



REGISTRATION CRITERIA AND ELIGIBILITY FOR A POSTDOCTORAL RESEARCH FELLOW AT THE UNIVERSITY OF CAPE TOWN

<p>Definition</p>	<p>Postdoctoral Research Fellows (PDRFs) are PhD graduates who are granted fellowships to conduct research under the mentorship of an established academic. The postdoc has the status of an academic-in-training. The official definition of a postdoc at UCT reads: <i>“Postdoctoral Research Fellowships are normally awarded to individuals within five years of having achieved a doctoral degree. Postdoctoral Research Fellows are individuals who undertake research and gain professional experience for a future academic career, under the supervision and mentorship of a Principal Investigator. Fellowships are negotiable up to 2 years after which extension of tenure may be considered for up to a maximum of five years. A sixth year of registration cannot be considered. The purpose of the Postdoctoral Research Fellowship is to provide an opportunity for experiential learning in research, which may serve as a path for further academic and professional development”</i></p>
<p>Conditions of registration (A)</p>	<p>PDRFs who have been accepted by an academic department and who are supported by a postdoctoral fellowship, may be registered at UCT under the following conditions:</p> <ol style="list-style-type: none"> 1. Compliance with the University’s official definition, specifically in that the prospective Postdoctoral Fellow has achieved her/his PhD degree within 5 years of such registration. 2. On condition that the prospective Postdoctoral Fellow has not previously held any permanent professional or academic positions. 3. Individuals may register as PDRFs if they have submitted their PhD thesis for examination. However, registration is limited to 6 months, and registration will be cancelled thereafter unless proof of having obtained the doctoral degree is submitted. 4. The Postdoctoral Research Fellow is expected to conduct research under the leadership of a Principal Investigator (PI). 5. The Postdoctoral Research Fellowship can be renewed for a second year. Thereafter, application for extensions up to a maximum of five years can be applied for. Renewal and extension depends on several factors but specifically on satisfactory academic progress. 6. The Postdoctoral Research Fellowship is limited to a tenure of two years. It may, under exceptional conditions, be extended to a 3rd, 4th and even a 5th year. However, no postdoc may hold a fellowship for longer than 5 years in total. See No. 4 above. 7. PDRFs may undertake limited teaching and/or co-supervision of students, but these commitments may not exceed 12 hours per week.
<p>Conditions of registration (B)</p>	<ol style="list-style-type: none"> 1. Postdoctoral Fellowships are funded from a variety of sources. Each fellowship will have specific conditions of award that must be approved by the Chair of the University Research Committee. The Conditions of Award must contain all of the clauses noted in Conditions of registration (A) above. 2. The CVs of all prospective Postdoctoral Researchers are checked by the Director – PGC&FO and individuals can be only be registered



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	<p>if <u>(i) their fellowship is covered by approved Conditions of Award, and</u> <u>(ii) that the prospective PDRF complies with the university's formal definition and with the Conditions of Award.</u></p> <ol style="list-style-type: none"> 3. <u>In all cases, Fellowship-funding will be administered by the UCT Postgraduate Centre & Funding Office (PGC&FO).</u> No other area in the university has the authority to register or take on PDRFs. 4. <u>International PDRFs must apply for the appropriate visa</u> (visa related enquiries should be directed to Ms Carol Ojwang in the International Academic Programmes Office (IAPO) - Carol.Ojwang@uct.ac.za) 5. <u>International PDRFs must provide proof of having medical insurance.</u> 6. <u>International PDRFs have to be cleared for registration by the International Academic Programmes Office (IAPO) .</u> The Postdoctoral Administrator arranges this on behalf of the PDRF. 7. Once registration has been approved, the PDRF is required to complete the <u>Memorandum of Agreement (MoA) which is the formal appointment contract between the PDRF and UCT.</u> 8. In addition to the above, the PDRF is required, together with his/her Principal Investigator, to complete the <u>MoU (Memorandum of Understanding).</u> This document is a bilateral agreement between the two parties in which the research to be undertaken is described, the research plan recorded, as well as the Annual Schedules on which expectations, progress, outputs and problems/setbacks should be recorded. This document must be held by the head of department and used for the monitoring of academic progress.
Recommended reading	<ul style="list-style-type: none"> • The A-Z Guide for Postdocs: http://www.uct.ac.za/usr/pgfo/booklet/A-Z_Postdoc_Guide_web_17.07.14.pdf • Guidelines for Principal Investigators (obtainable from the Postgraduate Centre & Funding Office). • Booklet No. 14 – Financial Assistance for postgraduate Students and Postdoctoral Researchers. • The following web pages: <ul style="list-style-type: none"> • http://www.uct.ac.za/research/pgfo/about/ • http://www.uct.ac.za/research/pgfo/noticeboard/ • The Postdoctoral Association postdoc@uct.ac.za