**NB**: This document **must be typed**

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| RC9/2025 | **ANNUAL REPORT: RESEARCH PRODUCTIVITY** |
| **Research Office Deadlines (*Closure of Agenda*):** mid-March | |
| **Policy provisions:**   * All academic staff members, full-time researchers, research fellows and administrative and management staff involved in research shall prepare an annual report which outlines their research productivity for that calendar year. * In January/February of each year the Research and Innovation Office shall send a reminder to all academic staff and specifically to Deans and Head of Departments, of the need to submit the annual report by the stipulated deadlines. * The reports shall be presented in a format prescribed by the Research and Innovation Office. * **Head of Departments shall collate the reports**, including “nil returns”, for all academic staff members, full-time researchers and Research fellows/associates in their departments and **present them to the Deputy Dean** (Research & Innovation) **who shall send a comprehensive report** on all the submissions to the Research Committee by 20 March. * Administrative staff and management staff must submit reports, counter-signed by their overall supervisor, directly to the Research and Innovation Office by 20 March. * The DVC Research and Innovation may accept or reject the reports or request additional information before reconsidering the reports. * A report indicating the DVC Research and Innovation’s decisions will be presented to the Senate at its first meeting of each year. * No research funding requests or claims in respect of research expenditure shall be considered where reports have not been submitted by the stipulated deadlines. | |

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| **A PERSONAL PARTICULARS** | | | | | | | | | | |
| Title (Prof, Dr, Mr, Mrs, Ms) |  | | | | | | | | | |
| Surname |  | | | | | | | | | |
| Name |  | | | | | | | | | |
| Staff number |  | | | | | | | | | |
| Department |  | | | | | | | | | |
| Faculty |  | | | | | | | | | |
| E-mail address |  | | | | | | | | | |
| Telephone number | Work |  | | Cell | |  | | | | |
| Present position |  | | | | | | | | | |
| Full-time | Yes/No | |  | | Part-time | | | | Yes/No |  |
| Permanent | Yes/No | |  | | Contract | | | | Yes/No |  |
| If on contract, please indicate period | Start date | |  | | End date | |  | | | |
| Research funds awarded in the reporting year (*specify if category is not listed*) | Research grant | | | | | | | R | | |
| International conference travel grant | | | | | | | R | | |
| Local/regional travel grant | | | | | | | R | | |
| Publication fees | | | | | | | R | | |
| Other (specify) | | | | | | | R | | |
| Other (specify) | | | | | | | R | | |

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| B HEADLINE SUMMARY | | | |
|  | | **Total** | **Expected SAPSE Units** |
| Publications in accredited journals | Published |  |  |
| Accepted or in print |  |  |
| Submitted but not yet accepted |  |  |
| Publications in other journals | Published |  |  |
| Accepted or in print |  |  |
| Submitted but not yet accepted |  |  |
| Books | Published |  |  |
| In print |  |  |
| Chapters in books | Published |  |  |
| Accepted or in print |  |  |
| Submitted but not yet accepted |  |  |
| Creative works (e.g. Traditional literature/folklore/poems/ drama performances/ music performances) | |  |  |
| Research reports, consultancy reports | |  |  |
| International conferences | Papers that were peer-reviewed and published |  |  |
| Other papers presented |  |  |
| Chairperson of plenary session |  |  |
| Attendance only |  |  |
| Local and regional conferences | Papers that were peer-reviewed and published |  |  |
| Other papers presented |  |  |
| Chairperson of plenary session |  |  |
| Attendance only |  |  |
| Academic workshops | Presenter of sessions |  |  |
| Attended only |  |  |
| Conferences, symposia, workshops organised | |  |  |
| Talks/lectures to external professional/academic audiences | |  |  |
| Postgraduate supervision | Doctoral graduates in May |  |  |
| Current doctoral students supervised |  |  |
| Current doctoral students expected to graduate next May |  |  |
| Research Master’s graduates in May |  |  |
| Current Research Master’s students supervised |  |  |
| Current Research Master’s students expected to graduate next May |  |  |

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| C PUBLICATION DETAILS | | | | | | | | | | |
| PUBLICATIONS IN ACCREDITED JOURNALS | | | | | | | | | | |
|  | Author(s) | Title | Journal | Year | Vol | First page | Last page | Total pages | Status | SAPSE Units? |
| *Example A.N., Other A.N., Partner A.N., Associates A.N.D.* | *Healthcare in KwaZulu-Natal* | *South African Journal of …* | *2024* | *1* | *17* | *30* | *14* | *Published/Accepted/ Submitted* | *0.25* |
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| PUBLICATIONS IN OTHER JOURNALS | | | | | | | | | | |
|  | Author(s) | Title | Journal | Year | Vol | First page | Last page | Total pages | Status | SAPSE Units? |
| *Example A.N., Other A.N., Partner A.N., Associates A.N.D.* | *Healthcare in KwaZulu-Natal* | *Journal of …* | *2024* | *1* | *17* | *30* | *14* | *Published/Accepted/ Submitted* | *0* |
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| BOOKS | | | | | | | |
|  | Author(s) | Title | Publisher | ISBN Number | Total pages | Status | SAPSE Units? |
| *Example A.N., Partner A.N.* | *Healthcare in KwaZulu-Natal* | *UNIZULU University Press, KwaDlangezwa* | *0 620 17583 4* | *200* | *Published/ In print* | *3.0* |
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| CHAPTERS IN BOOKS | | | | | | | | | | | |
|  | Author(s) of Chapter | Title of Chapter | Editor(s) | Title of Book | Publisher | ISBN Number | First page | Last page | Total pages | Status | SAPSE Units? |
| *Partner A.N.* | *The UNIZULU Clinic* | *Example A.N., Other A.N.* | *Healthcare in KwaZulu-Natal* | *UNIZULU University Press, KwaDlangezwa* | *0 620 17583 4* | *17* | *30* | *14* | *Published/In print* | *0.5* |
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| CREATIVE WORKS | | | | | | | | |
|  | Author/ creator performer | Description of work/ output/ performance | Title of work/ output/ performance | Place of display/ exhibition/ performance | Date(s) | Duration | Additional Comments | SAPSE Units? |
| *Partner A.N.* | *Exhibition of paintings* | *Creative Spaces* | *UNIZULU Library, Richards Bay Campus, Richards Bay* | *1 June to 31 July 2024* | *2 months* | *Awaiting DHET outcome / Have not submitted to DHET* |  |
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| RESEARCH AND CONSULTANCY REPORTS | | | | | | | | | | |
|  | Author(s) of Report/ Chapter | Title of Chapter | Editor(s) | Title of Report | Commissioned by/ Publisher | Date | First page | Last page | Total pages | SAPSE Units? |
| *Partner A.N.* | *The UNIZULU Clinic* | *Example A.N., Other A.N.* | *Healthcare in KwaZulu-Natal* | *Dept of Health* | *2024* | *17* | *30* | *14* | *0* |
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| CONFERENCE PARTICIPATION | | | | | | | | | |
| INTERNATIONAL (OVERSEAS) CONFERENCES – a conference paper counts as 0.5 unit | | | | | | | | | |
|  | Presenter | Author(s) | Name of Conference  Date  Host/ organiser  Venue/ city | Title of paper/ poster presented | If plenary chairperson, title of plenary session | Was paper peer-reviewed? | Paper published in conference proceedings? | Expected research outputs | SAPSE Units? |
| *Partner A.N.* | *Example A.N., Other A.N.* | *Conference on International Healthcare, 2—6 June 2018, The International Association of ….., Glasgow University, Glasgow* | *The UNIZULU Clinic* | *N/A* | *Yes* | *No* | *Revised paper will be submitted to the Journal of …* | *0* |
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| LOCAL AND/OR REGIONAL CONFERENCES a conference paper counts as 0.5 unit | | | | | | | | | |
|  | Presenter | Author(s) | Name of Conference  Date  Host/ organiser  Venue/ city | Title of paper/ poster presented | If plenary chairperson, plenary session details | Was paper peer-reviewed? | Paper published in conference proceedings? | Expected research outputs | SAPSE Units? |
| *Partner A.N.* | *Example A.N., Other A.N.* | *Conference on International Healthcare, 2—6 June 2018, The International Association of ….., University of Cape Town, Cape Town* | *The UNIZULU Clinic* | *Healthcare obligations of universities, 3 June 09h00 to 11h00* | *Yes* | *Yes* | *Revised paper will be submitted to the Journal of …* | *0.5* |
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| ACADEMIC WORKSHOPS | | | | | |
|  | Participant | Name of Workshop  Date, Host/ organiser  Venue | Nature of participation/Title of presentation | Expected research outputs | SAPSE Units? |
| *Partner A.N.* | *Workshop on Healthcare in KZN, 2 June 2021, The Dept of Nursing Sciences, UNIZULU, KwaDlangezwa* | *Attendee* | *None* | *0* |
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| ORGANISING OF CONFERENCES, SYMPOSIA AND WORKSHOPS | | | | | |
|  | Name of Organiser | Name of Event  Date, Venue | Purpose of the Event/ Intended outcomes | Expected research outputs | SAPSE Units? |
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| TALKS/LECTURES TO EXTERNAL PROFESSIONAL/ACADEMIC AUDIENCES | | | | | | |
|  | Participant | Name of Event, Date, Venue | Nature of participation | Title of presentation | Expected research outputs | SAPSE Units? |
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| POSTGRADUATE SUPERVISION | | | | | | | | | | |
| DOCTORAL CANDIDATES – a doctoral student counts as 3 units | | | | | | | | | | |
|  | Candidate | | Principal supervisor | Co-supervisor | Thesis title | Year of first registration | Graduation date | | Expected research outputs | SAPSE Units? |
| Name | Student number | Actual | Expected |
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| RESEARCH MASTER’S CANDIDATES – a master’s student counts as 1 units | | | | | | | | | | |
|  | Candidate | | Principal supervisor | Co-supervisor | Dissertation title | Year of first registration | Graduation date | | Expected research outputs | SAPSE Units? |
| Name | Student number | Actual | Expected |
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| DECLARATION BY THE RESEARCHER | | | | | |
| I declare that the above information is to the best of my knowledge correct and I certify that the foregoing sections constitute a complete and factual statement of the particulars requested.  I have enclosed with my report (or previously submitted to the Research Office) copies of all my publications and full details of the conferences I attended and the papers I have delivered. | | | | | |
| Signature |  | | | Date |  |
| **HEAD OF DEPARTMENT’S COMMENTS** | | | | | |
| Please comment briefly on the staff member’s research productivity, research standing and his/her contribution towards the University’s research endeavour | | | | | |
| Signature | |  | Date | |  |
| **DEAN/ DEPUTY DEAN’S COMMENTS** | | | | | |
|  | | | | | |
| Signature | |  | | Date |  |