TERMS OF REFERENCE

NWU Business School Research and Innovation Committee (TWO Scientific Committees)

1 Purpose of the committee

The NWU Business School Research and Innovation Committee is a standing subcommittee of the NWU Business School Executive Committee (EXCO).

This committee monitors and promotes the quality of postgraduate research programmes and provides guidelines for quality research outputs in the Business School.

2 Responsibilities of the committee

This committee is mandated to:

i. Plan research output programmes for Master's and PhD qualifications to be offered within the school including:
   a. Determine the minimum and maximum research enrolment in Master's and PhD candidates as allowed by capacity in the school.
   b. Determine the scope of and implementation of supervisor selection and or placement for Master's dissertations
   c. Determine the selection criteria and process of PhD candidates within the Business School.
   d. Consider and recommend the application of faculty rules and general academic rules regarding Master's and PhD research programmes to be included in the faculty yearbook, and make recommendations in regard to general academic rules.

ii. Monitoring progress of postgraduate students' research progress including:
   a. Progress reports of postgraduate students and their promoters and supervisors.
   b. Consider and approve research output results in accordance with the rules regarding to the final research requirements for Master's and PhD degrees
   c. Monitoring the graduation throughput lists for MBA research dissertations and PhD thesis.

iii. Oversee the implementation of the research component of the Post-graduate Student Management System (PGSMS) within the school.

iv. Quality assurance of the postgraduate research programmes by means of recommendations to the NWU business school EXCO with regard to:
   a. Appointment of study leaders/supervisors and promoters
   b. Approval of titles and protocols of postgraduate projects
   c. Appointment of dissertation and theses examiners and moderators.
   d. Recommendation of terminations and/or suspensions of studies in terms of the University rules re research.
   e. Approval of student requests
   f. Appointment of extra-ordinary appointees in research e.g. professors

v. Implementation of policy for Research and Innovation including:
   a. Oversee and monitor the activities of research activities where applicable.
   b. Monitor research output of the School.

c. Monitoring of Internal and External evaluation reports for research e.g. examiners' report compliance
d. Research to be pursued by academics within or outside the School with internal academic collaboration
e. Recommend approval agreements and research projects.
f. Monitor School research development progress.

vi. Oversee the implementation of policies and processes with regard to the student academic lifecycle administration in the postgraduate environment (Higher Degree Administration).

vii. Collaborate with Faculty regarding ethical matters and oversee the operations of the School Research Ethical process

viii. Ensure alignment of research activities and processes across all sites of delivery

3 Membership

3.1 Composition

4.1.1 Standing members:

	Standing members	Term
1)	Chair (Research and Innovation) (Chairperson)	Programme Leader/
2)	Scientific Committee Chairs	In accordance with appointment by the School EXCO
3)	Research Lecturer	Per appointment contract
4)	Ethics Committee representative	In accordance with appointment by School Board
5)	Research Manger/Research Administrative Assistant	In accordance with appointments
6)	Defacto member e.g. Faculty Deputy Dean Research	By special request

3.2 Appointment of members

Members are appointed by the school EXCO, per term and per task agreement, in consultation with the School Director and changes will be made as necessary.

Enhancement of campus representivity needs to be taken into account in the appointment of members.

3.3 Appointment of Chairperson and acting Chairperson/Vice Chair

The chairperson is appointed by the School EXCO

In the absence of the chairperson, an acting chairperson will be assigned by the School Director.

3.4 Co-opted members, observers and visitors

Independent special expertise as required (on an ad-hoc basis).

3.5 Voting rights of members

All standing members have voting rights. Co-opted members, observers and visitors will not have voting rights.

3.6 Secretariat

Secretariat services are provided by Business School Research office.

4 Meeting arrangements

The following meeting arrangements apply:

Frequency	4 meetings annually (2 per semester)
Extraordinary meetings	If and when necessary.
Quorum	The quorum of the meeting will be half (50%) plus one of all the members, excluding vacant positions.
Notice of the meeting	At least 15 days before the meeting date, the secretariat electronically notifies of the time and place where the meeting is to be held. Summary reports of Scientific Committee activities must be presented.
Agenda	At least 7 days prior to the meeting, the secretariat provides the complete agenda pack electronically to all members.
Attendance register	An attendance register will be circulated by the secretariat at the beginning of each meeting. Every member present must sign the attendance register. The attendance register is proof of attendance for purposes of the minutes.
Confirmation of Minutes	An ordinary meeting, after being constituted and opened, commences with confirmation of the minutes of the previous meeting(s). Any objection to the minutes is raised and disposed of before the minutes are confirmed. The committee secretary has to make the corrections for the chairperson to sign after the meeting. The minutes may be regarded as read, if a copy of the draft minutes was provided to members prior to the meeting. Minutes will be a true reflection of the previous meeting, and will contain all views expressed under the heading 'noted'. .Decisions made by the committee will reflect under the heading 'resolved'.
Decision-making process	Matters are resolved by means of general consensus. The chairperson might however decide when a decision should be taken by means of a voting procedure. The chairperson may decide that voting must be by secret ballot, provided that voting for persons must always be by secret ballot. The chairperson has an ordinary vote, but must in addition exercise a casting vote in the event of an equality of votes on any matter. The number of votes in favour of or against any proposal is not recorded in the minutes, unless the chairperson so decides.
Conflict of Interest	A member may not take part in the discussion of or vote on any matter in which the member has a direct financial or other interest, unless the member first discloses the nature and extent of the interest and obtains the leave of the meeting to take part in the discussion or to vote. All committee members must indicate any conflict of interest at the agenda point allocated for that, and must also indicate a conflict of interest on the attendance register by indicating the agenda item where the conflict arises in writing next to his/her name.
Point of Order	A point of order, clarification or information may be raised against any member.

	Should the above point of order, clarification or information be immediately challenged by a member, the ruling is put to the meeting for determination – without it being discussed, and the decision of the meeting is final. The ruling of the chairperson is binding and cannot be challenged.
Disrespectful / Disorderly conduct	Anyone attending a meeting who, after having been requested to refrain from disrespectful or disorderly conduct, continues to disobey a ruling from the chairperson, must be requested to leave the meeting. If that person does not leave the meeting immediately, such a person could be removed from the meeting with the assistance of Protection Services.
Apology	An apology will be noted when a member electronically submits it to the secretariat and/or the chairperson, at least one day prior to the meeting. Members absent from the meeting without the above-mentioned apology are noted as "without apology". The views of a member who is unable to attend a meeting may be submitted in writing but may not count as a vote of such member.
Recording of meeting	At the opening of the meeting, the chairperson indicates that a recording will be made for minute purposes. The audio file is deleted after signed confirmation of the minutes at the next meeting.
Round Robin Process	The chairperson may submit urgent matters electronically in between scheduled meetings. The secretariat will assist in this process. At least two thirds of the members have to confirm their involvement in the process electronically by giving feedback, approval or non-approval. When a majority of members reaches agreement, it is taken as a resolution. Such resolution is equivalent to a resolution of the committee and must be recorded in the minutes of the next meeting.
Resources and Budget	Not applicable.
Records management	All records of the committee (terms of reference, membership list, agendas, minutes, attendance register, correspondence, etc.) will be kept electronically (on *Share*) and in hard copy, and the hard copy will be sent to the Archives and Museum Services for permanent preservation. Committee members have automatic access to all records of the committee. All other interested parties must complete a request form in terms of the Promotion of Access to Information Act, which will be assessed in terms of the prescriptions contained in the Act.

5 Reporting

After each meeting of the committee the chairperson shall submit the minutes of the meeting to the next ordinary meeting of the School exco.

6 Approval and review

The NWU and Faculty documents regarding research will guide the operations of this committee. (if applicable)

7 Review

The terms of reference for the NWUBS R & I Committee will be reviewed on a three-year cycle.

The School EXCO adopted this Terms of Reference at its meeting held on ………………….2021.