**Recommendation from Host for PDF/RA/RF: Contract Renewal or Termination**

**Once filled in and signed/dated, this document should be uploaded onto the DUT online platform using this link:**

<https://www.dut.ac.za/research/recommendation-from-host-for-pdfrarf-contract-renewal/>

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| **Fellow’s Title, Name and Surname:****Host Title, Name and Surname:****Hosting Department/Institute/Faculty:****Research Focus Area:****Start date of the original (first) contract:****Date when the current contract is ending:** |
| **Contract Renewal Report:*** *The Research and Postgraduate Support Directorate (RPS) will send a recommendation request (as an email) to the Host, copied to the Researcher,* ***at least two months before contract expiry****.*
* *The Host will submit the Recommendation on the DUT online system and also to the RPS by email,* ***at least two weeks from receiving this request****.* ***If this Recommendation is not received by the RPS as specified, then termination is assumed****.*

**Requirements**The Host is required to take full responsibility for the management of the Post-doctoral Fellow (PDF)/ Research Associate (RA)/ Research Fellow (RF) (whichever applies), and his/her progress in terms of the signed contract and deliverables. For this report, a recommendation to renew the contract is required in terms of the Host’s understanding of the research. The host must engage with the fellow on these matters. The host must make it clear that the fellow is: recommended for renewal or not.For 1st and 2nd renewals, a narrative is sufficient. For a 3rd renewal, evidence of at least 6 DHET approved publication Units accruing to the DUT is minimally required. More Units and other contributions will assist where there is competition for funding.If the Host does not wish to renew the position, the Host must communicate this to the PDF/RA/RF and the RPS, also within **two weeks of the Host receiving this request**. |
| **Host Comments and Recommendations:**Example: Joe Bloke has completed their first year of postdoctoral studies. He is proving to be very useful. He has published this year:1. **Bloke, J. and Host, H**., Year, Journal Title, ISI list.
2. **Bloke, J. and Host, H**., Year, Journal Title, ISI list.

Or something like, although publications are not yet accepted the work will soon result in many outputs…..Example for the 4th renewal: Joe Bloke has been very successful their research with 6+units to DUT.Publication to the DUT (in bold) to-date are:1. **Bloke, J. and Host, H**., Year, Journal Title, ISI list.
2. **Bloke, J., Host, H.** Someone else not staff, someone else not staff, Year, Journal Title, ISI list.
3. **Bloke, J., Host, H.** **Another DUT Staff**, Year, Journal Title, ISI list.
4. **Bloke, J., Host**, **H.**, Year, Journal Title, ISI list.
5. **Bloke, J., Host** H., Year, Journal Title, ISI list.
6. **Bloke, J., Host** **H**., Year, Journal Title, ISI list.
7. **Bloke, J., Host, H.** Someone else not staff, someone else not staff, Year, Journal Title, ISI list.
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| **Host Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |