

HIGHER DEGREES COMMITTEE TERMS OF REFERENCE

1. INTRODUCTION

The Higher Degrees Committee is a Standing Committee of the Senate and shall report its findings/recommendations to Senate or the Executive Committee of Senate.

2. PURPOSE

To regulate the administration, examining and award of all supervised degrees.

3. COMPOSITION

Vice-Chancellor (*Ex-Officio*)
Deputy Vice-Chancellor: Academic (Chair)
Deans of Faculties
Director: Postgraduate Studies
Director: Research (or representative)
Faculty Research Coordinators
Registrar
Director: Quality
A maximum of two Co-opted members

4. QUORUM

Fifty percent of the membership of the Higher Degrees Committee, plus one member shall constitute a quorum. If a Dean is unable to attend a meeting he/she shall ensure that a representative from the Faculty, preferably the Faculty Research Coordinator, is present.

5. TERMS OF REFERENCE

The Higher Degrees Committee is responsible for all supervised degrees, and shall ensure that mechanisms regulating the quality assurance of supervised degrees are in place in the faculties. It shall also ensure that the processes to obtain ethics approval for the research have been adhered to.

In administering supervised degrees Higher Degrees Committee shall apply the following procedures:

4.1 Considers and acts upon all recommendations from the Faculty Research Committees and the Centre for Postgraduate Studies for candidature for supervised degrees and reports its decisions to admit candidates to Senate or Executive Committee of Senate.

4.2 Approves research proposals for supervised degrees on the recommendation of the Faculty Research Committees and the Centre for Postgraduate Studies.

4.3 Appoints supervisors and examiners for all supervised degrees and reports these decisions to Senate or the Executive Committee of Senate.

4.4 Considers the relevant reports of assessors and examiners on candidates for supervised degrees, and makes appropriate recommendations to Senate or the Executive Committee of Senate.

4.5 Undertakes such tasks as Senate may delegate to the Higher Degrees Committee.

5. COMMITTEE PROCEDURES

5.1 The committee shall meet at least once per term during term-time and more often as necessary.

5.2 Normal meeting procedures shall apply

5.3 Special meetings may be scheduled at appropriate times during the year to consider examiners reports to meet graduation deadlines.

5.4 The Centre for Postgraduate Studies shall be responsible for the secretariat of the Higher Degrees Committee. Documents are to be circulated at least one week in advance of meetings of the Higher Degrees Committee.

8 November 2005 (revised January 2010)