UNIVERSITY OF CAPE TOWN
RESEARCH OFFICE

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

2022 Publication Count: call for research publications

The Research Office invites the academic community to submit their 2022 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 2022 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.

Only in the case of an authored book, where an electronic copy is unavailable, may a physical copy be submitted. These hard copies must be collected by the departmental coordinator, checked, and passed on to the faculty coordinator assigned to manage the publication count, for onward submission to the Research Office. It is a requirement that we receive electronic copies (or hard copies in the case of an authored book) 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 2022, 31 October 2022, 30 November 2022**, **9 December 2022**and **31 January 2023**. The final deadline for all the publication categories is **15 February 2023**. 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 2022 Publication Count cycle. Please contact researchsupport@uct.ac.za with queries relating to the above process.

Yours Sincerely

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