

HIGHER DEGREES COMMITTEE (HDC) TERMS OF REFERENCE

1. NAME

Higher Degrees Committee (HDC) of Senate

2. ROLE OF THE COMMITTEE

- 2.1 A Committee of Senate and shall report its findings/recommendations to Senate or the Executive Committee of Senate.
- 2.2 To regulate the administration, examining and award of all supervised degrees.

3. COMPOSITION

3.1 The Committee has been constituted as follows:

- a) Deputy Vice-Chancellor: Research, Technology Innovation and Partnership (Chairperson)
- b) Deputy Vice-Chancellor: Teaching and Learning (ex officio)
- c) Deans of each Faculty or nominees
- d) Director: Centre for Postgraduate Studies
- e) Director: Research
- f) Director: Quality Management
- g) Deputy Registrar: Academic Administration
- h) Two representatives from the Senate Research Ethics Committee
- i) Manager: Centre for Post Graduate Studies (observer)
- j) Coordinator: Centre for Post Graduate Studies (observer)

3.2 The Committee shall have powers to co-opt any persons whose expertise is needed to deal with special assignments.

3.3 The Chairperson as well as the Deputy Chairperson shall be appointed by Senate. The Deputy Chairperson would serve for a period of two years which can be renewed by Senate for one more term.

3.4 Should the substantive Chairperson not be able to chair a meeting, the stand-in chairperson had to be requested / informed timeously.

3.5 The terms of office of nominated members shall be two (2) years and ex officio shall serve as long as they occupy their position.

3.6 An attendance matrix for the Committee shall be presented to the first meeting of Senate on annual basis.

4. Ex Officio (has a full vote)

By virtue of the office that one holds and as an accounting officer to that body.

It was further agreed that when members were delegated to stand in for members /chairpersons,

those members had to be of the appropriate levels to do so.

5. MEETING AND ATTENDANCE

Where a member misses 3 consecutive meetings without and/ or with an apology, the Chairperson shall write to the member and the relevant line manager addressing attendance record.

Senate supported the recommendation and agreed that absenteeism from meetings should be dealt between the chairperson and the absentees line manager.

6. PROXY

Was defined as authority or power to act on behalf of the member, including the power to vote (this should be approved by the Chairperson of a Committee prior to the meeting). For record purposes it is recommended that this request should be submitted in writing. By assigning a person as proxy must be done on consent of the suggested person and must be made in writing to the chairperson.

7. FUNCTIONS OF THE COMMITTEE

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:

- 7.1 Approves research proposals for supervised degrees on the recommendation of the Faculty Higher Degrees Committees (FHRC) and the Centre for Postgraduate Studies (CPGS).
- 7.2 Approves examiners for all supervised degrees on the recommendation of the FHDC and CPGS and reports these decisions to Senate or the Executive Committee of Senate.
- 7.3 Considers the reports of assessors and examiners on candidates for supervised degrees on recommendation of FHDC and reports these decisions to Senate or the Executive Committee of Senate.
- 7.4 Monitors supervision for all supervised degrees and reports any decisions to Senate or the Executive Committee of Senate.
- 7.5 Considers arbiter reports for all supervised degrees on the recommendation from CPGS and reports these decisions to Senate or the Executive Committee of Senate.
- 7.6 Approval of external moderators for Masters' level coursework.

8. QUORUM

- 8.1 A quorum is the minimum level of attendance required before an official meeting or action can take place (50+1 for quorum did not include observers or invitees).
- 8.2 In determining its composition, the Committee should consider its mandate and decide whether provision for a Nominee would be appropriate to a function on the Committee.
- 8.3 A Nominee does count for a quorum and is eligible to vote.

9. MEETING PROCEDURES

- 9.1 The committee shall meet at least once per quarter to discharge all its duties as set out in these terms of reference.
- 9.2 Special meetings may be scheduled at appropriate times during the year to consider the appointment of examiners and/or reports to meet graduation deadlines.

- 9.3 Committee members must attend all scheduled meetings of the Committee, including special meetings, unless prior apology, with reasons, has been submitted to the Chairperson or Secretary of the Committee.
- 9.4 Normal meeting procedures shall apply.
- 9.5 The Secretariat will service the Committee and the Centre for Postgraduate Studies shall be responsible for collation of documentation for the Committee.
- 9.6 Documentation shall be circulated at least one week in advance of meetings of the Committee.