



FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES RESEARCH COMMITTEE: TERMS OF REFERENCE

1. INTRODUCTION

The activities of the Research Committee of the Faculty of Economic and Management Sciences take place in terms of the directives for research at the University of Pretoria. The aim is to coordinate and report in the prescribed format on research related activities of departments within the Faculty, whilst measures are put in place to support research by means of mentorship and training courses.

A strategic objective of the Committee is the building of research capacity to increase both the quality and quantity of academic research, in order to be regarded as a leading Faculty not only in South Africa, but internationally.

2. PURPOSE OF THE RESEARCH COMMITTEE

- 2.1** Formulation of research strategy
- 2.2** Enhancement of the research culture of the Faculty
- 2.3** Oversee incentives to promote research endeavours
- 2.4** Coordination of the annual research report and its quality
- 2.5** Liaison with support/funding organisations, including bursaries
- 2.6** Organising of research colloquiums
- 2.7** Identification of research training and skill building interventions.

3. COMPOSITION OF THE RESEARCH COMMITTEE

The Research Committee (hereafter "the Committee") consists of:

- 3.1** The Deputy Dean for Research and Postgraduate Studies
- 3.2** At least one (1) member from each department in the Faculty. The members are nominated by the Head of the Department on the basis of their experience in the successful supervision and research experience. Nominees should preferably hold the rank of Associate Professor or Professor. In cases where there is not capacity to appoint at these ranks, a more junior nomination can be made.
- 3.3** Two (2) members of faculty designated by the Dean;
- 3.4** Members who are co-opted by the Committee with the permission of the Dean. Co-option can be general or for a specific matter on the agenda of the Committee;
- 3.5** A representative from:
 - EMS Postgraduate Committee
 - EMS Committee for Research Ethics

- EMS Bursary Committee (i.e. the chair)
- EMS Representation -UP Library
- EMS Internationalisation Coordinator

- 3.6** Academic members of the Committee, including members co-opted by the Committee, must have research stature as well as broad experience in postgraduate supervision and examination;
- 3.7** Members of the Committee are appointed for a term of two years with the option of reappointment for a further term;
- 3.8** The committee is chaired by the Deputy Dean for Research and Postgraduate Studies. There should be a Deputy Chair who acts in the absence of the chair. This person is designated by the Committee at the beginning of each academic year;
- 3.9** The Office of the Deputy Dean for Research and Postgraduate studies provides secretarial support to the Committee;
- 3.10** The Bursary Committee of the Faculty is a sub-committee of the Research Committee and its chair is a member of the Research Committee.

4. ACTIVITIES AND PROCEDURES

4.1 General meetings

The Research Committee meets once every month on the dates agreed at the beginning of the year, or as needed.

4.2 Agenda

At least three days before a general meeting and at least one day before a special meeting, the Office of the Deputy Dean for Research and Postgraduate studies supplies every member with an agenda, which should contain amongst others, the date, time and place of the meeting and the points of discussion.

In the case of a special meeting, the Deputy Dean determines the manner of notification, with the proviso that only the matters necessitating the special meeting may be deliberated.

4.3 Minutes

A general meeting starts, after constitution, when the Chair of the meeting ratifies, with his/her signature, the minutes of the previous general meeting and the minutes of any special meetings held thereafter. Any objections to the minutes are raised and settled before ratification.

The minutes may be considered as read, provided a copy was circulated beforehand to all committee members.

Minutes must be available upon request to members of the Heads of Department Committee of the Faculty.

4.4 Monthly reports

The committee submits a monthly report summarising its activities that serves on the agenda of the Heads of Department Committee meetings.

4.5 Seconding of proposals

A proposal or amendment is seconded and, if so instructed by the Chair of the meeting, submitted in writing.

4.6 Authority to finalise matters

The Research Committee has the authority to finalise only those matters delegated to it by the Heads of Department Committee of the Faculty and those matters deemed appropriate by the Deputy Dean: Research and Postgraduate Studies.