


UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA



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Document name:	Remit of the Doctoral Degrees Committee (DDC)
Co-ordinating Rectorate member:	Vice Rector: Research and Internationalization
Approved By:	Senate: 23 Feb 2021
Implementation date:	Date of approval by Senate: 23 Feb 2021

**UNIVERSITY OF THE FREE STATE (UFS)**  
**REMIT OF THE DOCTORAL DEGREES COMMITTEE (DDC)**

**1. NAME**

The name of the committee is the Doctoral Degrees Committee (DDC).

**2. STATUS**

The DDC is a committee of the Senate.

**3. COMPOSITION**

The Senate (on the recommendation of the Executive Committee of the Senate) establishes the DDC, which consists of:

- 3.1 Vice-Rector: Research and Internationalization (Chairperson)
- 3.2 Registrar
- 3.3 Senior Director: Directorate for Research Development (DRD)
- 3.4 Senior Director: Directorate Institutional Research and Academic Planning (DIRAP)
- 3.5 Senior Director: Finance
- 3.6 Director of the Postgraduate School (PGS)
- 3.7 Deans of Faculties
- 3.8 Two members elected by Senate with experience and expertise in doctoral studies [one member from the humaniora faculties (Faculties of Economic and Management Sciences, Education, Humanities, Law and Theology) and one member from the science faculties (Faculties of Natural and Agricultural Sciences and Health Sciences)]
- 3.9 Chairs of the Faculty Research Committees
- 3.10 One nominated/elected representative from the Qwaqwa campus
- 3.11 Co-opted members as determined by the Committee

**4. MEETINGS**

- 4.1 At least 50% plus one of the members of the DDC constitute a quorum.
- 4.2 The DDC holds meetings on a quarterly basis (4 meetings per academic year).
- 4.3 The procedure during meetings corresponds *mutatis mutandis* with that of the Senate.
- 4.4 Members attending the meeting as observes or by invitation may participate in the discussion, but do not vote and contribute to a quorum.
- 4.5 The Secretariat shall service the DDC.

## 5. POWERS AND DUTIES OF THE DDC

The DDC is responsible for all doctoral degrees, and shall monitor and provide guidance on the development, maintenance and implementation of measures for regulating the quality assurance, consistency and integrity of doctoral degrees at the UFS. Faculties are responsible for supervision, relevant research activities, academic development and progress of doctoral students, while the DDC is responsible for ensuring that the Senate- approved processes required for the awarding of doctoral degrees have been adhered to.

The DDC will be responsible for the following:

- 5.1 Approve all recommendations for candidature for doctoral degrees recommended by the faculties.
- 5.2 Appoint examiners for doctoral degree candidates.
- 5.3 Consider the reports of the Faculty Examination Committees on candidates for doctoral degrees, and finalize the results of the examination process.

The DDC delegates authority (5.1, 5.2 and 5.3) to Faculty Examination Committees.

- 5.4 Prepares strategic direction and input for the Executive Committee of the Senate (ECS) and the Senate regarding doctoral qualifications at the UFS, within the context of the UFS Policy on Master's and Doctoral Studies.
- 5.5 The DDC will deliberate on all issues pertaining to doctoral degrees including the policy and quality assurance matters pertaining to doctoral degree programmes, including student registration, title registration, proposal approvals, ethics approval for research, nomination of examiners and the examination processes.
- 5.6 Works in close co-operation with Faculty Boards, Faculty Examination Committees and the General Regulations Committee of the UFS to identify regulatory and programmatic concerns regarding the delivery of doctoral qualifications at the UFS and may suggest actions to be taken in this regard to the ECS.
- 5.7 Manage improvements to the policy and procedure framework governing doctoral qualifications and recommend these to Senate for approval.
- 5.8 Deliberate and provide guidance on strategic and resource issues affecting doctoral research degree activities, including allocation of scholarships/bursaries, supervisory capacity, quality and access to University infrastructure.
- 5.9 Provide and analyze information related to doctoral training and apply strategies to enhance doctoral research outcomes. This may include, although not limited to attrition rate, progression, completion rates, as well as relevant institutional statistics and data analysis,

statistical projections and modelling.

5.10 Present the list of doctoral graduates to the ECS.