

PROCEDURE FOR THE AWARD OF FELLOWSHIP OF THE UNIVERSITY OF KWAZULU-NATAL

The University Council may, on the recommendation of the Senior Awards Committee, award Fellowships of the University of KwaZulu-Natal to staff members in recognition of distinguished academic achievement, subject to the following conditions and procedures:

1) Nominees:

- Must be members of the permanent academic staff who have held an appointment at the University for a continuous period of 3 (three) years prior to the closing date for nominations.
- Must have distinguished themselves in academic and scholarly work which is of such high quality as to merit special recognition.
- should be either a Professor or Senior Professor of the University.

2) Nomination Procedure:

Nomination of candidates for a Fellowship must be supported by three members of the University staff and must be accompanied by:

- A brief motivation for the nomination, including the nominee's distinguished contribution(s) in his or her field.
- A curriculum vitae, including details of publications, reviews of publications (or cited references) and other evidence of distinction.
- Names and full contact details (title, name, physical address, e-mail address, telephone and fax numbers) of five referees (national and international), two of whom should be international referees. Referees should be persons of standing who have distinguished themselves in the relevant field. The University reserves the right to call for assessor reports.
- A letter of acceptance from the nominee.

3) The Senior Awards Committee, chaired by the Vice-Chancellor, is delegated by Council to make the awards in terms of the policy and then to inform Council and Senate accordingly.

4) The following shall be taken into consideration for the award of a fellowship:

- the originality and creativity of the nominee as manifested in research work or in other applications of the discipline;
- that publications (or their equivalent) are to be regarded as the main evidence of original distinguished academic work, and such publications should make a significant contribution in the field;
- that public presentation of work in the performing arts and in the fine arts as being equivalent to research and publication;

- that evidence of the national/international recognition of a nominee's work can be required where the field or activity makes this a reasonable requirement, and should be based on NRF rating, membership on educational boards, etc
- 5) The Senior Awards Committee may call for assessor reports in addition to referee reports. Referees will be invited to comment on, *inter alia*, whether the nominee is exceptional and worthy of being considered and, in respect of publications, the level of production, the media used for publications, the quality and depth, the standing within the discipline concerned and the international and/or national standing. Referee reports should comment solely on the productivity of the individual and not on their character, and shall be treated in the strictest confidence.
 - 6) Fellowships are conferred for life and are not restricted in anyway. Fellowships shall be entirely independent of promotion or other changes in a staff member's conditions of service.
 - 8) The University reserves the right to withdraw the Award at any time if, in the opinion of the University the recipient's conduct or behaviour is considered to be unethical or not in conformity with the honour and status of the Award.
 - 7) The award of Fellowships shall be formally announced by the Vice-Chancellor at the appropriate graduation ceremony and the Fellow shall be presented with a certificate by the Vice-Chancellor. The graduation ceremony programme shall contain a citation of 200/250 words setting out the grounds for the award of the Fellowships. Such citation shall be prepared by the Deputy Vice-Chancellor: Research.

Research Office
Amended April 2012