

30 October 2025

RESEARCH DIVISION COMMUNIQUÉ
CALL FOR 2025 RESEARCH AND CREATIVE OUTPUTS

Dear Staff

- The Research Information Gateway (RIG) System is now open for the submission of 2025 research and creative output data. Please ensure that all finalised 2025 research outputs, qualifying late 2024 outputs, and creative outputs from 2023 to 2025 are uploaded as soon as possible, and no later than **13 February 2026**.
- Uploads and submissions, and the correctness thereof are the responsibility of the researcher/s, author/s, and/or supervisor/s.
- All research output categories highlighted in red are submitted to the Department of Higher Education and Training (DHET) for final approval. Staff are encouraged to familiarise themselves with the DHET Research Outputs Policy (2015) and the DHET Policy on the Evaluation of Creative Outputs (2017), available at: <http://research.ukzn.ac.za/PoliciesProcedures.aspx>. Please note that DHET submissions must adhere to the prescribed deadlines, and it is essential to observe all internal Central Research Office and College deadlines accordingly.

- If staff, students', postdoctoral scholars' or researchers' details are not showing in the RIG system, please contact the Administrator responsible for your College as detailed on the last page below.
- The table below describes and explains uploading on the RIG system and submission requirements for each category of creative and research outputs.

Publications Training Materials may be found here:

<https://ics.ukzn.ac.za/rig-online-help-1/>

Helpdesk and Support contact details may be found here:

<https://ics.ukzn.ac.za/helpdesk-and-support/>

- The DHET reporting year must read: **2025**

CATEGORY	REQUIREMENT/S
Journal articles DHET accredited Journal articles with 2025 as final publication date DHET accredited Journal articles with 2024 as final publication date (Late submissions only)	2025 DHET accredited journals lists are available at: http://research.ukzn.ac.za/DoHETAccreditedJournals.aspx Upload details and a fully published PDF of the article (with volume/issue number) on RIG. Please ensure that you upload a full PDF of the article containing the following information: <i>title of the article, name of the journal, volume number, year of publication, page numbers, name/s of author/s, and proof of author affiliation to UKZN.</i> This relevant information will be used by the Central Research Office in the external audit of the article and must be uploaded for validation purposes. As above, and must be submitted with a written motivation letter from the publisher addressed to the Central Research Office Manager, indicating the reason for the late submission. Upload this letter on RIG.
Books/chapters 2024 Whole Books and Chapters in books Whole Books and Chapters in books with 2024 as the final publication date (Late submissions only)	Upload book/s and chapter/s details, research justification, evidence of peer review, and PDF, on RIG as per the attached checklist. All books/chapters and supporting documents (for example, research justification and peer review letter from the publisher detailing the review process followed) are evaluated by the College and must be submitted to the office of the College Dean of Research. Colleges will set internal deadlines and will specify the submission requirements. As above, and must be submitted with a written motivation from the publisher, addressed to the College Dean of Research, indicating the reason for the late submission. The College will submit the book/s and chapter/s and supporting documents to the Central Research Office, following College recommendations. List of documents to be uploaded on RIG (Books/Chapters): • E-Copy/photocopy of the full book(s)/chapter(s) • Copy of the page (to confirm: ISBN, Publication year, Editor, Publisher, etc.) • Table of contents • Letter of motivation for late submissions • Letter for author affiliation from HR (this letter is important if there is no indication of author affiliation in the actual publication) • Proof of peer review (pre-publication peer review letter from Publisher detailing the review process followed) • Signed Research justification (on the attached UKZN template) • English summary (in the event that a book/chapter is published in a language other than English)

Peer-Reviewed Conference Proceedings 2025 Peer-Reviewed Conference Proceedings Peer-reviewed conference Proceedings with 2024 as final publication date (Late submissions only)	Upload details of the proceedings and PDF on RIG as per attached checklist. All peer-reviewed conference proceedings and supporting documents (for example, pre-publication peer review letter from the publisher detailing the review process followed) are evaluated by the College and must be submitted to the office of the College Dean of Research. Colleges will set their own internal deadlines and will specify the submission requirements. As above, and must be submitted with a written motivation from the publisher, addressed to the College Dean of Research, indicating the reason for the late submission. The College will submit the conference proceeding/s and documents to the Central Research Office, following College recommendations. List of documents to be uploaded on RIG (Conference proceedings): • E-Copy of the full conference paper(s) • Copy of the page (to confirm: ISBN/ISSN, Publication year, Editor, Publisher, author affiliation, title of the contribution, etc.) • List of editorial board/committee members and their affiliations • Table of contents • Letter of motivation for late submissions • Letter for author affiliation from HR (this letter is important if there is no indication of author affiliation in the actual publication) • Proof of peer review (pre-publication peer review letter from Publisher detailing the review process followed) • English summary (in the event that a conference proceeding is published in a language other than English)
Creative Contributions 2023 - 2025 Creative contributions	Upload details of the creative contribution with all the supporting documents on RIG. List of documents to be uploaded on RIG • A written annotation of 500 – 700 words • A declaration of originality • A declaration of Newness • A declaration of authorship/creatorship/co-authorship/co-creation and disclosure of other active participants in the production of the work
Patents 2023 - 2025 Patents	Upload details of the innovation with all the supporting documents on RIG. List of documents to be uploaded on RIG (innovation): • Copy of the granted patent • Certificate of issuance • Proof of substantive examination, responses, and acceptance by the examiner (if "other jurisdiction" selected)
Book Editorials 2025 Book Editorials	Upload details and PDF of the editorial on RIG. The Institutional Committee evaluates all Book Editorials.
Journal Editorials 2025 Journal Editorials	Upload details and PDF of the editorial on RIG. The Institutional Committee evaluates all Journal Editorials.
Supervision of Masters Full Research,	Upload details of the graduation on RIG under CV activities – Student Supervision

Masters Course work and Doctorates who graduated in 2025	The University Research Office will use the Graduation booklet/s and official records to validate the entries. Any change to the graduation booklet should be substantiated by official documentation from the School leadership confirming the change/s. Note: Only Masters and Doctoral students who graduated in 2025 will be considered in the current publication count.
UKZN Staff who graduated with PhDs in 2025	Upload details and copy of the doctoral certificate on RIG under CV activities – Education Only Permanent and long-term contract staff members who graduated with a doctoral degree in 2025 must upload a copy of their doctoral certificate on RIG.
First achievement of significant h-indices according to Scopus or Google Scholar in 2025	Upload proof of first achievement of significant h-indices according to Scopus or Google Scholar in 2025 on RIG under CV activities – First achievement of significant h-indices . A research productivity award will be given for the first achievement in the following categories: • H-index of 20: 30 PUs • H-index of 30: 45 PUs • H-index of 40: 60 PUs • H-index of 50 and greater: 80 PUs
NRF Rating: rated in 2025, effective from 1 January 2026	Do not upload on RIG (Data will be extracted from the NRF, and there is no need to submit any documents) A research productivity award will be given for NRF ratings received in the year 2026 effective 1 January 2026 (valid until 31 December 2031), in the following categories: First-time A-rating: 100 PUs First-time P-rating: 100 PUs Retention of A-rating: 100 PUs Improvement in rating between major categories: 100 PUs First time rating in other categories than A or P: 60 PUs Improvement in rating within major categories: 60 PUs

This information is required for the:

- Annual submission of subsidy claim to DHET
- Awarding of PUs and the Research Productivity Support Grant (RPSG) to official UKZN staff members
- Compilation of the Annual Research Report

Important

1. Training workshops will be held online in **Late November - December 2025**, as well as in **early January 2026**. Notice to follow.
2. The correctness of the data is the responsibility of the researcher/s, author/s, and/or supervisor/s.
3. Where **author affiliation to UKZN is not shown on the research/creative output**, proof of UKZN affiliation in the form of a letter from HR must be provided by the Researcher/School/College.
4. Where students/postdoctoral scholars are authors, their UKZN registration number/s, as well as the name/s of supervisor/s must be provided.
5. Where authors are staff members and students concurrently (for example, a lecturer who is completing a Ph.D.), and in cases where postdoctoral scholars or students become staff members, such a staff member is uploaded as a staff member and not a student.

6. To effect successful delivery of all queries, the contact email address/es of researcher/s must be correctly reflected in the HR database (ITS). This is done via the College HR office. **PLEASE NOTE THAT THE RESEARCH OFFICE ONLY COMMUNICATES USING OFFICIAL UKZN EMAIL ADDRESSES.**

7. Annual PU Records (ex-Productivity Units)

- This is where you can view a summary of your Productivity Unit (PU) related submissions for the year, together with your PU scores and total rand value. This is the electronic equivalent of the productivity unit letter that the Research Office sends you for confirmation and signature each year.
- All your Creative and Research Outputs that you submit during the course of the year will be tied to your Annual PU Record. When the Research Office validates and approves your submissions, this record will contain the totals of your publication outputs for the year.
- Only those outputs that meet the requirements for PU generation (including those recognised and submitted to DHET) must be submitted timeously for validation and auditing purposes.
- Creative and Research outputs not accruing PUs will not appear on your Annual PU Record.
- You may view the total PU counts of your publications as well as the Rand value associated with your Total PU Count for the year.
- You will be notified through an **OFFICIAL UNIVERSITY COMMUNIQUÉ** to check your 2025 Annual PU report and alert the Research Office to any inaccuracies/ queries.
- Thereafter, you will be required to confirm the PU record on the system which will serve as the equivalent of signing the PU letter within a stipulated timeframe. Please ensure that you adhere to the deadlines.
- The Research Office reserves the right to adjust the Annual PU Record and take steps to be refunded if the Research Productivity Support Grant (RPSG) that was transferred to the researcher's cost centre was incorrect. These adjustments, for example, could be linked to DHET decisions such as withdrawing journals from the DHET accredited lists, changes to proportions allocated for outputs, and DHET rejection of books, chapters in books, conference proceedings, innovations, and creative contributions submitted.

RIG LOGON

The RIG system can be accessed from one of the following links:

- Directly from the RIG URL: <https://rig.ukzn.ac.za>
- Via the Research Office website: <http://research.ukzn.ac.za>
- Via the Staff Portal: <https://www.ukzn.ac.za/staff/staff/>

To **login** to the RIG system, use your **UKZN network login name** eg. lutakwaj and your password.

Welcome to RIG@UKZN
Research Information Gateway

Enter your credentials below:
 For login assistance please click [here](#).

User name:

Password:

Login

Central Research Office contact details

College	Contact person	Telephonic	E-mail
AES HS	Mr Nicholas Ngcobo	0312602031	NgcoboN34@ukzn.ac.za
Humanities L&MS	Ms Joly Lutakwa	0312607224	Lutakwa@ukzn.ac.za

Research Office delivery details

Publications| University Research Office | Govan Mbeki Building| Westville Campus| University of KwaZulu-Natal

N.B. All book publications submitted without the correct peer review and research justification documentation will be automatically rejected and not submitted to DHET.

Issued by the University Research Division