic and hardcopy documents for the publication count

The relevant data of the qualifying publications listed above must be captured on eRA, and electronic copies with relevant supporting documentation must be collated and uploaded onto the system by the departmental coordinator.

The Publication Count Guide, with all the information on the Publication Count, including the required supporting documentation is available [here](#).

It is a requirement of DHET that we receive electronic copies of qualifying publications, either for audit by an external audit firm, or submission to DHET for assessment.

3. Deadlines

Monthly and final deadline: The monthly closing dates for accredited journal articles, conference proceedings and books/chapters in books are **30 September 2024, 31 October 2024, 29 November 2024, 6 December 2024, and 31 January 2025**. The final deadline for all the publication categories is **14 February 2025**. The Faculty Coordinators will, in turn, set their own internal deadlines and liaise with Departmental Coordinators regarding this circular.

The Research Office looks forward to working with the UCT community as part of the 2024 Publication Count cycle. Please contact researchsupport@uct.ac.za with queries relating to the above process.

Yours Sincerely

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