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| HR136 | **HEMIS DATA COLLECTION** |  |

NOTES

* Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
* The purpose of this form is to establish HEMIS (Higher Education Management Information System) activities for reporting to the Department of Higher Education and Training.
* **All academic staff members** (including students with an academic appointment)are required to complete this form for every appointment (see [*Who should complete this form*?](#_Who_should_complete) on page 3). All active contract (T1 and T2) and permanent staff will thereafter receive an electronic version on an annual basis in order to update their details.

## A: GENERAL

|  |  |  |  |
| --- | --- | --- | --- |
| Staff Name |  | Staff Number |  |
| Faculty / Department |  | Organisational Unit |  |
| Room Number |  | Floor |  |
| Building |  | | |

**B: HEMIS ACTIVITIES**(Indicate percentage of your time to be spent on each activity, which must total 100%. If further clarification is needed, refer to the definitions below.)

|  |  |
| --- | --- |
| **Activity** | **Percentage of the year’s work-time to be spent on an activity** (e.g. if on average you spend one day a week doing research, the percentage against “Research” would be 20%) |
| Instruction |  |
| Research |  |
| Public Service |  |
| Academic Support |  |
| Student Services |  |
| Institutional Support |  |
| Operation & Maintenance of Plant |  |
| Auxiliary Services |  |
| Hospital Services |  |
| **Total percentage** | **100%** |

|  |  |
| --- | --- |
| **Definitions of HEMIS activities** | |
| **Activity** | **Definition** |
| Instruction | Activities directly involved in the teaching of students, including preparation, marking, setting examinations, curriculum development, lectures, seminars, practicals, and supervision of research projects, theses and dissertations. |
| Research | Activities which are designed to further human knowledge, either by the creation of new knowledge or the application of existing knowledge. |
| Public Service | Activities which make available to the public the resources and skills of staff in order to meet a specific community need. All work on contract research is to be reported on in this category. |
| Academic Support | Activities which support the three primary activities above, including library and museum services, educational media services, academic computing support, technical support (i.e. the work of technical officers and scientific officers not reported under Instruction, Research or Public Service) and academic administration at the course, departmental and faculty level. |
| Student Services | Activities, other than instructional ones, which are related to student development, social and sporting clubs, counselling, career guidance and health services. |
| Institutional Support | Centralised activities which are carried out to support the day-to-day as well as long term viability of the operations of the institution, including executive management, financial management and administration, human resources management, facilities management, financial aid, student admissions, records and examinations, computing support, public relations and fund raising. |
| Operation and Maintenance of Plant | Activities which are associated with building and plant maintenance, building and plant renovations and alterations, landscaping, gardens and grounds, custodial and security services, parking, cleaning services, and the provision of utilities. |
| Auxiliary Services | Activities which are related to student housing, off-campus student housing, staff housing and the UCT educare should all be reported under this activity. |
| Hospital Services | Activities which are related to the operations of a teaching hospital or clinic, and health sciences teaching centre. |

## C: INSTRUCTION AND RESEARCH DATA (Complete this section if you have entered *Instruction* and/or *Research* activities in section B on page 1)

|  |  |
| --- | --- |
| **Instruction (teaching) activities**  In the case of your teaching activities please list the courses you will teach or co-teach, including the course codes applicable to any master’s or PhD students you may supervise. Indicate what percentage of your full year’s teaching time you will dedicate to each course you list, e.g. MAM100W 25% (where on average this course takes a quarter of your teaching time) or ELL6000W (PhDs) 5% (where on average you dedicate 5% of your teaching time to supervision of PhDs). | |
| **Course code** | **Percentage time** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total percentage of teaching time** | **100%** |

|  |  |
| --- | --- |
| **Research activities**  In the case of your research activities please list the course code which will best approximate the subject matter of your research.  The Department of Higher Education and Training requires that our courses and research align to a CESM (Classification of Educational Subject Matter) code. Student Records is responsible for aligning our course codes to the appropriate CESM code. In the case of research the easiest way to connect research to an appropriate CESM code is via the course code. | |
| **Course code** | **Percentage time** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total percentage of research time** | **100%** |

## D: HIGHEST ACADEMIC QUALIFICATION (Select one option below to indicate your highest academic qualification)

|  |  |  |  |
| --- | --- | --- | --- |
| **University** | | | |
| Undergraduate Diploma or Certificate (3 years) |  | Postgraduate Diploma or Certificate |  |
| Undergraduate Diploma or Certificate (1 or 2 years) |  | Postgraduate Bachelor’s Degree |  |
| General Academic Bachelor’s Degree |  | Honours Degree |  |
| Professional 1st Bachelor’s Degree (4 years or more) |  | Master’s Degree |  |
| Professional 1st Bachelor’s Degree (3 years, from 2006) |  | Doctoral Degree |  |
| **Technikon / University of Technology** | | | |
| National Certificate |  | Baccalaureus Technologiae (BTech) Degree |  |
| National Higher Certificate |  | Master’s Diploma in Technology |  |
| National Diploma |  | Magister Technologiae (MTech) Degree |  |
| Post-diploma Diploma |  | Laureatus in Technology |  |
| National Higher Diploma |  | Doctor Technologiae (DTech) Degree |  |
| **Higher Education Qualifications Framework** | | | |
| Higher Certificate |  | Bachelor’s Degree (480) |  |
| Advanced Certificate |  | Postgraduate Diploma |  |
| Diploma |  | Bachelor Honours Degree |  |
| Advanced Diploma |  | Master’s Degree |  |
| Bachelor’s Degree (360) |  | Doctoral Degree |  |
| **Other** | | | |
| Other Tertiary Qualification |  |  | |

# COMPLETING A HEMIS DATA COLLECTION FORM

HR136

## Who should complete this form?

This form must be completed by **all academic staff** (including students with an academic appointment) involved in the teaching of students including preparation, marking, setting examinations, curriculum development, lectures, seminars, tutorials, practicals, and supervision of theses and dissertations. All active contract (T1 and T2) and permanent staff will thereafter receive an electronic version on an annual basis in order to update their details.

## Where do I send this form?

This form should accompany an appointment form and must be returned to your Departmental Administrator or the [Appointments Office](http://www.hr.uct.ac.za/hr/contacts#appointments) depending on the route for a particular appointment.

#### When do I submit this form?

Submit this form in time to reach HR Administration with the associated appointment form (HR100a, HR100b or HR100c).