

# POSTGRADUATE LIAISON COMMITTEE

## TERMS OF REFERENCE

### INTERPRETATION

In this Terms of Reference, unless context otherwise indicates:

- “AGM” means the Annual General Meeting of the PGLC.
- “Committee” refers to the Postgraduate Liaison Committee.
- “Constituency” means all students of Rhodes University registered for postgraduate degrees.
- “Departmental Representative” means the duly elected postgraduate class representatives of the various academic departments within each Faculty at Rhodes University.
- “Faculty Representative” means the duly elected postgraduate representative of each Faculty.
- “PGLC” means the Postgraduate Liaison Committee, which is a sub-committee of the Research Committee.
- “PGLC Executive Committee” is a sub-section of the PGLC Committee which meets more regularly and reports to the larger PGLC Committee.
- “Postgraduate” means a student registered for a postgraduate Diploma, Postgraduate Certificate, Honours, Masters or Doctoral Degree, at Rhodes University
- “Research Committee” means the Rhodes University Research Committee.
- “SRC” means the Rhodes University Student Representative Council.
- “Student” means a postgraduate student registered at Rhodes University, unless indicated otherwise.

### 1. NAME AND MEMBERSHIP

- 1.1. This body shall be named the Postgraduate Liaison Committee, or abbreviated to PGLC.
- 1.2. All registered postgraduate students at Rhodes University shall be eligible for election onto the PGLC, except
  - those on academic probation or serving disciplinary charges of more than 50 hours; and
  - those who have been judged to have made unsatisfactory progress without extenuating circumstances as indicated by the Dean of their faculty.

### 2. PROVENANCE AND ACCOUNTABILITY

- 2.1. The PGLC is a sub-committee of the Research Committee.
- 2.2. This body receives financial and institutional support from the office of the Deputy Vice-Chancellor of Research and Development, and the Research Office.
- 2.3. The PGLC is directly accountable to the Research Committee
- 2.4. The PGLC coordinates its activities with the Director: Postgraduate Studies

### 3. MANDATE AND OBJECTIVES

- 3.1. The PGLC is primarily charged with furthering the research interests of postgraduate students within the University, and representing the postgraduate constituency on university governance structures.
- 3.2. The PGLC, in liaising with the relevant role-players and in particular the Centre for Postgraduate Studies, will contribute to the development and offering of the postgraduate orientation programme, will coordinate the annual interdisciplinary postgraduate conference, and will contribute to other research initiatives to complement and enhance

students' research experience.

### 3.3. The PGLC aims:

- to promote a culture of research and academic rigour;
- to advance the postgraduate agenda at all levels of the university and in all university spaces;
- to address postgraduate research issues in various forums on behalf of its constituency;
- to monitor the progression of the postgraduate agenda at Rhodes University and to actively play a role in shaping its course; and
- to communicate regularly with its constituency with regard to relevant postgraduate issues and PGLC functions and achievements.

## 4. COMPOSITION OF THE COMMITTEE

### 4.1. The Committee shall comprise:

- elected postgraduate representatives from each academic department or centre, with representatives from each qualification level, where relevant,
- SRC representative
- elected postgraduate students representing postgraduate residences and Oppidan system

## 5. FUNCTIONS OF COMMITTEE

### 5.1. The committee shall:

- Be answerable to the Deputy Vice-Chancellor: Research
- Communicate correspondence from the PGLC Executive Committee to their constituency
- Communicate to the Executive Committee any concerns or recommendations from their constituency
- Attend two meetings per year: a planning meeting in the first quarter and an AGM in the third or fourth quarter
- Attend any other special meetings as may be called

## 6. COMPOSITION OF EXECUTIVE COMMITTEE

### 6.1. The Executive Committee of the PGLC shall comprise:

- A Postgraduate Faculty Representative, elected by each Faculty in time for the first quarter meeting
- SRC representative
- Four additional members who are elected by a vote open to all members of the committee in the preceding year. The voting is undertaken online and the results announced at the AGM held in the third or fourth quarter. Any postgraduate student can nominate themselves or be nominated by a member of the PGLC committee. All PGLC members will be informed of the vote at least ten days before it occurs. Election is by simple majority.
- The Executive Committee can co-opt additional members for any specific projects.

## 7. FUNCTIONS OF EXECUTIVE COMMITTEE

7.1. The Executive Committee will elect from within their membership a Chairperson, Vice-Chairperson, Treasurer, and any other specific portfolios as may be required

7.2. The Executive Committee will be answerable to the Deputy Vice-Chancellor: Research

7.3. The Executive Committee will work closely with the Director of the Centre for Postgraduate Studies to co-ordinate events and projects that advance the aims of the committee

7.4. The Executive Committee will co-ordinate the Postgraduate Interdisciplinary Conference

7.5. A member of the Executive Committee will attend all meetings on the following committees<sup>1</sup>:

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<sup>1</sup> Membership of Senate and Council is determined by the provisions of the Rhodes University Statute, as indicated in section 12.3. The PGLC serves on Senate and Council at the behest of the

- Council
- Senate
- Research Committee
- Library Committee
- Faculty Boards
- Internationalisation Committee

7.6. The Executive Committee will maintain a portfolio of minutes of meetings and detailed description of all projects. This portfolio will also include record of all income and expenditure. This portfolio will be centrally stored and be accessible to the DVC: Research and the Director of the CPGS. It must be handed over to the incoming committee to ensure continuity.

## 8. TERM OF OFFICE

8.1. The term of office for PGLC members shall run from the time of their election to the end of the year. Elected representatives of the incoming committee are announced at the AGM and will shadow the existing committee until the year end. The incoming Committee will take over in January of the next year and until that time, the incumbent Committee will retain decision-making power. The Faculty Representatives will join the incoming Committee when they are elected by their Faculties before the PGLC planning meeting in the first quarter of the following year.

8.2. The outgoing Committee shall pass on their complete and updated portfolios to incoming members and guide them through their roles as a means of transitional handover.

8.3. The PGLC acknowledges the challenges of postgraduate work and therefore encourages any member who is unable to continue in their capacity as a Committee member to find a suitable replacement for their office in the form of a duly elected representative from their Faculty.

8.4. Should the need arise for an independent member to be elected after the AGM, the PGLC:

- may temporarily appoint the most suitable candidate to the position by vote of a simple majority of its Committee; but
- must make arrangements to hold an election amongst its constituency if the post becomes vacant more than three months before the next AGM.

8.5. Any member of the PGLC who for any reason fails to renew their registration at the start of the new academic year during which they have been elected to hold office, shall no longer be eligible. In such a situation, the PGLC may opt to hold a by-election, or re-distribute portfolios, at its discretion.

8.6. Currently serving PGLC members shall be eligible for re-election, with the proviso that the Chairperson of the PGLC shall not hold office for a period longer than two years.

## 9. AGM

9.1. The PGLC must hold an AGM during the third or fourth term of the Rhodes academic calendar.

9.2. This AGM serves to provide feedback on PGLC activities, functions and financials of the Committee. In particular,

- the Chairperson will give a report on the year;
- the Treasurer will give an account of the PGLC finances;
- the Chairperson will facilitate any proposed motions by the constituency, provided they are submitted with reasonable notice.