



Membership Terms of Reference

1. Invitation

UCT staff members whose work and interests align with the vision and purpose of the Neuroscience Institute (NI) are invited to apply for membership of the Institute. Applicants must have an appointment at the University of Cape Town, which includes joint staff of WCG or NHLS, or an emeritus or honorary position at UCT.

The UCT Cortex Club (CC) is the student-led component of the NI and membership of the CC enables interested postgraduate and undergraduate students to participate in the activities of the NI. Individual members of CC are affiliated with the NI as student members on a yearly basis.

2. Purpose

The purpose of membership is to encourage multidisciplinary approaches to patient care, research, teaching & advocacy, and to stimulate novel interdisciplinary academic activity in neuroscience.

3. Applying for Membership

Applications will be reviewed by the NI Leadership Team, and ratified by the Governing Board. Please submit your [application online](#).

4. Membership benefits

- i) Members have access to all shared NI facilities through activation of their UCT staff card;
- ii) Members have preferential booking of spaces such as the Atrium, and the online meeting facilities in the Resource Rooms and the Auditorium;
- iii) Postgraduate students supervised by members of the NI will have access to the open plan working space on the G Floor;

- iv) Members will have access to new strategic initiatives or funding streams that become available through the Institute, as well as access to financial and human resource administrative support, as these resources become available;
- v) Members may receive assistance with fundraising and research development on projects that align with the priorities of the NI
- vi) Members are invited to publish their profile on the NI website, and are responsible for keeping this up to date via the NI Directorate;
- vii) Members are part of the NI scientific community and will be on the NI mailing list, receiving invitations to all relevant activities, such as seminars and the annual scientific meeting

5. Membership obligations

- i) Contribute to the functioning of the NI by serving on committees and other structures;
- ii) Support undergraduate and postgraduate training and mentorship;
- iii) Participate in NI seminars and other scientific events;
- iv) Contribute to the financial sustainability of the NI;
- v) Contribute to the NI annual report;
- vi) Cite the UCT Neuroscience Institute on all relevant publications, preferably as (joint) primary affiliation;
- vii) Include the NI logo on presentations;
- viii) Members must use the affiliation and branded materials of the NI according to UCT guidelines:

Affiliation

Members will include the Institute as an affiliation, using the prescribed UCT format: **(Division of XXX), Department of YYY, Faculty of ZZZ, University of Cape Town, Republic of South Africa; and UCT Neuroscience Institute**

Acknowledgement

All those using the NI affiliation will use appropriate acknowledgement practice to recognise the support of granting agencies towards their research.

Use of NI letterhead and other NI branded materials

Standard e-mail signature templates and letterheads may be used by members but must not be altered in any way. Use of these materials will mandate use of affiliation according to the guidelines set out above.

Conduct

Members will always conduct their research in an ethical manner and adhere to all relevant UCT policies. Conflicts of interest must be declared to the NI Director.

6. Term

The membership term will be for three years starting January 2022 to December 2024.

7. Termination of membership

- i) Personal request or resignation from the NI;
- ii) Termination of UCT contract or postdoctoral fellowship;
- iii) Area of work no longer aligns with the Institute's objectives;
- iv) Membership may be terminated by the Governing Board on advice of the Membership Committee.