

## **PAGE FEE PAYMENT GUIDELINES FOR DHET-ACCREDITED JOURNAL ARTICLES**

The University Research Office facilitates payment of page/publication fees for Department of Higher Education and Training (DHET) accredited journal articles. This support is limited to permanent, contract, and honorary staff members. Please be aware that direct application by students is not permitted. However, supervisors are authorized to apply on behalf of students, including postdoctoral fellows. Payments will be processed in accordance with the specified Criteria, Requirements, and Conditions detailed below. **Contact for enquiries:** [pagefees@ukzn.ac.za](mailto:pagefees@ukzn.ac.za)

### **Page fees policy and procedures:**

#### **Rating Criteria**

The page fee support is categorized based on the quartile ranking (Q) of journals as follows:

- Q1 Journals: Maximum support of R15,000 (or up to R25,000 if the journal's Impact Factor is 5 or greater).
- Q2 Journals: Maximum support of R6,000.
- Q3 Journals: Maximum support of R4,000.
- Q4 Journals or Unranked: Maximum support of R2,000. However, the following exceptions apply:
  - South African and African-based DHET accredited journals: Maximum support of R4,000.
  - First three articles for young and emerging researchers in DHET-accredited journals: Maximum support of R4,000 for publishing in Q4 or unranked journals.

### **75% rule is only applicable to South African journals on the DHET List of Approved South African Journals**

#### **Please disregard if publishing in an International Journal:**

- DHET requires that at least 75% of contributions published in a volume or issue of a south African-based journal must emanate from multiple institutions. A confirmation letter from journal editor/s regarding compliance with the 75% rule is mandatory.
- Please confirm if this journal meets the seventy-five percent rule: [Yes/No]
- If applicable, please attach the confirmation letter from journal editors confirming compliance with the 75% rule. Before requesting the document from the publisher, kindly ensure that no such letter has been previously stored in the RIG system for the specified journal.

## Payment Facilitation Requirements

To facilitate page fee payments, the following documentation/details is necessary:

1. A valid invoice addressed to UKZN, meeting the requirements outlined below. (Proforma invoices are not accepted):

Requirements of Tax Invoice (S20) of the VAT Act

- A tax invoice (greater than R3000) should contain the following details:
- The words "tax invoice " in a prominent place or if VAT is not being charged the word "Invoice" in a prominent place.
- The name, address and VAT registration number of the supplier.
- The name and address of the Recipient i.e. **UKZN, Private Bag X54001, Durban 4000.**
- Recipient's VAT registration number i.e. **UKZN's VAT registration no: 4860 209 305.**
- An individual serial number and the date on which the tax invoice is issued.
- A full and proper description of the goods or services being supplied.
- The price excluding VAT, the amount of VAT and the amount including VAT, or the amount including VAT and a Statement that the amount includes VAT and the rate at which VAT is being charged.

## Foreign Payment Banking Details must be displayed on international invoices as follows:

### DETAILS OF BENEFICIARY'S BANKERS

Bank Name:	
Swift Code:	
<b>Any 1 (One) of the following:</b>	
-Sorting Code:	
-Routing Number:	
-Branch Code:	
-ABA/Fedwire: or	
-BSB:	
Branch Name:	
Bank Street Address:	
Country:	

### DETAILS OF THE BENEFICIARY

Beneficiary Account Number/IBAN:	
Name of Beneficiary:	
Country of Residence:	
Beneficiary's Physical Address:	
Suburb:	
City:	

2. Tax clearance certificate from South African Publishers or equivalent from the country of origin for International Publishers. Please check if the publisher's tax certificate is stored on RIG before requesting the document from the publisher.
3. A copy of the journal article (the final draft will suffice).
4. The research cost centre code must have adequate funding to cover any balance exceeding the support provided by the University Research Office and College. Refer to the respective College Contribution policies and procedures outlined below:

## **College Contributions Policies and Procedures**

### **College of Agriculture, Engineering and Science (AES):**

- The College matches the amount contributed by the research office or covers the balance of the invoice, not exceeding the Page Fee support amount, whichever is applicable.
  - Contact for enquiries on the College Process/Support: [AESpagefees@ukzn.ac.za](mailto:AESpagefees@ukzn.ac.za)

### **College of Law and Management Studies (CLMS):**

- CLMS matches the support offered by the Research Office or covers the balance of the invoice, not exceeding the Page Fee support amount, whichever is applicable.
  - Contact for enquiries on the College Process/Support: **Bongiwe Mokoena**  
[Mokoena@ukzn.ac.za](mailto:Mokoena@ukzn.ac.za)

### **College of Health Sciences (CHS):**

- CHS Research Office matches the page fee subsidy awarded by the University Research Office. The subsidy provided by CHS must not exceed the total page fee amount. However, the College will not fund requests if the researcher's cost centre has sufficient funds to cover publication costs post receiving the UKZN subsidy.
- Researchers are encouraged to utilize available research cost centre funds before seeking CHS support. Additionally, authors are advised to enquire about any potential page fee discounts offered by the publishing journal.
  - Contact for enquiries on the College Process/Support: **Phumzile Sibanyoni**  
[SibanyoniP@ukzn.ac.za](mailto:SibanyoniP@ukzn.ac.za)

### **College Contribution Process:**

- Researchers submit applications to RFS/RO for page fee support via RIG.
- The RO assesses the application form and approves the request.
- Once approved, the RO notifies the College to transfer funding support to the researcher's cost centre code.
- The College will notify the researcher once the funding support has been transferred.

### **Payment Timeframes:**

- After an application is submitted on RIG and meets all requirements of the page fee policy, Research Financial Services (RFS) and the University Research Office (RO) will aim to approve the application within a maximum of 5 working days.
- Upon approval of the application, RFS will handle the payment of the page fee either through the Yellow Requisition form or via Ienabler if the publisher is listed on the UKZN database.
- Final payment is processed through Central Finance:
  - *Local Payments are in line with the UKZN Creditors Policy – Payments are made mid-month and month end.*
  - *International Payments typically take 10 - 14 working days to be processed upon receipt of the requisition form.*