



**FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES
POSTGRADUATE COMMITTEE: TERMS OF REFERENCE**

1. INTRODUCTION

In accordance with a decision of the Academic Planning Committee of 29 July 2002, it is expected of every faculty to establish a Postgraduate Committee. In terms of the Rules for Faculty Boards, faculty boards are entitled to appoint *ad hoc* or standing committees.

2. PURPOSE OF THE POSTGRADUATE COMMITTEE

The purpose of the Postgraduate committee is to exercise quality control and compliance over the administrative processes related to postgraduate studies in the Faculty.

3. COMPOSITION OF THE POSTGRADUATE COMMITTEE

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

- 3.1** At least one (1) member from each department in the Faculty (with centres/schools such as ATI and ALLI being regarded as a department for the purpose of constituting the Committee). The members are nominated by the Head of the Department. Nominees should preferably hold the rank of (PhD) Associate Professor or Professor. In cases where there is not capacity in a specific department at these ranks, a more junior nomination can be made.
- 3.2** Two (2) members of faculty designated by the Dean;
- 3.3** Members who are co-opted by the Committee with permission of the Dean. Co-option can be general or for a specific matter on the agenda of the Committee;
- 3.4** 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;
- 3.5** Members of the Committee are appointed for a term of two (2) years, with the option of reappointment for a further term;
- 3.6** The Office of the Deputy Dean: Research and Postgraduate Studies provides secretarial support to the Committee;
- 3.7** The committee is chaired by the Deputy Dean for Research and Postgraduate Studies. A Deputy Chair acts in the absence of the chair. This person is designated by the Committee at the beginning of each academic year;
- 3.8** If a member of the Committee is a supervisor or co-supervisor of a candidate, the committee member must recuse themselves and an alternate member of the department concerned should represent the department where matters related to the candidate serves before the Committee. Prior notice

of the alternate's name should be given to the Chair. Alternatively, with prior permission of the Chair, the member need not recuse themselves but may not participate in discussions or vote on decisions affecting the candidate.

4. THE WORK OF THE POSTGRADUATE COMMITTEE

- 4.1** The work of the Postgraduate Committee with regard to the administration of postgraduate studies is described in the General Regulations that apply to dissertations and theses and the examination thereof.
- 4.2** The committee is responsible for interpreting the General Regulations and addressing any postgraduate matters not covered in the General Regulations.
- 4.3** Where necessary, such matters should be referred to the Senate Committee for Research and Postgraduate Education for clarification.
- 4.4** The Committee is responsible for overseeing the three-tier process in respect to dissertations (full) and theses.
(Tier 1) Appointment of Supervisors: On the recommendation of the head of the department concerned, the Committee designates a supervisor and/or co-supervisor (or changes therein). Should the Committee refuse to confirm the recommendation by the head of department, the matter is referred to the Dean for a final decision;
(Tier 2) Approval of Titles: The Committee reviews applications for title approval as well as changes of titles and either approves the title or refers it back to the head of department. In the event of a dispute between the head of the department and the Committee, an appeal in writing can be made to the Dean. The decision of the Dean is final;
(Tier 3) Approval of the Examination Panel: The Committee appoints the examination panel for a particular candidate subject to the provisions of G.39 and G.50. Once the examination process is complete, the Committee reviews the examination reports including the responses of the candidate to the examination reports and makes a preliminary decision on whether the degree may be conferred. The decision is submitted to the Dean for approval.
- 4.5** The Committee approves all requests for non-disclosure of the contents of a research study in respect to provision G.39(5) and G50(1 & 1.6). The committee also hears appeals from postgraduate students in cases where a supervisor refuses to grant permission for submission for examination.
- 4.6** The Committee periodically monitors the progress of postgraduate students in the Faculty to identify any problems in respect to throughput and supervisor capacity.
- 4.7** The Committee provides a monthly report to the Heads of Department Committee of the Faculty on the matters of the Committee. Once a year, the Committee submits a general report on postgraduate matters to the Faculty Board.
- 4.8** The Committee advises the Dean on strategic matters relating to postgraduate studies.