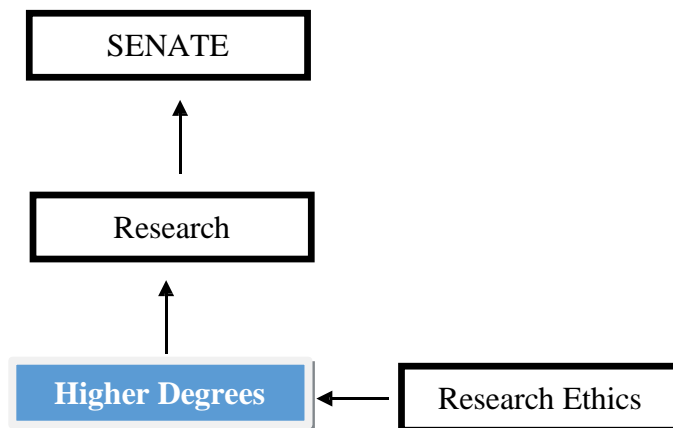


HIGHER DEGREES COMMITTEE (HDC)

Committee Name	Higher Degrees Committee (HDC)
Status	HDC is established in terms of the stipulations of Section 37 (1) of the UNIZULU Statute, Senate may establish committees to provide advisory functions in order to carry-out its mandate effectively
Date of Establishment	01 January 2004
Governance Documents	Terms of Reference (ToR)
Revised ToR	

Reporting Structure



Introduction

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

Purpose

To regulate and enhance quality assurance related to postgraduate studies and activities, provide independent advice to Faculties and associated units and to make recommendations to Senate.

Composition

- Vice-Chancellor (Ex-Officio)
- Deputy Vice-Chancellor: Research & Innovation (Chairperson)
- Deputy Vice-Chancellor: Teaching & Learning
- Deans of Faculties
- Deputy Deans: Research and Internationalisation (All Faculties)
- Two Senate Representatives
- Registrar
- Director: Community Engagement

Functions and Responsibilities of HDC

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:

1. Review, advise or recommend to Senate:

- on admission, selection requirements and procedures for postgraduate students
- on statutes, regulations, norms, standards, and procedure related to higher degrees
- on new higher degree programs or changes to programs
- on the titles of theses/dissertations, field of study, supervisor, and co-supervisors as well as subsequent modifications if any should occur.

2. Co-ordinate, advice and assist with the:

- formulation of policies, guidelines, criteria, rules, and regulations related to postgraduate studies and the implementation thereof
- compilation and implementation of appropriate quality assurance measures related to postgraduate studies
- facilitation of developmental workshops for both supervisors and postgraduate students
- development of quality guidelines on the evaluation and approval of postgraduate research proposals.

3. Monitor and evaluate:

- higher degree programmes in order to ensure consistency of curricula form, procedures, rigour and quality
- postgraduate research proposals
- examiners and supervisors' reports and communicate these decisions to Senate
- regulations regarding the roles and responsibilities of supervisors

- structures and processes in place to monitor the progress of postgraduate students
- mechanisms that ensure effective quality assurance for all postgraduate programmes, theses, and dissertations
- processes related to ethical approval for postgraduate studies, plagiarism, and Intellectual Property rights.

4. Communicate its recommendations to Senate and to the appropriate faculties or committees.

5. Oversee and address any matters concerning postgraduate studies that are referred from:

- the Senate
- the Vice-Chancellor, Deputy Vice-Chancellors: Teaching & Learning & Research
- or any other committee to the HDC.

6. Meetings rules and procedures

All meetings' rules and procedures i.e., quorum, frequency of meetings, submission of agenda, etc. applicable to Senate apply to HDC as well.

