



PROCESS FOR PAYMENT OF PUBLICATION FEES

Advances for publication fees will be effected as follows:

- Email Invoice and Advances Form to – zaneles@dut.ac.za
- Research Office checks DHET eligibility before approval is granted
- An approval email together with the invoice and Advances Form sent to Finance
- Finance will process payment

ONLY DHET ACCREDITED JOURNALS QUALIFY FOR ADVANCE AS MONIES ARE RECOUPED ON ACCRUAL OF RESEARCH REWARDS.

For queries relating to research publications and their payments email us on zaneles@dut.ac.za



ACKNOWLEDGEMENT OF DEBT: ADVANCED FUNDS

The Research & Postgraduate Support office may advance funds to a researcher provided that:

- The researcher does not have any funds in their research account **OR** they are first time publishers who have not yet received research rewards.
- Funds are advanced against research articles that are eligible for DHET subsidy only.
- Advanced Funds will be recouped when research rewards from DHET become available.
- Advanced funds are limited to R15 000 except in exceptional cases.

DEBT ACKNOWLEDGEMENT

1. I, the undersigned, as an employee of the Durban University of Technology, do hereby acknowledge myself to be truly and lawfully indebted to the University for the sum of

Debt amount (including cents)	Debt amount in words

arising from money advanced to me by the University. The debt amount will incur no interest.

2. I hereby authorise the university to automatically recoup the said debt amount when my research rewards from publications become available.
3. I understand that defaulting on the agreed repayment plan may lead to a debt recovery process.

Full Names		Department	
Staff number		Journal name	
Student number		Supervisor's name (For students)	
Journal ranking (Q1, Q2)		Affiliation	
Please list the names of the co-authors.			
Date of Birth		Date	

