



## FACULTY OF HUMANITIES

### CHARTER FOR THE HUMANITIES HIGHER DEGREES COMMITTEE

approved by BOF 31 January 2017

#### 1. NAME

The Committee is known as the Humanities Higher Degrees Committee (HHDC).

#### 2. STATUS

The HHDC is a standing committee of the Faculty of Humanities, constituted by the Board of Faculty, and reporting to the Dean, the Board of Faculty and the Senate Higher Degrees Committee. The HHDC operates under the auspices of the following policies and procedures:

- 2.1 Higher Degrees Administration: Structures and Processes.
- 2.2 UJ Code of Academic and Research Ethics.
- 2.3 Faculty of Humanities Higher Degree Procedures.

#### 3. COMPOSITION

The HHDC has the following compositional structure:

- 3.1 Chair of the HHDC. (A standing co-chair may also be appointed)
- 3.2 The Dean (*ex officio*).
- 3.3 The Vice-Dean Academic (*ex officio*).
- 3.4 The Vice-Dean Research (*ex officio*).
- 3.5 A representative from each academic department in the Humanities. Representatives have a doctoral degree, unless there is no member of the department available who has a doctoral degree.
- 3.6 A representative from an academic department in another faculty when needed (e.g. for a Higher Degree research proposal that serves at the particular HHDC meeting).
- 3.7 The secretary (the faculty officer responsible for the administration of higher degrees in the Faculty).
- 3.8 The chairperson may invite additional persons to participate in a particular meeting if deemed necessary.
- 3.9 The HHDC elects its chairperson from the existing members of the HHDC or any other person the HHDC deems appropriate to serve as the chairperson. The HHDC may also elect a standing co-chairperson if required.

#### **4. FUNCTIONS OF THE HHDC**

The HHDC is responsible to academically regulate and administer higher degrees research on behalf of the Board of Faculty. The HHDC carries the following functions:

- 4.1 Periodically review and update the *Faculty of Humanities Higher Degree Procedures*.
- 4.2 Review and approve higher degree proposals, research titles and supervisors of registered students, ensuring that all proposals involving human subjects are also reviewed and approved by the Research Ethics Committee. (For minor dissertations, the HHDC reviews only the research titles and supervisors. The proposals are approved by Departmental HDCs and ratified by the HHDC.)
- 4.3 Review and approve applications for putting higher degree studies in abeyance.
- 4.4 Review and approve applications for extensions of studies beyond the maximum period permitted by the UJ policy.
- 4.5 Review and approve requests for changes to titles.
- 4.6 Review and approve requests for changes of supervisors.
- 4.7 Review and approve the appointment of non-assessing chairs.
- 4.8 Review and approve the appointment of assessors, additional assessors, expert advisors and arbiters.
- 4.9 Review and approve the results of (minor) dissertations.
- 4.10 Review and recommend to SHDC the results of theses.
- 4.11 Facilitate the higher degree students' throughput and time to completion.

#### **5. MEETING PROCEDURES AND REPORTING**

- 5.1 The HHDC meets at least nine times a year on the predetermined dates as set out in the Faculty calendar. (The HHDC meetings occur shortly before the SHDC meetings).
- 5.2 At least sixty per cent (60%) of the members should be present to constitute a quorum and a representative of a student's department must be present for the proposal to serve.
- 5.3 The chairperson or Dean may call an extraordinary meeting.
- 5.4 The chairperson may invite additional persons to participate in a particular meeting if deemed necessary.
- 5.5 Decision-making is based primarily on the principle of consensus and/or sufficient consensus when applicable.
- 5.6 If consensus cannot be reached, a principle/motion is put to the vote and carried if a simple majority vote of those present at the meeting is obtained.
- 5.7 The minutes of each meeting are considered at the next meeting.
- 5.8 The HHDC may delegate certain functions to the chair (e.g. review of applications for extension or title changes), to a task team comprising members of the HHDC (e.g. to finalise assessment results in a month where there is no full HHDC meeting) and/or other co-opted individuals (e.g. to review a proposal that requires additional expertise). The decisions taken by these delegates are ratified by the HHDC at its following full meeting and recorded in the minutes.
- 5.9 The HHDC reports to the BOF, submitting student and supervisor names and study titles of approved proposals and final decisions (but not marks) of completed assessments to the BOF for noting.

#### **6. TERM OF OFFICE**

The terms of office of HHDC members are as follows:

- 6.1 The Dean serves as an *ex officio* member of the HHDC.
- 6.2 The Vice-deans Research and Academic serve as an *ex officio* members of the HHDC.

- 6.3 The Secretary remains a member of the HHDC as long as he/she holds the position of Officer responsible for the administration of Higher Degrees in the Faculty office.
- 6.4 The chair serves for a term of three years and is eligible for re-election when her/his term expires.
- 6.5 The departmental representatives serve for a period of three years and are eligible for re-election.
- 6.6 Invited members serve for the duration of the particular meeting to which they have been invited.