



RHODES UNIVERSITY
Grahamstown • 6140 • South Africa

Thomas Alty and Vice-Chancellor's Awards

Protocol

Responsible Committee/Unit/Division/Faculty	HR
Responsible Chairperson/Director/Manager	Director of HR
Date	June 2014
Status	April 2022: Confirmed by HR to be current





PROTOCOL on THOMAS ALTY and VICE-CHANCELLOR'S AWARDS

The Thomas Alty and Vice-Chancellor's Awards are made to encourage staff to complete a further degree or professional qualification. A Thomas Alty Award is made to a member of staff who is awarded a Masters or PhD degree or equivalent qualification while in the services of the University. A Vice-Chancellor's Award is made to a member of staff who is awarded a bachelor or Honours degree or a recognised professional qualification, and matric or NQF level 1 (grade 9) qualification.

The following are eligible for both awards:

1. Individuals must be in the permanent employ³ of the University at the time of the awarding of the qualification and as at the end of June of the year in which the award is determined; and
2. Any permanent staff member (full time or part time) whether paid for by Council or outside funds, (academic and support) provided that s/he has been in the employ of the University for not less than one year. This would include;
 - 2.1 Any continuous temporary/contract period immediately preceding permanent employment
 - 2.2 Any previous permanent employment with Rhodes University where there has been a break in service of no more than 12 months (this is consistent with the Basic Conditions of Employment Act of 1997)
 - 2.3 Any permanent employment with Rhodes University prior to a period of unpaid leave, where such leave does not exceed 12 months.
3. Any staff employed on temporary/contractual terms (full time or part time for at least 20 hours per week), including those in outside funded posts, and who has been in the employ of the University for a minimum of three (3) years¹. Successive contracts shall be considered when calculating the three years.
Where an individual has had a break in service, provided that this break does not exceed 12 months and that the service at the time of the award is 3 years, (Service less break > 3 years), the award shall be made.
4. Any member of the Wardening staff, including those not employed at Rhodes University for at least 20 hours per week, who meet the requirements of point 3 of the document.

Different awards are made as follows for the following formal educational qualifications (please note that this does not include in-house certified courses):

- (i) Doctorate degree: 100% of the value of the award for that year;
- (ii) Master degree: 62.5% of the value of the award for the doctorate degree;
- (iii) Honours degree: 37.5% of the value of the award for the doctorate degree;
- (iv) Bachelor degree: 25% of the value of the award for the doctorate degree;
- (v) Matric or N4 certificate: 12.5% of the value of the award for the doctorate degree; and
- (vi) A formal NQF level 1 certificate: 6.25% of the value of the award for the doctorate degree.

The values of the awards are approved by the Vice-Chancellor in consultation with the HR Director.

The payments of these awards, usually in June of each year, are paid into the person's salary in which case the award is taxed.

¹ As approved by Council in June 1991.

³ Permanent part-time staff members only qualify if they work an equivalent or more than 20 hours per week.

The Human Resources Division is responsible for:

- Identifying relevant staff from the Rhodes University graduation documents;
- Identifying those Rhodes' staff who have studied at other institutions, paid for in part by Rhodes University and who have completed their degrees or qualifications;
- Calling for any other staff to identify themselves in the event that they were funding their studies independently;
- Notifying Heads of Departments/Managers of the names of staff identified for these awards such that anyone missing from the list can be identified; and
- Organising payments and letters to the relevant staff members.

The Communications and Marketing Division is responsible for organising an awards ceremony, on behalf of the Vice-Chancellor. This event is held each year in June. Those invited include the partners of staff receiving awards as well as the staff member's Head of Department and their partner.

Updated in June 2014: Director of Human Resources