



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.



The reward for Academic Qualification Policy

Purpose

To encourage further studies and reward the attainment of applicable qualifications, which would

- Improve the quality of education
- Improve the quality of service
- Enhance Career development
- Achieve and maintain an academic reputation

Provisions

This award is not applicable to the following

- Staff members who have been appointed with the provision that they complete an academic qualification required for the post.

Conditions

- Rewards are fixed for a specific qualification
- The studies towards qualifications are done wholly during full-time, permanent employment at the Vaal University of Technology.
- A high correlation exists between proposed studies, subjects offered, service rendered, or career pursued (job-related).
- A formalised plan within the career direction of the applicant was approved in advance within the exigencies of the employer.
- Documentation completed and approved
- Payment upon submission of an original final certificate (degree/diploma) only.
- Rewards are not made to candidates in process of resigning.

2. General Guidelines

Application Documentation obtainable from Human Resources must be completed and approved. Obtain approval from Supervisor and final approval from Rectorate

Specific Qualification Rewards are fixed for a specific qualification. Applicants to substantiate and motivate relevance and applicability of the study course. A high correlation exists between proposed studies, subjects offered, services rendered, or career pursued.

Value of Award Awards are made according to the following Scale, subject to tax:

3 Year B-degree or diploma	R1,500.00
4 Year B-degree	R2,500.00
1 Year B-Tech-degree or Hons. Degree or Postgraduate Diploma	R1,500.00
M-degree	R6,500.00
D-degree	R12,500.00

During Employment The studies towards qualification are done wholly during the employment at the Vaal University of Technology. Thus, rewards are not made to candidates in process of resigning, or who are employed on a contract basis.

Plan A formalised plan to be approved in advance within the exigencies of the employer

Payment of Award Payment takes place upon submission of the original final certificate (degree/diploma) only.

3. Procedure

- Obtain form HR Department U/L
- Get approval form, from the supervisor U/L
- Substantiate and motivate relevance and applicability of study course M/L
- Obtain final approval from Rectorate member M/L
- Appraised Performance M/L
- Submit final documentation to HR U/L
- Construct a development plan M/L
- Forward final diploma/degree certificate to HR department M/L
- Correct Tax-Reference on IRP R/L
- Process on ITS R/L
- File PA/L

4. Legend

U	USER
M	MANAGEMENT
R	REMUNERATION
PA	PERSONNEL ADMINISTRATION
L	LINE RESPONSIBILITY
HR	HUMAN RESOURCES

To Deputy Vice-Chancellor: Resources and Planning
Or
Deputy Vice-Chancellor: T&L & SSS

From

Subject Approval of further studies to qualify for qualification award and special exam leave

Date _____

Staff Number _____
Name of Applicant _____

Department/faculty/
Division _____

Completed Qualification _____

Contemplated qualification: Specification

Motivate applicability of Qualification

Summary of the agreed development program

Applicant qualifies for reward upon completion

Yes	
No	

Head/Director/Dean

Approved by Rectorate member

Date: