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**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.

All individuals who are employed at Rhodes University at the time of the awarding of the degree, irrespective of the status (e.g. permanent, contract, full-time, part-time on external funds etc) or duration of their employment.

There is no monetary value attached to these awards. While this was the practice in the past, this was discontinued from 2015. The unions and the Staffing Committee were consulted on this proposal. All those staff who have received awards will be invited to attend a celebratory dinner where they will receive a letter of their award from the Vice-Chancellor or his/her nominee.

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
* Liasing with the Communications and Marketing Division as regards the dinner.

The Communications and Marketing Division is responsible for organising an awards ceremony and dinner, 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.

**Updated in November 2014: Assistant to Director of Human Resources**