

POSTDOCTORAL FELLOWSHIPS

INFORMATION BOOKLET 2021



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA





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CONTENTS

FOREWORD	4
1. INTRODUCTION	4
1.1. The University of Pretoria (UP)	
1.2. Campuses, Faculties and Academic Programmes	
1.3. UP Strategic Plan 2025 and Strategic Goals	
2. POSTDOCTORAL FELLOWSHIP AT THE UNIVERSITY OF PRETORIA	6
2.1. Overview of the Postdoctoral Fellowship Programme at UP	
2.1.1. Categories of Postdoctoral Fellowship at UP	
2.1.2. Our UP Postdoctoral Fellows at a Glance	
2.2. Remuneration and Income Tax	
2.3. Annual Progress Reports and Final Reports	
2.4. Leave of absence	
2.5. University of Pretoria Postdoctoral Association (UPPA)	
3. INFORMATION FOR INTERNATIONAL POSTDOCTORAL FELLOWS	8
3.1. Visa and immigration matters	
3.2. Medical Aid	
3.3. Travel arrangements	
4. ACCOMMODATION FOR UP POSTDOCTORAL FELLOWS	9
5. ADMINISTRATIVE SUPPORT PROVIDED UPON YOUR ARRIVAL AT UP	10
5.1. First port of call	
5.2. Registration as a UP Postdoctoral Fellow and UP Identification Card	
5.3. Opening a South African Bank Account	
6. RESEARCH CAPACITY STRENGTHENING PROGRAMME FOR UP POSTDOCTORAL FELLOWS	10
6.1. Data analysis support and resources provided	
6.2. Writing Skills and publications	
6.3. Soft skills	
7. AUTHORSHIP AND PUBLISHING RESEARCH FINDINGS	11
8. INTELLECTUAL PROPERTY RIGHTS	11
9. RESEARCH DATA MANAGEMENT (RDM) POLICY AND RDM PLANS	11
10. RESEARCH ETHICS COMMITTEES	12
11. ACADEMIC RESOURCES AVAILABLE AT UP	12
11.1. Department of Library Services	
11.2. Data Analysis Software	
11.3. Turnitin Software	
12. FUNDING OPPORTUNITIES	13
13. UNIVERSITY OF PRETORIA POLICIES AND REGULATIONS	13
14. OTHER INFORMATION	14
14.1. UP Intercampus Transport	
14.2. Vehicle parking	
14.3. Department of Security Services	
14.4. Official Language Policy	
14.5. Recreational Activities/ Facilities at UP	

FOREWORD

This booklet is aimed at providing information that is relevant to postdoctoral fellows enrolled at the University of Pretoria. The postdoctoral fellowship programme at the University of Pretoria (UP) provides opportunities to candidates who have completed their PhD degrees to develop their careers in the academic field. As part of research teams spread across different Faculties or Research Institutes, postdoctoral fellows play an important role in various research activities that contribute towards making UP one of the leading research intensive universities in Africa. As researchers, postdoctoral fellows may also be involved in supervision of postgraduate students as well as teaching some academic courses.

Information that is relevant to postdoctoral fellows covers issues such as research capacity training programmes available, funding opportunities, Library services, intellectual property rights issues, institutional (UP) policies, staff exchange opportunities, etc. This booklet will provide such information or links that lead to the information. It will also act as a platform for postdoctoral fellows to showcase their research activities and achievements. The booklet will be updated annually and will be released in the first quarter of each year.

Dr Aceme Nyika

Head: Graduate Support, Department of Research and Innovation

1.0 INTRODUCTION

1.1 THE UNIVERSITY OF PRETORIA

The University of Pretoria (UP) is a research-intensive university that is located in Pretoria, the capital city of South Africa. The University is one of the leading universities in South Africa, in Africa and beyond.

VISION

The vision of the University of Pretoria is “To be a leading researchintensive university in Africa, recognised internationally for its quality, relevance and impact, as also for developing people, creating knowledge and making a difference locally and globally”

Source: <https://www.up.ac.za/article/2749453/vision-mission-and-values>
(Accessed on 13 April 2019)

MISSION

UP states that “In pursuing recognition and excellence in its core functions of research, teaching and learning, and integrating engagement with society and communities into these, the University of Pretoria will use quality, relevance, diversity and sustainability as its navigational markers”

Source: <https://www.up.ac.za/article/2749453/vision-mission-and-values>
(Accessed on 13 April 2019)

1.2 CAMPUSES, FACULTIES AND ACADEMIC PROGRAMMES

UP is made up of seven campuses, which are:

Gordon Institute of Business Science (GIBS) Campus
Groenkloof Campus
Hatfield Campus
Hillcrest Campus
Mamelodi Campus
Onderstepoort Campus
Prinshof Campus

UP has nine Faculties and a business school, which are spread over the seven campuses. The Faculties and business school are:

- Economic and Management Sciences
- Education
- Engineering, Built Environment and Information Technology
- Health Sciences
- Humanities
- Law
- Natural and Agricultural Sciences
- Theology
- Veterinary Science and the
- Gordon Institute of Business Science (GIBS).

The UP Faculties offer a total of 1213 academic programmes, out of which 166 are undergraduate and 1047 are postgraduate programmes.

The large number of postgraduate programmes contributes significantly to the research outputs of the university. The Faculties run academic programmes through Departments that are shown in the diagram on page 5.

UNIVERSITY OF PRETORIA

ENGINEERING, BUILT ENVIRONMENT AND INFORMATION TECHNOLOGY (EBIT)	EDUCATION	ECONOMIC AND MANAGEMENT SCIENCES	HEALTH SCIENCES	HUMANITIES	LAW	NATURAL AND AGRICULTURAL SCIENCES	VETERINARY SCIENCE	THEOLOGY AND RELIGION
School of Engineering	Humanities Education	Accounting	School of Dentistry	African Languages	Centre for Human Rights	Actuarial Science	Anatomy and Physiology	Church History and Church Policy
School for the Built Environment	Science, Mathematics and Technology Education	Auditing	School of Health Care Science	Afrikaans	Jurisprudence	Agricultural Economics, Extension and Rural Development	Companion Animal Clinical Studies	Dogmatics and Christian Ethics
School for Information Technology	Education management and Policy Studies	Business Management	School of Health Systems and Public Health	Ancient Languages and Culture	Mercantile Law	Animal and Wildlife Science	Paraclinical Sciences	New Testament Studies
Graduate School of Technology Management	Educational Psychology	Economics	School of Medicine	Anthropology and Archaeology	Private Law	Biochemistry	Production Animal Studies	Practical Theology
	Early Childhood Education	Financial Management		Drama	Procedural Law	Chemistry	Veterinary Tropical Diseases	Science of Religion and Missiology
		Human Resource Management		English	Public Law	Consumer Science		Old Testament Studies
		Marketing Management		Historical and Heritage Studies		Food Science		
		Public Management and Administration		Modern European Languages		Genetics		
		Taxation		Music		Geography, Geoinformatics and Meteorology		
				Philosophy		Geology		
				Political Sciences		Mathematics and Applied Mathematics		
				Psychology		Microbiology and Plant Pathology		
				Social Work and Criminology		Physics		
				Sociology		Plant and Soil Science		
				Speech-Language Pathology and Audiology		Statistics		
				Sport and Leisure Studies		Zoology and Entomology		
				UP Arts				
				Visual Arts				
				Augmentative and Alternative Communication				
				Academic Literacy				

1.3 UP STRATEGIC PLAN 2025 AND STRATEGIC GOALS

In order to have clear institutional goals and to guide activities aimed at achieving the goals, the University of Pretoria developed a holistic strategic plan, the UP 2025, which covers a period of 15 years. To facilitate implementation of the UP 2025 strategic plan, shorter 5-year cycles of implementation plans are developed. The strategic goals of the university, as stipulated in the UP 2025 strategic plan, are:

“To be a leading research intensive university in Africa

To strengthen the University’s international profile and visibility

To strengthen the University’s impact on SA’s economic and social development

To pursue excellence in teaching and learning

To increase access, throughput and diversity”

Source: https://www.up.ac.za/media/shared/Legacy/sitefiles/file/publications/2012/eng/strategic_plan_v11_13feb.pdf (Accessed on 13 April 2019).

2. POSTDOCTORAL FELLOWSHIP PROGRAMME AT UP.

A postdoctoral fellowship enables a candidate who has obtained a doctoral degree to conduct academic research under the supervision and/ or mentorship of seasoned academic researchers. Thus postdoctoral fellowships provide upcoming academic researchers with a platform on which they can develop their careers as academic researchers. The main ultimate goal of postdoctoral fellowships is for the candidates to gradually become independent researchers who can conduct research, publish their research findings and obtain research grants on their own.

In order for candidates to be eligible for UP postdoctoral fellowships, they must not have obtained their doctorate degree more than five years ago. Details of the aims, duration, monetary values, application procedures and other requirements are explained in the of the Constitution of Postdoctoral Fellowship Programme which is available at: <http://www.afri-kastud-ies.nl/downloads-newsfrom-members/Post-doc-Uni-versity-of-Pretoria.pdf> (Accessed on 13 April 2019).

2.1 OVERVIEW OF THE POSTDOCTORAL FELLOWSHIP PROGRAMME AT UP

At UP there are UP-funded as well as externally funded postdoctoral fellowships. The annual remuneration packages for the different categories of postdoctoral fellowships are determined by the funders (UP or external funding organisations)

and are stated in the calls for applications for the specific postdoctoral fellowships. Also explained in the specific calls for applications are the eligibility criteria and application procedures.

2.1.1 CATEGORIES OF POSTDOCTORAL FELLOWSHIPS AT UP

Postdoctoral fellowships offered at UP fall into the following categories:

- UP-funded Postdoctoral Fellowships
These are meant for candidates who recently graduated from UP or other universities and they are for periods of two years each.
- UP-funded Senior Postdoctoral Fellowships
These are meant for candidates who have gained at least two years of experience as postdoctoral fellows. Senior postdoctoral fellowship is for a period of three years.
- UP-funded VC Postdoctoral Fellowships
These are focused on international candidates, especially those who are interested in research fields that are considered to be of strategic importance to UP.
- Externally funded Postdoctoral Fellowships
 - NRF-funded Postdoctoral Fellowships
 - Claude Leon Foundation-funded Postdoctoral Fellowships
 - Other externally funded postdoctoral fellowships

2.1.2 OUR UP POSTDOCTORAL FELLOWS AT A GLANCE

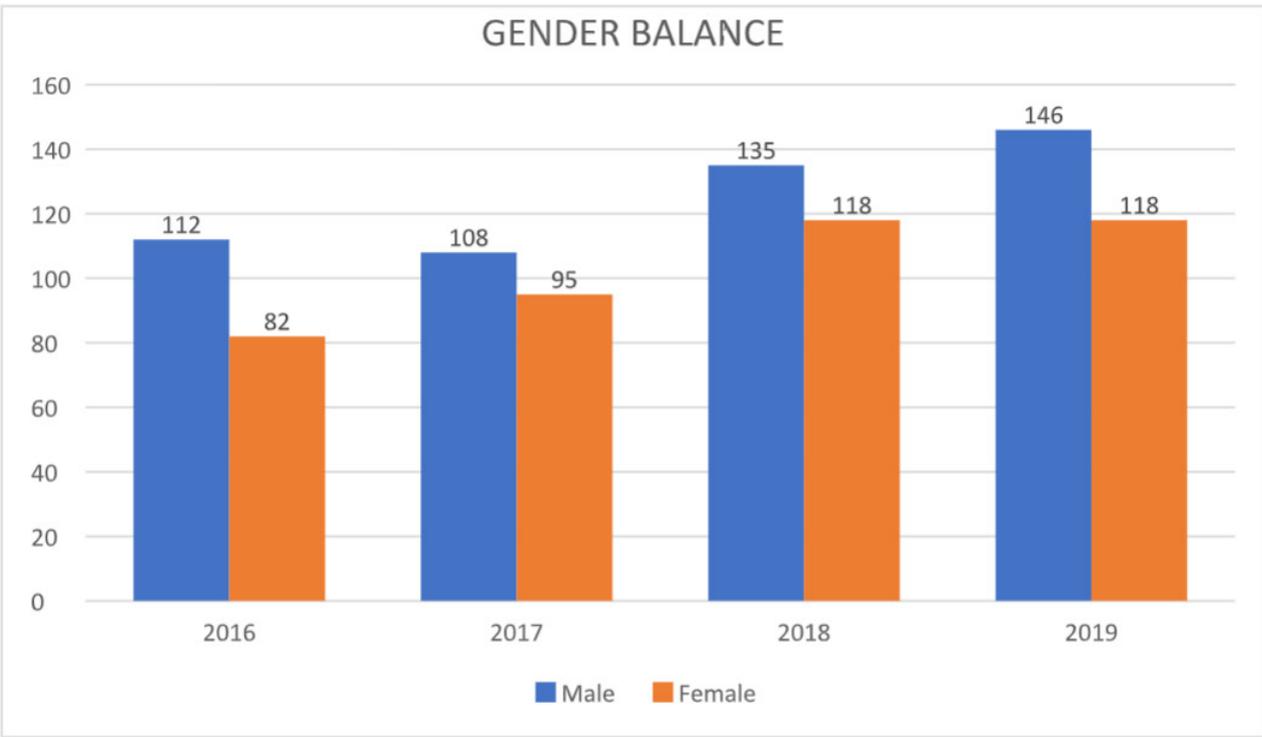
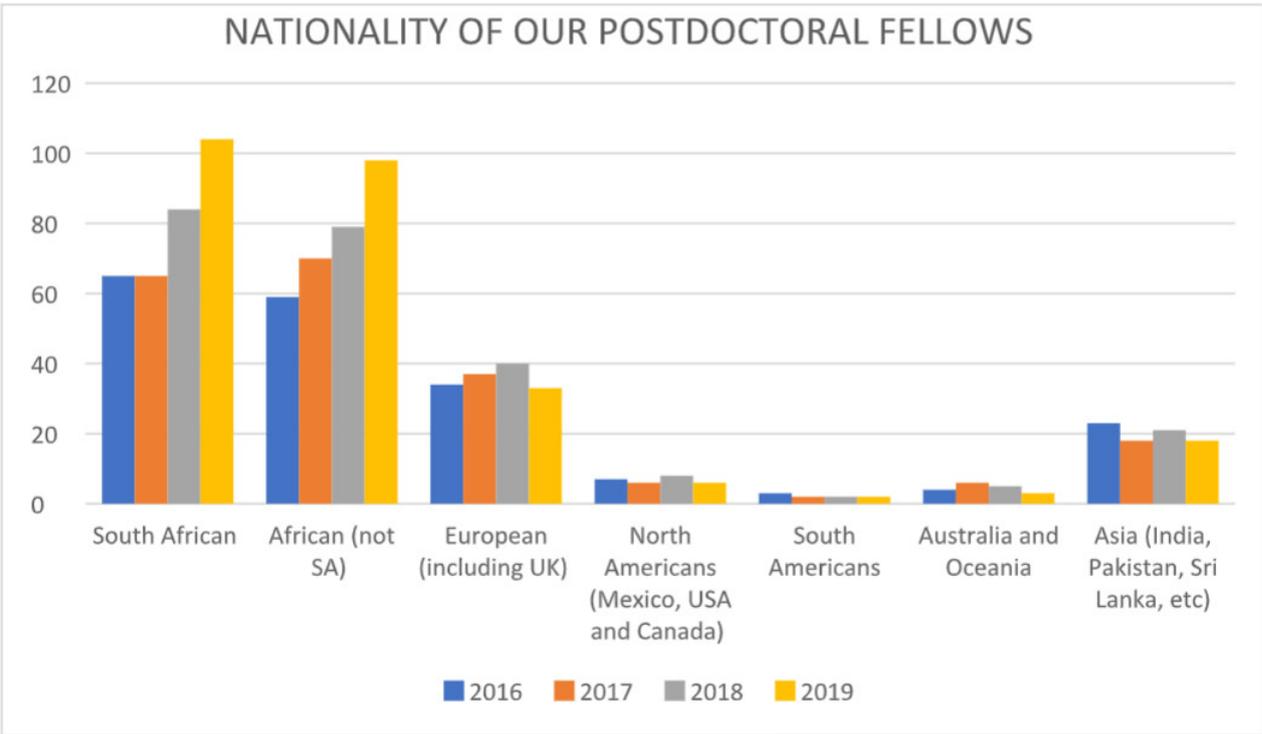
The postdoctoral fellowship programme at UP draws diverse candidates from all over the world. Funding for the programme is provided by the University of Pretoria as well as by external funders such as national organisations, international funding organisations and corporate companies.

NATIONALITY OF OUR POSTDOCTORAL FELLOWS

As one of the leading universities nationally and internationally, the University of Pretoria draws and attracts postdoctoral fellows from across the globe. The graph below shows the nationalities of UP postdoctoral fellows from 2016 to 2018.

GENDER BALANCE

In terms of gender balance, the University of Pretoria continues to promote gender balance. The graph below shows that since 2016, the gap between male and female postdoctoral fellows has been gradually getting smaller.



2.2 REMUNERATION AND INCOME TAX

The remuneration of postdoctoral fellows varies depending on the category of the postdoctoral fellowship and the funder. The South African Revenue Service exempts postdoctoral fellows from paying income tax. However, income earned outside of the postdoctoral fellowship remuneration is subject to income tax.

2.3 ANNUAL PROGRESS REPORTS AND FINAL REPORTS

It is a requirement for postdoctoral fellows to submit annual progress reports, on the basis of which their appointments are renewed for the next year. At the end of postdoctoral fellowships, candidates are required to submit a final report. A template for the reports is available.

2.4 LEAVE OF ABSENCE

Postdoctoral fellows have to get approval from their supervisors to go on leave. The timing and duration of leave of absence should be discussed with the supervisor.

2.5 UNIVERSITY OF PRETORIA POSTDOCTORAL ASSOCIATION (UPPA)

In order to facilitate networking and to have organised representation, the postdoctoral fellows at UP established their own association, the University of Pretoria Postdoctoral Association (UPPA). The association elects a Chairperson and a Deputy Chairperson annually. Although membership is voluntary, postdoctoral fellows are encouraged to join the association.

The website address for UPPA is:

<https://groups.google.com/forum/#!forum/up-post-doc-association>

3. INFORMATION FOR INTERNATIONAL POSTDOCTORAL FELLOWS

As an internationally recognised university, the University of Pretoria attracts postdoctoral fellows from all over the world. In order to ensure that international postdoctoral fellows relocate to Pretoria smoothly, the University of Pretoria provides holistic support.

3.1 VISA AND IMMIGRATION MATTERS

All non-South African citizens will be required to approach the nearest South African embassy, high commission or consulate in their countries of origin to apply for a visitor's visa with the following endorsement: **“To conduct postdoctoral research at the University of Pretoria”**. Please note that you should not apply for either a work visa or a study visa.

If there is no South African representative in your home country, please apply to an embassy in the nearest neighbouring country. The University of Pretoria will provide you with pertinent supporting documents that should be part of your visa application package.

Please note:

You will not be permitted, while in South Africa on a visitor's visa for the postdoctoral fellowship, to perform work or provide formal services for additional remuneration in the form of a salary of any kind.

3.2 MEDICAL AID

According to the Immigration Act, 13 of 2002 (as amended in 2004), all non-South African persons entering South Africa on temporary residents permits must have South African Medical Aid that is valid for the period that is covered by the temporary residence permit. No candidate can be registered with the University of Pretoria without a valid South African Medical Aid. The Graduate Support Hub, which is in Department of Research and Innovation of University of Pretoria, provides guidance to help candidates to obtain appropriate medical aid coverage in South Africa.

3.3 TRAVEL ARRANGEMENTS

The University of Pretoria can make travel arrangements for international candidates, liaising with them during the booking process. The University can also book shuttle service for ground transport from the OR International Airport (located in Johannesburg) to UP residence.

If candidates would like the University of Pretoria to make travel arrangements for them, they should provide the exact details departure date and airport. Alternatively, if candidates would like to make their own travel arrangements, they should provide the University with their itinerary in order to enable the University to make arrangements for shuttle services from OR Tambo International Airport to the allocated accommodation.

4. ACCOMMODATION FOR UP POSTDOCTORAL FELLOWS

The University of Pretoria has residences that can accommodate postdoctoral fellows. At UP the Department of Residence Affairs and Accommodation is responsible for placement of candidates into UP residences. The Graduate Support Hub is not responsible for accommodation but can only assist candidates to find accommodation prior to them coming to Pretoria to start their fellowships. UP residences are furnished and they are within walking distance to UP campuses. Please note that UP residences do not cater for spouses or families of candidates.

The various options available for postdoctoral fellows are shown in the table below.

Name of option	Description of accommodation provided
Cum Laude	<p>Four-star</p> <p>Self-catering apartments</p> <p>Fully furnished</p> <p>Kitchens fully equipped</p> <p>Fully serviced – must do own dishes</p> <p>Bedding provided</p> <p>Own towels to be used</p> <p>Parking available</p> <p>TV with DSTv included</p>
<p>Single rooms in houses available for postdoctoral students (4-6 persons sharing a house)</p> <p>Single rooms in and outside the house available for postdoctoral students</p>	<p>Single room Option A</p> <p>Kitchen and bathroom to share</p> <p>Basic furniture provided (single bed desk and chair and bookcase)</p> <p>Fully serviced – must do own dishes</p> <p>Bedding provided and own towels to be used</p> <p>Single room Option B</p> <p>Kitchen to share</p> <p>Basic furniture provided (single bed desk and chair and bookcase)</p> <p>Fully serviced – must do own dishes</p> <p>Bedding provided</p> <p>Own towels to be used</p>

More information can be accessed through the following link:

<https://www.up.ac.za/student-accommodation/article/256260/guest-accommodation>



5. ADMINISTRATIVE SUPPORT PROVIDED UPON YOUR ARRIVAL AT UP

Various players and stakeholders at the University of Pretoria provide complementary support to postdoctoral fellows. The players or stakeholders include, inter alia, supervisors or mentors, the Graduate Support Hub in the Department of Research and Innovation, UP Residence Department, Student Services Centre and Faculties. To enable pertinent preparations for your arrival at UP to be done effectively, ensure that you inform your supervisor and the Graduate Support Hub about your travel arrangements well in advance.

5.1 FIRST PORT OF CALL

Upon arriving at the University of Pretoria, the first port of call is the Graduate Support Hub, Department of Research and Innovation, which is located in the Graduate Centre Building.

5.2 REGISTRATION AS A UP POSTDOCTORAL FELLOW AND UP IDENTIFICATION CARD

In order for a Postdoctoral Fellow to be registered at UP, the following documents are sent electronically to him/her to complete (in advance, before arrival at UP):

- Acceptance of Offer Form
- Postdoctoral Fellow Application Form
- Personal Information Form
- Welcome Letter UPPA

As soon as the above forms are completed and returned to the Graduate Support Hub, the forms are then captured on the People Soft System and a student number is created.

Upon arrival of the Postdoctoral Fellows at UP, they need to ensure that they have their passports with valid visa to enable them to undertake postdoctoral fellowships at UP. They need to have the following documents with them for registration:

- Copy of Passport / ID
- Valid Visa (Non-South African Citizen) – to enable them to undertake a postdoctoral fellowship at UP
- Medical Aid Cover Certificate – As confirmation of Medical Aid registered with the SA Council of Medical Schemes.

The Postdoctoral Fellow is then registered for the academic year in which they report in. A proof of registration is printed and given to the Postdoc to obtain a student card from the Student Service Centre (SSC). They will need to produce proof of identification and the proof of registration. The student card gives them access to the campus, their respective faculties and departments. It is important to note that Postdoc's have to register for every academic year their fellowship is active.

5.3 OPENING A SOUTH AFRICAN BANK ACCOUNT

Monthly stipends for postdoctoral fellows have to be deposited into the Fellows' South African Bank Accounts. Thus it is necessary to open a South African Bank Account as soon as possible. The Graduate Support Hub staff will give guidance and assistance.

6. RESEARCH CAPACITY STRENGTHENING PROGRAMME FOR UP POSTDOCTORAL FELLOWS

As part of research capacity strengthening activities for postdoctoral fellows, the Graduate Support Hub organises various training workshops and tutorials covering research-related topics.

6.1 DATA ANALYSIS SUPPORT AND RESOURCES PROVIDED

- Quantitative data capturing and cleaning
- Hands-on quantitative data analysis (using SPSS, PYTHON, R, STATA, Epi Info)
- Hands-on qualitative data analysis (using Atlas.ti which is provided by UP)
- One-on-one data analysis consultations

6.2 WRITING SKILLS AND PUBLICATIONS

- Writing skills workshops and tutorials
- Plagiarism and research integrity
- Writing journal manuscripts
- Grant proposal writing
- Writing clinics for one-on-one consultations
- Writing retreats

6.3 SOFT SKILLS

- Postgraduate supervision
Booklet of guidelines is available at:
<http://www.up.ac.za/media/shared/31/research-policy-pocket-book.zp53217.pdf>
- Oral presentations
- Poster presentations
- Tutorship

7. AUTHORSHIP AND PUBLISHING RESEARCH FINDINGS

Authorship matters should be discussed with your supervisor and any other collaborators upfront. It is important to agree on who will be the first author and who will be included as co-authors. Other issues that may be discussed include journals to be targeted.

It is important to publish in journals that are accredited by the Department of Higher Education and Training (DHET) of South Africa. The list of DHET-accredited journals is updated each year by the DHET and it is then circulated to South African Universities.

At UP the list can be accessed at: <http://www.library.up.ac.za/journals/journalsaccredited.htm>

8. INTELLECTUAL PROPERTY RIGHTS

In general, intellectual property generated on the University of Pretoria platform belongs to the University of Pretoria. However, it may be necessary to consider IPR matters surrounding some research projects on a case by case basis. The Innovation and Contract Management Division in the Department of Research and Innovation provides legal support that covers IPR issues.

More information can be obtained from the UP IPR Policy available at:
https://www.up.ac.za/media/shared/538/ZP_Files/up-ip-policynipmo.zp68489.pdf

9. RESEARCH DATA MANAGEMENT (RDM) POLICY AND RDM PLANS

The Research Data Management (RDM) policy of the University of Pretoria stipulates that research data generated by UP staff and students must be made accessible to the university. Consequently, all research proposals should have Research Data Management plans, otherwise Ethics Committees at UP will not approve the research proposals.



The UP library is responsible for the data repository for UP and training on RDM plans is offered to staff and students.

The RDM policy of UP is available at:
https://www.up.ac.za/media/shared/12/ZP_Files/research-data-management-policy_august-2018.zp161094.pdf

10. RESEARCH ETHICS CODES AND COMMITTEES

The University of Pretoria has institutional policies that pertain to ethics. The policies can be accessed through the following links:

CODE OF ETHICS FOR RESEARCH

<https://www.up.ac.za/media/shared/6/files/rt-429-99-university-of-pretoria-code-of-ethics-for-research.zp158366.pdf>

CODE OF ETHICS FOR SCHOLARLY ACTIVITIES (RT 429/99)

https://www.up.ac.za/media/shared/7/ZP_Files/EBIT-EthicsFiles/uppr039051.zp86642.pdf

RESEARCH ETHICS COMMITTEES

In accordance with the National Health Act of South Africa of 2003 (<https://www.up.ac.za/media/shared/Legacy/sitefiles/file/45/2875/healthact61of2003.pdf>), any research project can be conducted in South Africa must be approved by an appropriate Ethics Committee before it is conducted. At UP, Each Faculty has its own Ethics Committee which reviews research proposals from its staff and students. The various Faculty Ethics Committees can be accessed through links provided below.

- **Faculty of Economic and Management Sciences Ethics Committee**

<https://www.up.ac.za/faculty-of-economic-and-management-sciences/article/30401/fakulte-it-ekonomiese-enbestuurswetenskappenavors-ings-etiek-komitee>

- **Faculty of Education Ethics Committee**

<https://www.up.ac.za/faculty-of-education/article/30611/research-ethics>
OR
https://www.up.ac.za/media/shared/6/ZP_Files/Education/Ethics/guideeducationethicsapplication.zp39016.pdf

- **Faculty Of Engineering, The Built Environment and Information Technology Ethics Committee**

<https://www.up.ac.za/faculty-of-engineering-built-environment-it/article/15815/facultycommitteeforme-research-ethicsintegrity>

- **Faculty of Health Sciences Ethics Committee**

<https://www.up.ac.za/healthethics>

- **Faculty of Humanities Ethics Committee**

<https://www.up.ac.za/faculty-of-humanities/article/1816271/research-ethics-committee>

- **Faculty of Law Ethics Committee**

<https://www.up.ac.za/media/shared/Legacy/sitefiles/file/47/2011elzet/researchethicsapprovalcoverletter.pdf>

- **Faculty of Natural and Agricultural Sciences Ethics Committee**

<https://www.up.ac.za/faculty-of-natural-agricultural-sciences/article/32597/ethics-committee>

- **Faculty of Theology Ethics Committee**

<https://www.up.ac.za/faculty-of-theology-and-religion/article/2509882/researchethics-committee>

- **Faculty of Veterinary Sciences Ethics Committee**

<https://www.up.ac.za/faculty-of-veterinary-science/article/34076/research-ethics>

11. ACADEMIC RESOURCES AVAILABLE AT UP

11.1 DEPARTMENT OF LIBRARY SERVICES (DLS)

<http://www.library.up.ac.za/>

The DLS has 11 faculty libraries spread over all the campuses of the University of Pretoria (UP), <http://www.library.up.ac.za/faculty.htm>

Information Specialists (trained librarians), <http://www.library.up.ac.za/contact/infospecialists.htm>, are assigned to specific Faculties / Departments to attend to the needs of their clients. Their services include: specialised knowledge of academic

resources relevant to the department, assistance with the literature review, evaluation of journals and authors and interlibrary loans. Please contact your information specialist as soon as possible. This person will be invaluable to you.

SEARCHING LIBRARY RESOURCES

A Single search bar is available at <http://www.library.up.ac.za/> for all search needs. The UP library gives access to 1.5 million hard copy books, 300,000 online books, 123 000 online journal subscriptions and more than 400 subject specific databases. All online resources can be accessed by submitting your Portal username and password.

LIBRARY RESEARCH SUPPORT

<http://www.library.up.ac.za/research/index.htm> This page includes information on ethics, referencing software (EndNote and Refworks), statistical support and language editing.

RESEARCH GUIDE

<http://up-za.libguides.com/c.php?g=485435>
This page includes all steps of the research cycle, the postgraduate training programme and presentations of previous workshops.

SUBJECT GUIDES

<https://up-za.libguides.com/>
Each subject guide includes databases and other relevant sources for that subject or department.

POSTGRADUATE LIBRARY SPACES

Currently the University has a research commons at the Hatfield campus in the Merensky library and at the Groenkloof library, http://www.library.up.ac.za/research_commons/index.htm

MAKERSPACE

<http://www.library.up.ac.za/makerspace/>
3D printers, 3D scanning and 3D design software.

UP LIBRARY APP

<http://www.library.up.ac.za/quality/app.htm>
This free mobile app gives access to your library catalogue, books, and articles.

11.2 DATA ANALYSIS SOFTWARE

The University of Pretoria provides SPSS for quantitative data analysis. For qualitative data, Atlas.ti is available. Some Faculties have other software such as STATA and SAS but the softwares are not widely accessible across the whole University.

11.3 TURNITIN SOFTWARE

The University of Pretoria provides turnitin software to help students, postdoctoral fellows and staff to prevent plagiarism. The Library runs hands-on training workshops on turnitin throughout the year. Scheduled training workshops are posted on the Library web site. The UP policy that pertains to prevention of plagiarism is available at: https://www.up.ac.za/media/shared/1/ZP_Files/s5106-19-plagiarism-prevention-policy.zp181077.pdf

12. FUNDING OPPORTUNITIES

Research funding is critical for the development of an academic career. As postdoctoral fellows are developing their research careers under the guidance of their supervisors, they need to make efforts to apply for research grants under the mentorship of their supervisors. Thus postdoctoral fellows are encouraged to take the initiative to look for funding opportunities and to write grant applications.

The University of Pretoria subscribed to Research Africa in order to enable UP staff members to access funding opportunities that are in the Research Africa database.

The University of Pretoria has an internal online system that enables UP postdoctoral fellows and staff to search for funding opportunities. To get more information, please contact the Grant Management Unit in the Research Capacity Development Division of the Department of Research and Innovation. Some funding opportunities can be accessed at: www.up.ac.za/funding

13. UNIVERSITY OF PRETORIA POLICIES AND REGULATIONS

Postdoctoral fellows are encouraged to familiarise themselves with UP policies and regulations, especially those that are relevant to research and publication of research findings. UP policies can be accessed through the following link: www.up.ac.za/article/2754069/up-policies-and-other-important-documents

14. OTHER INFORMATION

14.1 UP INTERCAMPUS TRANSPORT

The University has buses available moving from different campuses. Times, pick up and drop off points are included on the bus schedule. The bus schedule is updated continuously.

Bus schedule link:

<https://drive.google.com/drive/folders/1IUXWjOaHYjg-ZVSyjPiyTP607tXbKyEMK?usp=sharing>

14.2 VEHICLE PARKING

Staff members and postdoctoral fellows have to apply for parking space on UP premises. The applications are done online on the PeopleSoft system provided the process of registration with UP has been completed. Once their application has been approved, their UP access cards are activated to enable entry through UP gates.

14.3 DEPARTMENT OF SECURITY SERVICES

The University of Pretoria Department of Security Services is responsible for all security matters for UP students, postdoctoral fellows and staff members. More information can be accessed through various links that are given below.

DEPARTMENT OF SECURITY SERVICES

<https://www.up.ac.za/department-of-security-services>

GATE TIMES

<https://www.up.ac.za/department-of-security-services/article/52052/gate-times>

BUS SCHEDULES

<https://drive.google.com/drive/folders/1IUXWjOaHYjg-ZVSyjPiyTP607tXbKyEMK>

PARKING

<https://www.up.ac.za/department-of-security-services/article/52064/parking>

ACCESS CARDS

<https://www.up.ac.za/department-of-security-services/article/52070/access-cards>

RESERVATIONS

<https://www.up.ac.za/department-of-security-services/article/52076/reservations>

14.4 OFFICIAL LANGUAGE POLICY

The official language of communication at the University of Pretoria is English. The language policy of the University is available at:

https://www.up.ac.za/media/shared/409/ZP_Files/r31_16-language-policy.zp138060.pdf

14.5 RECREATIONAL ACTIVITIES/FACILITIES AT UP

There is a gym, Tuks Student Gym, which is located at the Hillcrest Campus and at Groenkoof Campus. Information about the gym is available at: <https://www.up.ac.za/tuks-student-gym>

At the Hillcrest Campus there are various sports facilities that can be used by students, postdoctoral fellows and staff.



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