



GOVERNANCE AND COMMITTEES
FACULTY OF SCIENCE
UNIVERSITY OF CAPE TOWN

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GENERAL RULES AND PROCEDURES

The following functions, procedures and stipulations apply to all Committees in the Faculty of Science.

Functions of the Committees:

The functions of each Committee are as specified under the appropriate Committee headings in this compilation, and may be modified and updated from time to time with the approval of the Board.

Composition and membership:

- The Dean is an *ex officio* member of all Faculty Committees.
- The composition and membership of all Faculty Committees is approved by the Faculty Board; this includes nominations made by the Dean on behalf of the Board.
- The composition and membership of each Committee is as specified under the appropriate Committee heading in this compilation and may be changed from time-to-time with the approval of the Dean on behalf of the Faculty Board.
- Should a vacancy arise in the membership of a Committee, the Chairperson of that Committee, in consultation with the Dean, nominates a replacement and must report all changes in membership to the Board.
- All Faculty Committees will have powers of co-option. Co-opted members are full members of Committees, but may not vote.
- Members of the Faculty Board may request a Chairperson to co-opt them onto a Committee in whose business they are interested. However, it is the Chairperson who decides whether the co-option is appropriate and functional. The total number of co-opted members may not exceed the number of regular members on a Committee. The Chair of a Committee may arrange a ballot, if necessary, to determine the co-opted membership of a Committee.
- The Chairperson and all members of a Committee are eligible for re-nomination and re-election, or co-option, for any number of terms, unless otherwise specified.
- The Dean will call annually for nominations from the Faculty Board to serve on Faculty Committees.

Chairpersons:

- The Dean will nominate Committee Chairpersons from among the regular membership of a Committee.

- In the absence of the Chairperson, the Committee must appoint an *ad hoc* Chairperson from among the members of the Committee.

Terms of office:

- Unless otherwise specified, each Faculty Committee is appointed for a period of three years.

Quorum and procedures:

- Unless otherwise specified, a quorum comprises half of the Committee membership in each case, but not including co-opted members.
- If a Committee meets without a quorum its decisions must be subject to ratification by the Committee at large.
- All Faculty Committees are answerable to the Board of the Faculty of Science.
- The Dean and/or Faculty Board may request a report on Faculty Committee activities from time to time.
- All documentation (aide memoires, notes, minutes) generated by Faculty Committees may be requested for scrutiny by any member of the Faculty Board, on request, through the Chair of the Committee, at any reasonable time. The Chair will respond where the ToR allow such requests.
- Any member of the Faculty Board may lodge an objection to the composition, procedures or decisions of any Faculty Committee. Such objections must be lodged with the Chairperson of the relevant Committee. If the objector(s) is dissatisfied with the ruling on any matter from the Chair of a Committee he/she may refer the matter to the Dean: (if the Dean is Chair, the matter must be referred to a Deputy Dean).
- The Chairperson of a Committee or the Dean may, from time to time, propose changes in the composition and functions of a Committee: all such changes require the approval of the Board of the Faculty of Science.

***Ad hoc* Committees and Working Groups**

- The Dean may constitute an *ad hoc* Committee at any time to consider matters of urgency, and/or matters that are not among the stated functions of the established Committees in the Faculty. Such matters may include the consideration and mediation of disputes. However, the Dean may constitute such *ad hoc* Committees to seek advice or guidance on any matter. The business of these *ad hoc* Committees will be reported to the most appropriate Faculty Committee or to the Board, at the discretion of the Dean.

- Any Faculty Committee may constitute *ad hoc* Working Groups, as necessary. Working Groups must report on their work and deliberations to the parent Committee. It may be necessary for Working Groups to assign certain functions to smaller expert teams or task teams.

1. ACCREDITATION COMMITTEE

Status:

The Accreditation Committee is a sub-committee of Senate.

Purpose:

To consider, and from time to time to review, all undergraduate offerings/curricula and postgraduate programmes/curricula, to ensure:

- that these are academically coherent and challenging,
- that due regard is paid to quality assurance,
- that appropriate mechanisms are in place to maintain and improve standards
- that they are compliant with HEQF requirements.

Functions of the Committee:

To screen all proposals for new or changes to courses and offerings/curricula prior to consideration by the Faculty Board, and to make recommendations to the Faculty Board.

To advise the Dean on proposals for short courses, including continuing professional education courses, to be offered under the auspices of the Faculty or a department within the Faculty.

Procedures:

The Committee will meet as necessary, as determined by the Chair.

Composition:

Dean (*ex officio*)

Undergraduate Deputy Dean (*ex officio*)

Postgraduate Deputy Dean (*ex officio*)

Faculty Manager (Academic) (*ex officio*)

Timetable Committee representative (*ex officio*)

Senior Student Advisors

Five Faculty Board members who are not Senior Student Advisors, nominated by the Dean

One member of the Centre for Higher Education Development (CHED)

Chair of Science Student Council (SSC)

Chair of Science Postgraduate Student Council (SPSC)

Chairperson:

Undergraduate Deputy Dean

Servicing Officers:

Faculty Manager (Academic)

Membership:

Professor M Muasya (Deputy Dean: Undergraduate Studies, Chair)
Professor H Skokos (Deputy Dean: Postgraduate Studies & Research)
Ms K Wienand (Faculty Manager: Academic, and Servicing officer)
Ms A Rooks-Smith (Deputy Faculty Manager: Academic)
Mr P Beziek (Faculty office: Assistant Servicing officer)
Dr C Edmonds-Smith (Senior Student Advisor: SEDP)
Dr B Erni (Senior Student Advisor: STA)
Dr P Meyers (Senior Student Advisor: CEM, MCB, HUB cluster)
Mr A Safla (Senior Student Advisor: CSC)
Dr A Sloan (Senior Student Advisor: AGE, BIO, EGS, GEO, SEA cluster)
Dr S Wheaton (Senior Student Advisor: AST, PHY, MAM cluster)
Associate Professor J Diener
Professor T Hedderson
Professor N Illing
Professor E Bordy
Associate Professor J Shock
Associate Professor D Taylor (CHED)
Associate Professor Z Patel (Timetable Committee representative)
Dr V Lupuwana
Chair, SPSC
Chair (or Academic portfolio), SSC

[Membership updated: 29 February 2024, HS]

2. ANIMAL ETHICS COMMITTEE

Status:

Sub-Committee of the Board of the Faculty of Science

Purpose:

To regulate the use and care of animals in research and experiments so as to ensure the highest ethical standards for these activities

Terms of reference:

- To control the use and care of animals used for research and teaching in the Faculty of Science
- To ensure that animal experimentation takes place only where scientifically and ethically justifiable
- To ensure compliance with the University's code of ethics and procedures for the use and care of animals for teaching and research purposes, and ensure that quantifiable norms and standards are adhered to (see UCT research handbook for UCT Research Ethics Code for Use of Animals in Research and Teaching, and Animal Ethics link on Faculty webpage)
- To ensure that applications for the use of animals in research or teaching activities in the Faculty undergo rigorous, scientifically informed ethical review processes
- To ensure that scientific research and teaching activities involving animals (here defined as cephalopods, decapods and vertebrates) in the Faculty of Science comply contextually with the relevant provisions of the South African National Standard SANS 10386:2008 (*The care and use of animals for scientific purposes*)
- To confirm that the necessary permits have been (or will be) obtained from the relevant authorities to capture or work on animal sources from the wild
- To ensure that the particulars of the species, number and origin of the experimental animals in each category of experiment are recorded in a register. A summary of this register is to be reported to the Senate Animal Ethics Committee regularly (at least annually)
- To oversee that researchers, teachers and participants are adequately qualified/trained to perform the approved experiments or animal usage procedures
- To deal with protocol deviations, violations and alleged unethical treatment of research animals. Deviations, violations and allegations of unethical conduct must be reported to the Chair of the AEC following procedures and documents available on the Faculty of Science Animal Ethics Vula site (<https://vula.uct.ac.za/x/Cd1xGG>). [site does not exist]

Procedures:

The Terms of Reference and Standard Operating Procedures of the committee are available on the committee Vula site (<https://vula.uct.ac.za/x/Cd1xGG>). The committee meets 6-8 times annually (at the discretion of the Chair and depending on the number of applications) from February-November. The quorum for such meetings will be one committee member from each of the defined categories (see below). Applications submitted to the committee are circulated electronically to ensure rapid review. Where possible decisions will be by consensus at a quorate meeting, but otherwise by majority vote of those present.

Should any member of the Faculty of Science Animal Ethics Committee be dissatisfied with any of its decisions he/she may require the Committee to report the matter to the Dean of the

Science Faculty following the Appeal procedures in the Standard Operating Procedures on the AEC webpage. If the matter cannot be resolved in this manner, it may then be reported to the University Research Committee (URC), who will present the matter to the Senate Animal Ethics Committee for a final evaluation.

Any member of the University may raise any issue concerning the use of animals in experiments in the Faculty of Science to the Faculty of Science Animal Ethics Committee.

Composition:

The Dean of Science nominates the Chair from among committee members. A Deputy Chair is elected by the members of the committee. Four categories of member are required:

- A: Veterinarians and/or suitably qualified wildlife biologists
- B: Scientists experienced in animal use for research or teaching
- C: Animal welfare organisation representatives
- D: Academic or PASS staff representatives from the Science Faculty not involved in animal experimentation, as well as at least one academic from another Faculty.

The composition of the committee is:

- The Dean or his/her nominee (ex officio)
- A minimum of two veterinarians and/or academic staff members with appropriate qualifications and experience in wildlife biology [Category A]
- Up to six academic staff members from the Faculty of Science with substantial and recent experience in the use of animals for teaching and research [Category B]
- Up to two representatives or nominees of animal welfare organization(s), appointed by mutual agreement between the Faculty and the organization(s) [Category C]
- Two or more staff representatives not involved in animal research, one of whom should be from outside the Faculty of Science [Category D]
- Where appropriate, specialists and other advisers may be invited to attend meeting and/or give input.

Observer members and applicants may be invited to the meetings. Such members are not eligible to vote.

Chairperson:

The Dean's nominee, selected from the committee by the Dean. The Chairperson serves also as a member of the Senate Animal Ethics Committee. The Dean also recommends another Science Faculty representative (independent of the AEC) to the Senate Animal Ethics Committee.

Deputy Chairperson:

The Committee's nominee

Membership:

Dr R Hurdayal (Chair) [category B]
Dr D Hattas (Deputy Chair) [category D] *[to be replaced]*
Dr T Makwavarara (veterinarian, internal FHS) [category A]
Dr L Lunn (veterinarian, external) [category A]
Associate Professor D Pillay [category B]
Associate Professor A Amar [category B]
Associate Professor S Cunningham [category B]
Dr J Bishop [category B]
Dr C Janion-Scheepers [category B]
Dr C Saunders [category C]

Dr K Levy (animal welfare representative) [*category C*]
Dr N Karenyi [*category D*]
Dr Y Sahle Chemere [*category D*]
Dr Marieke Norton Anderson [*category D*]
Dr V Singh [*category B*]
Student representative

[Membership updated: 25 March 2024, HS]

Servicing officer:

Ms P Sithole (Faculty of Science)

3. BIOLOGICAL SAFETY COMMITTEE

1. Status

The FBC is a faculty-level committee for the review of all studies and research which involves the deliberate use of, or exposure to, biohazardous material. The FBC reports to, and members are appointed by, the Faculty of Science Deanery.

The FBC also reports to the University's Institutional Biosafety Committee (IBC), a Senate-level committee serviced by the Office of Research Integrity (ORI).

The Chair of the FBC serves on the IBC, which is registered and accredited by the US National Institutes of Health, and provides quarterly updates to the IBC of FBC activities.

2. Purpose

Activities involving known and potentially hazardous biological agents (pHBAs) are subject to the Regulations on Hazardous Biological Agents of the Health and Occupational Safety Act, 1993. All activities involving genetically modified organisms (GMOs) are subject to the Regulations under Section 20 of the GMO Act (Genetically Modified Organisms Act, 1997 (Act 15 of 1997) and the Genetically Modified Organisms Amendment Act, 2006 (Act 23 of 2006).

The FBC assesses the procedures adopted and risk mitigation measures implemented, and advises on the containment levels required, to minimize any risks to human health and the environment arising from research in the Faculty of Science that proposes to utilize biohazardous, potentially biohazardous and/or genetically modified organisms. The FBC functions as an executive sub-committee of the IBC to which it reports quarterly. The Chair of the FBC serves on the Executive Committee of the IBC.

3. Composition and Membership

- Dean (*ex officio*)
- Up to five members of the Science Faculty Board, nominated by the Dean
- At least one Scientific Officer from a Department involved in Molecular Research.
- The University Environmental Risk Officer
- The University Occupational Health Nurse
- Co-opted specialist(s) as necessary

Chairperson

The chairperson is appointed by the Faculty of Science Deanery. The committee elects a Deputy Chair from its members.

Membership

Dr. Thomas Oelgeschläger, FBC Chair, IBC Deputy Chair (Department of Molecular and Cell Biology)

A/Prof. Vernon Coyne (FBC Deputy Chair, Department of Molecular and Cell Biology)

Bronwyn Arendze-Bailey (Scientific Officer, Department of Molecular and Cell Biology)

Dr. Paul Meyers (Department of Molecular and Cell Biology) (Deputy Chair)
Dr. Charlene Janion-Scheepers (Department of Biological Sciences)
Dr. Roxanne Mohunlal (Department of Chemistry)
Ms Kim Van Reenen (Environmental Risk Specialist, OHS)
Ms Suzanne Key (Occupational Health Nurse).

4 . Terms of office (elected/nominated members)

- Dean (*ex officio*)
- Up to five members of the Science Faculty Board, nominated by the Dean
- At least one Scientific Officer from a Department involved in Molecular Research.
- The University Environmental Risk Specialist
- The University Occupational Health Nurse
- Coopted specialist(s) as necessary

5. Terms of Office

Members are appointed for a period of five years, with appointment to consecutive terms if required.

6. Terms of Reference

- i. The terms of reference of the FBC are to evaluate all activities involving the use of, or potential exposure to, biohazardous or potentially biohazardous Biological Agents (pHBAs), genetically modified organisms (GMOs), and other biological materials within the Faculty, and to ensure Faculty compliance with all regulations pertaining to activities involving known and potentially hazardous biological agents (pHBAs) and GMOs.
- ii. The FBC chair has delegated authority from the Institutional Biosafety Committee; for example, for final approval of low-risk protocols as defined by IBC Policy.
- iii. The Terms do not refer to a quorum requirement; in general, 4 (four) reviews are sought for any application.
- iv. Reviews and discussions occur via the FBC VULA site and decisions are communicated by email since 2018.
The FBC will meet in person to only consider complex applications, and to determine best practices as determined by the Chair, with a minimum of once per year.
- v. FBC discussions and decisions are documented on the FBC VULA site.
- vi. The FBC liaises with other Research Ethics Committees that may be considering similar issues such as the Animal Ethics Committee and Human Research Ethics Committee.
- vii. The FBC liaises with the Office of Research Integrity (ORI) as operationally required.
- viii. The FBC submits an annual report to the UCT Institutional Biosafety Committee (IBC).

7. Quorum

No quorum requirements.

8. Procedures

Applications are submitted via e-mail to the FBC chair, with application forms available online on the UCT Office for Research Integrity (ORI) website.

In some cases, FBC submissions will be escalated to the UCT Institutional Biosafety Committee (IBC), as per IBC policy, available online on the UCT Office for Research Integrity (ORI) website.

9. Confidentiality and conflict of interest

All applications submitted to the FBC, and all discussions of the committee, are confidential so as to protect intellectual property, researchers' interests, and to permit committee members to speak freely and frankly, as well as to protect the public image of the University. However, this does not mean that the committee is secret.

Concerns about breaches of confidentiality should be raised with the Chair of the FBC in the first instance and, if not addressed to the satisfaction of the complainant, thereafter with the Dean of the Faculty of Science.

Committee members are required to declare any conflicts of interest and, where necessary, to recuse themselves from an application in their name and/or in the name of a study in which they are listed as a co-investigator or collaborator.

10. Faculty Biological Safety Committee members must

- have an understanding of the risks to both human health and the environment that may arise from the proposed GMO/HBA activity.
- seek confidential technical advice from sources outside the Committee as needed.
- check the accuracy of the risk assessment presented to the Committee.
- ensure the risk assessment has been completed in accordance with the GMO (Contained Use) Regulations and the Occupational Health and Safety Act (85 of 1993), Regulations for Hazardous Biological Agents (2001).
- review in detail GMO/HBA risk assessments presented to the Committee and advise accordingly.
- advise on the safety training requirements needed to carry out the work.
- consider whether the appropriate containment facilities, as indicated by the risk assessment, are available.
- keep deliberations of the Committee confidential.

- declare when they have a conflict of interest in protocol review or committee decisions. This includes financial, personal and professional (*e.g.* engagement in the protocol) conflicts.

10. The Faculty Biological Safety Committee Chair must

- ensure that each application is dealt with in an unbiased manner.
- provide technical advice regarding proposed GM projects.
- issue decision letters following application review by the Committee.
- ensure that concerns/comments of the Committee following review of an application have been appropriately addressed.
- issue approval letters to the principal investigator.
- following pre-review by the FBC escalate applications for approval by the Institutional Biosafety Committee (IBC) as per IBC policy.
- submit an annual report to the UCT Institutional Biosafety Committee (IBC).

[Membership updated: 29 February 2024, HS]

4. BOARD OF THE FACULTY OF SCIENCE

The Board of the Faculty of Science is a Committee of Senate.

Functions of the Committee:

The Faculty Board

- is responsible to the Senate for organising and controlling the teaching, curricula, syllabuses, examinations and research of the Faculty
- must make proposals to the Senate for rules prescribing the requirements for each degree, diploma and certificate offered in the Faculty, including the requirements for admission and readmission
- must advise the Dean of the Faculty on policy for resource allocation in the Faculty
- must carry out such functions as the Senate delegates or assigns to it
- is accountable to the Senate for its work
- may by resolution establish committees of the Faculty, and may appoint as members of such committees any people whether they are members of the Faculty Board or not.

Procedures:

- the quorum at a meeting of a Faculty Board is as decided by Senate from time to time: except that for the Board of the Faculty of Science it is not less than one-third of the membership of the Faculty Board
- ordinary meetings are held when and where the Senate decides
- special meetings are held:
 - when called by the Dean or Acting Dean; or
 - when a written request for a special meeting, stating the purpose of the meeting, is received by the Dean from at least ten members of the Board
- the Faculty Board decides its own rules of debate
- the ruling of the Chairperson on any questions of order or procedure is binding unless immediately challenged by a member, in which case the Chairperson must submit his or her ruling without discussion to the meeting, whose decision is then final and binding.

Composition:

The Vice-Chancellor and Principal (*ex officio*)

The Deputy Vice-Chancellors (*ex officio*)

The Professors in the Faculty

The permanent full-time Associate Professors, Senior Lecturers, Lecturers, and Assistant Lecturers in the Faculty

Student representatives

Such other persons as may be appointed to the Board of the Faculty from time to time by Senate*

* This category of members may include

- permanent members of staff from departments in other Faculties and from inter-Faculty units
- permanent research staff in the Faculty
- contract and temporary academic staff in the Faculty.

Chairperson:

The Dean of the Faculty is the Chairperson of the Faculty Board. He or she presides at all meetings of the Faculty Board at which he or she is present, and in the absence of the Dean, the Acting Dean will preside and, in the absence of both, the Faculty Board will elect a member to preside at the meeting.

Servicing Officer:

The Faculty Manager (Academic)

In Attendance:

The Registrar or Deputy Registrar (Academic)

Membership:

Membership is reported to, and approved by Senate annually for the period 1 July - 30 June. The terms of office of members are uninterrupted until they either resign or leave the Faculty.

Vice-Chancellor, ex officio
Deputy Vice-Chancellors, ex officio

Professors in the Faculty
Statute - Chapter 28 (2) (a)(i)

Heads of Departments in the Faculty
Statute - Chapter 28 (2) (a)(ii)

*Permanent full-time Associate Professors and Senior Lecturers,
Lecturers and Assistant Lecturers in the Faculty*
Statute - Chapter 28 (2) (a)(iii)

Student Representatives
Statute - Chapter 28 (2) (a)(iv)

Members Appointed By Senate
Statute – 28 (2)

Note 1: members of the Faculty of Science who serve on the Boards of other Faculties are:

Faculty of Commerce – Associate Professor F Gumedze
Faculty of Engineering and the Built Environment – Dr D Geduld
Faculty of Health Sciences – Associate Professor S Petersen
Faculty of Humanities – Professor M Ramutsindela
CHED – Associate Professor D Taylor

Note 2: members of other Faculties who serve on the Science Faculty Board are:

Associate Professor K Michell (EBE)
Dr A Gwanyanya or Associate Professor A Bosch (FHS)
Dr J Ritchie (HUM)
Associate Professor D Taylor (CHED)

[Membership updated: 29 February 2024, HS]

5. COMMUNICATION & MARKETING COMMITTEE

Purpose:

To advertise and market the Faculty of Science (in co-operation with the University Communications and Marketing Department and the Admissions Office) to prospective students, the public and industry

Functions of the Committee:

- To market the Faculty of Science to prospective undergraduate and postgraduate students, public and industry.
- To motivate for funding, in support of these objectives, from the appropriate Faculty and University Committees and from external sources.
- To act as an interface between the Admissions Office, Science Faculty Departments, the Science Faculty Office and the Department of Communication.
- To arrange activities relating to marketing of the Faculty, such as Open Day, Science outreach days, etc.

Procedures:

The committee will meet as determined by the Chair

Composition:

The Dean (*ex officio*)

A representative from each department in the Faculty

The Science Faculty Marketing and Communication Manager

The Director, Career Development Programme, or nominee

Representative from the Science Postgraduate Student Council (SPSC)

Chairperson:

The Dean's nominee

Deputy Chairperson:

The Committee's nominee

Servicing Officer:

Ms P Sithole

Membership:

Associate Professor S Silal (Chair)

Associate Professor A Amar

Dr V Hare

Dr J Chavula

Dr M Lushozi

Dr I Monageng

Dr D Jappie

Dr P Sabela-Rikhotso

Mr M Mokhithi

Dr A Sloan

Dr M Ragoasha

Dr I Dube

Mr Y Robbertze

Ms M Blacker (Career Development)

[vacant - Faculty Marketing and Communications Manager] - recruitment process ongoing

[Member of the SPGSC] - not yet formed for 2024

[Membership updated: 25 March 2024, HS]

6. DEAN'S ADVISORY COMMITTEE

Functions of the Committee:

- to provide advice to the Dean on all matters of interest to the Faculty of Science
- in particular, to provide advice on staffing and other operational and budgetary matters in the Faculty
- to consider any item of business relevant to the Faculty that is a matter of policy and/or of importance to the Faculty
- to make proposals on the structures of internal governance and committees in the Faculty
- to submit strategic and operational plans to the Faculty

Procedures:

- the Committee meets at least ten times annually, in each month of the year except the months of January and July
- an agenda will be provided for each meeting, but any matter of policy or matter of importance to the Faculty not on the agenda can be debated at a meeting without due notice, if agreed by the Chairperson
- the Dean may act without the advice of the DAC in taking decisions on urgent or relatively minor, uncontroversial matters related to staffing, operational and planning and the budget, but all such decisions shall be reported to the DAC. A standing sub-committee of the DAC, Exco, will meet weekly and advise the Dean on day-to-day operational matters. All such decisions shall be reported to the DAC. The membership of Exco shall comprise the Dean, the Deputy Deans, the Assistant Dean, the Faculty Managers (Finance and Academic) and the Faculty Human Resource Practitioner(s).

Composition:

The Dean (*ex officio*)

The Deputy Deans (*ex officio*)

Assistant Dean (*ex officio*)

All Heads of Department in the Faculty of Science

The Director of ACDI

The Director of H3D

The Academic Development Programme Co-ordinator in the Faculty of Science

Chair of the Faculty Transformation Advisory Committee, or Deputy Chair (if Chair of Transformation Committee is Deputy Dean)

Faculty Manager (Academic)

Faculty Manager (Finance)

HR Practitioner(s)

Chair of the Science Student Council (SSC)

Chair of the Science Postgraduate Student Council (SPSC)

Chairperson:

The Dean

Servicing Officer:

Deputy Faculty Manager (Academic)

7. DOCTORAL DEGREE: COMMITTEE OF ASSESSORS

The Doctor of Philosophy (PhD) degree is not a Faculty degree. The PhD is administered by the Doctoral Degrees Board (DDB), which requires each Faculty to appoint a Committee of Assessors, to assess the examiners' reports for each PhD candidate, for approval by the DDB.

Functions of the Committee:

- to assess the examiners' reports for all PhD candidates in the Faculty of Science and to make recommendations to the Doctoral Degrees Board.

Procedures:

- the Chairperson of the Committee shall read all examiners' reports in respect of each PhD submission and, in the case of a non-controversial decision (i.e. all examiners in broad agreement), shall make a recommendation on the outcome of the examination to the Committee of Assessors, via a Chairperson's Circular. Should the Chairperson be in doubt, or should the examiners disagree, or should any member of the Committee of Assessors request it, a meeting of the full Committee shall be scheduled as soon as possible to debate a recommendation to the DDB.
- to ensure continuity the Committee has a 'Core' membership that attends all meetings of Committees of Assessors. These 'Core' members should be Faculty members with proven experience as supervisors and examiners, and are to be appointed by the Dean, for three-year renewable terms of office.

Composition:

Dean (*ex officio*)

Deputy Dean of Postgraduate Matters

Three permanent 'Core' group members

The Head of Department, or if the Head of Department is a Supervisor/Core member, a nominee

If required, one or two members with expertise in the subject area of the thesis

The supervisor(s) as (a) non-voting assessor member(s)

Chairperson:

The Dean

Servicing Officer:

The Science Faculty Postgraduate Officer

Membership (for each PhD examination):

Dean (Chair)

Deputy Dean (postgrad)

Professor H Skokos (core)

Professor A Chinsamy-Turan (core)

Professor G Smith (core)

Professor F Little (core)

The appropriate Head of Department (or nominee if HOD is a core member/supervisor)

Co-opted experts as required

Thesis supervisor(s) (assessor member(s) only)

[Membership updated: 29 February 2024, HS]

8. FACULTY EQUIPMENT COMMITTEE

Purpose:

To provide guidance on Equipment issues in the Science Faculty and advise the Dean on budget requirements.

Functions of the Committee:

- to develop strategies aimed at ensuring that equipment, whether for teaching or research purposes in the Science Faculty is renewed and upgraded in a planned manner
- to consider and make recommendations to the University Equipment Committee in respect of Faculty equipment needs
- to serve as a channel of communication between the Faculty Board and the University Equipment Committee
- to advise the Dean's Advisory Committee with regard to the incorporation of equipment needs in annual Faculty budgetary exercises.

The Faculty Equipment Committee shall report to the Faculty Board, via the Dean's Advisory Committee. The Chair of the Faculty Equipment Committee shall serve on the University Equipment Committee.

Procedures:

The committee will meet as necessary as determined by the Chair.

Composition:

Dean (*ex officio*)

Up to seven members of the Faculty Board, nominated by the Dean

The Faculty Manager (Finance) (by invitation)

Chairperson:

The Dean's nominee

Deputy Chairperson:

The Committee's nominee

Membership:

Associate Professor N Ravenscroft (Chair) A/Prof S Fawcett (2025 onwards)

Associate Professor M Blumenthal

Professor M Cramer

Associate Professor S Fawcett

Dr P le Roux

Dr M Williams

By Invitation:

Ms F Moodley (Faculty Finance Manager)

[Membership updated: 5 October 2023, PW]

9. FACULTY RESEARCH COMMITTEE

Purpose:

To advise the Dean on matters affecting research in the Faculty of Science.

Functions of the Committee:

- To consider, and initiate discussion on, broad research policy matters which affect the Faculty of Science and to promote research activities within the Faculty
- To take responsibility for the data submitted for the annual subsidy count
- To assist the Dean in budgetary matters relevant to research
- To consider annual PPI awards and distribution of URC Block Grant.
- To review faculty Start-up and Launching Grants
- To facilitate the MSc and PhD selection processes for NRF funding.

Procedures:

The committee will meet as necessary, as determined by the Chair.

Composition:

The Dean (*ex officio*)
Deputy Dean (Postgraduate & Research)
One member of the Faculty Board per department
Director of Research Office (co-opted)

Chairperson:

Deputy Dean (Postgraduate & Research)

Deputy Chair:

The Committee's nominee

Membership:

Professor H Skokos (Chair)
Dr V Hare (AGE)
Dr L Marchetti (AST)
Associate Professor R Thomson (BIO)
Associate Professor C Veale (CEM)
Associate Professor G Nitschke (CSC)
Dr S Scheba (EGS)
Dr D Quiros (GEO)
Dr F Ebobisse Bille (MAM)
Dr C Ross (MCB)
Dr J Keaveney (PHY)
Associate Professor K Altieri (SEA)
Professor R Altwegg (STA)

Servicing Officer: P Sithole

Co-opted members:

Dr L Mtwisha (Director, Research Office)

Ms A Adam (Principal Librarian, Science)

[Membership updated: 25 March 2024, HS]

10. FACULTY RESEARCH ETHICS COMMITTEE

Purpose:

To consider all ethical matters related to research in the Faculty including but not exclusively, conflicts of interest, authorship, the relationships between junior and senior researchers, reviewing and approving ethical statements by researchers for work involving human subjects, and the role of the scientist in society.

Functions of the Committee:

- to sensitise and educate staff and students in the Faculty on responsible conduct in research with specific reference to the second edition of the National Academy of Sciences, National Academy of Engineering and the Institute of Medicine publication entitled “On being a scientist: responsible conduct in research” (National Academy Press, Washington DC, 1995)
- to consider and update the role and functioning of the Faculty of Science Research Ethics Committee (FSREC) in relation to ethical matters that are the business of the Senate Ethics in Research Committee (EiRC), the Office of Research Integrity, and the University Research Committee
- to deal with any ethical issues raised by researchers in the Faculty
- to screen and approve, or otherwise, all research proposals in the Faculty that relate to human subjects, including questionnaires involving human subjects; this includes proposed research involving students or staff, by UCT researchers or by outside visiting researchers
- to report all decisions on the approval, or otherwise, of research involving human subjects to the Senate Ethics in Research Committee
- to report all instances of unethical or improper research practice to the Dean for referral to the Chair of the University Research Committee.

Procedures:

The Committee meets as necessary as determined by the Chair.

Composition:

Up to eight members of the Faculty Board, nominated by the Dean
Chair of the Faculty Biological Safety Committee

Chairperson:

The Dean’s nominee. The Chair serves as a member of the Senate Ethics in Research Committee.

Deputy Chair:

The Committee’s nominee

Membership:

Associate Professor M Densmore (Chair)

Dr T Oelgeschlager (Chair Biological Safety Committee)

Associate Professor J Battersby

Dr J Buys

Dr P Holden

Professor R Wynberg (Ms J van Niekerk standing in through December 2024)

A/Prof. P Marais
Mr S Salau

Servicing Officer:

Mrs P Sithole, Faculty of Science

[Membership updated: 25 March 2024, HS]

11. FACULTY TEACHING & LEARNING COMMITTEE

Purpose:

To develop and promote strategy for the improvement of teaching and learning in the Faculty, including initiation of debate as and when appropriate, thus contributing to the Faculty's overall mission.

Functions of the Committee:

Some specific functions of the committee are to:

- Advise the Dean on all matters affecting undergraduate and postgraduate studies in the Faculty.
- Consider and advise the Dean on measures of the quality of teaching and learning in the Faculty and on student progression.
- Consider ways to enhance and improve the learning experiences of Science students.
- Promote debate and discussion within the Faculty on curriculum development through activities such as presentations and workshops on teaching, learning and assessment methods.
- Promote academic staff skills development particularly with regard to teaching, learning and assessment methods.

Procedures:

The Committee will meet as determined by the Chair.

Composition:

Dean (*ex officio*)

Assistant Dean (*ex officio*)

Deputy Dean (Undergraduate matters) (*ex officio*)

Deputy Dean (Postgraduate matters) (*ex officio*)

Faculty Manager: Academic (*ex officio*)

Director: Academic Development Programme (*ex officio*)

A representative from each department, nominated by the Head of Department

One member from CHED staff seconded to the Faculty

Chair of Science Student Council (SSC)

Chair of Science Postgraduate Student Council (SPSC)

The chairperson may also invite suitably qualified Faculty Board or external university members to attend a specific meeting or to serve on particular working groups.

Chairperson:

The Dean's nominee

Deputy Chair:

The Committee's nominee

Membership:

Professor J Gain (Chair)
Professor I Ansorge
Dr M Abrahams
Dr Y Sahle
Ms S Britz
Associate Professor R Ingle
Associate Professor P Marais
Professor A West
Dr J Von Holdt
Mr T van Heerden
Dr G Venter
Associate Professor D Taylor
Associate Professor S Blyth
Mr G Stewart (CHED)
Chair, SPSC
Chair, SSC

Co-opted member:

Ms A Adam (Principal Librarian, Science)

Servicing Officer:

Deputy Faculty Manager: Ms A Rooks-Smith

[Membership updated: 25 March 2024, HS]

12. HEALTH & SAFETY COMMITTEE

Purpose:

To provide oversight of Health and Safety issues in the Faculty of Science, to ensure that Health and Safety policies are adhered to and to investigate any Health and safety incidents that might occur.

Functions of the Committee:

- to discuss, investigate and improve health and safety within the Faculty
- to improve and institute health and safety awareness within the Faculty.

Composition:

The Dean (*ex officio*)

The University Health and Safety Manager (*ex officio*)

A representative from each department within the Faculty of Science

The Chemical Safety Officer

The University Occupational Health Nurse

University Maintenance Manager

Representative of the Science Postgraduate Student Council (SPSC)

Representative of the Science Student Council (SSC)

Chairperson:

The Dean's nominee. The chair serves as the Faculty representative on the University Health and Safety Committee.

Deputy Chair:

The Committee's nominee

Procedures:

Quarterly meetings by arrangement of the Chair.

Membership:

Dr D Hattas (Chair)

Ms T Millard (MCB)

Dr L Phigeland (BIO)

Mrs B Arendse-Bailey (MCB)

Mr N Laidler (GEO)

Mr K Ontong (PHY)

Mr C Sadler (PHY)

Dr R Roman (SEA)

M Ngwenya (STA)

Mrs L Hutten (AGE)

Dr S Rees-Jones (CEM)

Ms E Taladia (FSC)

Dr K Prag (CSC)

Mr N Matotong (MAM)

Mr S Hess (EGS)

Mr B Yotti (AST)

Mr P Truter (SEA)

Ms K Naidoo (OHSE)

Mr M Langley (OHSE)

Mr M Mema (OHSE)

K Van Reenen (OHSE)
Ms P Nxumalo (OHSE)
Mrs S Key (OHSE)
Mr M Bango (CPS)
Mr R Herandien (CPS)
Ms Z April (P&S)
Mr A Majal (P&S)
Dr J Badenhorst (ECS)
Ms P Johnson (ECS)
Mr S Fredericks (P&S)
Representative of the SPSC
Representative of the SSC

[Membership updated: 29 February 2024, HS]

13. INFORMATION TECHNOLOGY COMMITTEE

Purpose:

To provide guidance to the Faculty on issues relating to information technology, including Faculty SciLabs and Advanced Computing, and advise the Dean on budget requirements.

Functions of the Committee:

- to act as liaison between the Faculty Board, on the one hand, and the Executive Director for Information, Communication and Technology Services, on the other.
- to advise the Dean on matters affecting IT, including Advanced Computing, in the Faculty of Science
- to formulate and periodically review Faculty IT policy
- to assist the Dean's Advisory Committee in budgetary matters relevant to information technology
- To advertise, receive and process applications for Advanced Computing needs of the Faculty
- provide oversight of SciLabs.

Procedures:

The committee will meet as necessary as determined by the Chair.

Composition:

The Dean (*ex officio*)

Five members of the Faculty Board, nominated by the Dean

One Science Faculty representative who serves on the University Advanced Computing Committee

Dean's representative on IT Users Group (ITUG)

A representative from Information Technology Services

Two members of the Technical and Scientific staff with special expertise in IT matters

The Faculty Manager (Finance) (by invitation)

Chairperson:

The Dean's nominee. The chair serves on the University *IT Users Group (ITUG)*

Deputy Chair:

The Committee's nominee

Membership:

Associate Professor J Shock (Chair)

Professor T Meyer (AC Committee representative)

Dr G Venter

Dr D Quiros

Dr Z Mahlaza

[vacant – member of faculty board]

Dr B Erni

Mr K Ontong (T & S staff representative)

Mr C Balfour (T & S staff representative)

Ms A Hanmer (ICTS)
Professor J Gain (Dean's representative on ITUG)

[Membership updated: 25 March 2024, HS]

14. LIBRARY COMMITTEE

Purpose:

The purpose of the Faculty Library Committee is, in conjunction with the University Library, to oversee the acquisition of library materials for the Faculty of Science, and to deliberate and report on any other matters concerning the University Library and the Faculty.

Functions of the Committee:

- the Committee reports to the University Library Committee on matters concerning the University Library and the Faculty's library needs
- the Committee may suggest to the University Library the purchase of materials of general Faculty interest

Procedures:

The committee will meet as necessary as determined by the Chair.

Composition:

The Dean (*ex officio*)

A representative of each Department in the Faculty

A representative from the University Library

Chairperson:

The Dean's nominee

Deputy Chair:

The Committee's nominee

Membership:

Professor M Vichi (Chair)

Professor G Smith

Dr H Marco

Dr A Clark

Associate Professor M Densmore

Professor P Woudt

Associate Professor M Blumenthal

Professor C Reason

Dr F Russo

Dr Etienne Pienaar

(vacant – AGE representative)

(vacant – EGS representative)

(vacant – GEO representative)

(vacant - UCT Library representative)

[Membership updated: 25 March 2024, HS]

15. MASTERS DEGREE COMMITTEE

Functions:

The purpose of the Committee is to oversee procedures for the examination of candidates, and make recommendations to Science Faculty Board on the award of the MSc/MPhil degree.

Procedures:

The Deputy Dean (Postgraduate Matters) ordinarily makes a recommendation on the outcome of the Master degree examination process after reading the examiners' reports and considering the consolidated recommendation from the Head of Department. Where significant discrepancies occur in the examiners' reports, or between the Deputy Dean and Head of Department, a meeting of the Master Degree Committee is called to reach a decision.

Composition:

Dean (*ex officio*)
Deputy Dean (Postgraduate Matters)
Deputy Dean (Undergraduate Matters)
Relevant Head of Department

Optional non-core members:

If required, the supervisor(s) for the programme in which a student is registered, and the course coordinator for MSc by coursework and dissertation programmes, may be co-opted by the committee as non-voting members. The Committee may also consult with one or two members with experience in the subject area of the dissertation, should further arbitration be necessary.

Chairperson:

The Dean

Servicing Officer:

Postgraduate Officer

Membership:

Professor H Suleman (Dean)
Professor M Muasya (Deputy Dean: Undergraduate matters)
Professor H Skokos (Deputy Dean: Postgraduate matters)
Head of relevant Department

[Membership updated: 29 February 2024, HS]

16. PROMOTION & REMUNERATION COMMITTEE

Purpose:

The purpose of the Faculty Promotion and Remuneration Committee is to give effect to, and make decisions arising from, the policy on performance management, including the ad hominem promotion of staff in the Faculty.

Terms of Reference:

The Committee receives applications and nominations for ad hominem promotions and proposals for academic staff to be considered for Merit Awards or Excellence payments and is to:

- a) consider these
- b) recommend to the Vice Chancellor the ad hominem promotion of a staff member
- c) recommend awards for Excellence payments or Merit Award to the DVC responsible for academic matters, for approval by the meeting of the Deans.

Procedures:

- The Faculty Promotion and Remuneration Committee meets once every year.
- The Committee is served by four Working Groups for Academic Staff (see below).
- The Working Groups meet as frequently as necessary prior to the meeting of the Faculty Promotion and Remuneration Committee.
- Recommendations for ad hominem promotion require a two-thirds majority vote of the Faculty Promotions and Remuneration Committee in support. In addition, it requires the support of two from the group consisting of the Deputy Vice Chancellor and the two other Deans.
- Recommendations to the Vice Chancellor on ad hominem promotions must contain a copy of the candidate's Curriculum Vitae or Portfolio and the names and addresses of the referees consulted. In the case of a promotion to the rank of a professor, the recommendation must contain the Committee's assessment that it is satisfied as to the international standing of the candidate's scholarship.
- The Faculty Promotion and Remuneration Committee must arrange for feedback to be given to successful and unsuccessful candidates and the relevant Heads of Departments. An unsuccessful candidate should be given reasons as to why his/her application was not successful.
- The decision of the Faculty Promotion and Remuneration Committee is final. If there is substantive evidence of unfairness, bias, prejudice or irregularity, an unsuccessful applicant may submit an appeal to the relevant Deputy Vice Chancellor via the Faculty Dean. However, unsuccessful applicants are reminded that the process by which the original decision was reached is extremely rigorous, the latter having been reiteratively reviewed in a series of meetings, the final one of which is attended by a Deputy Vice Chancellor and two Deans from Faculties other than that of the applicant. Appeals will therefore only be considered in the most exceptional circumstances.

Composition:

The Dean
A Deputy Vice Chancellor, nominated by the Vice Chancellor
Two Deans from other Faculties and CHED, nominated by the Vice Chancellor
Other members as determined by the Faculty Board.

The Faculty Board has given the Dean the authority to nominate members to the Faculty Promotion and Remuneration Committee. The agreed structure of this 'Core Group' is six academic staff in the Faculty of Science, nominated by the Dean, comprising two each from the discipline groupings of Life, Earth & Environmental Sciences, Mathematical, Physical, Computational and Statistical Sciences; and Chemical, Molecular & Cellular Sciences, including a Deputy Dean.

Chairperson:

The Dean of Science

Deputy Chairperson:

A faculty member as designated by the Dean

Servicing Officer:

The Faculty Human Resources Advisor

Membership:

Details of the membership of the Faculty Promotion and Remuneration Committee, and of the Core Group, and Working Groups will be published annually in a Dean's Circular by not later than mid-year.

There are four Working groups reporting to the Faculty Promotion and Remuneration Committee, viz:

- a) Working Group for Life, Earth and Environmental Sciences
- b) Working Group for Mathematical, Physical, Computational and Statistical Sciences
- c) Working Group for Chemical, Molecular and Cellular Sciences
- d) Working Group for the Rank of Professor

The three discipline-based Working Groups consider applications and nominations for promotion to ranks up to and including that of Associate Professor. These Working Groups comprise the Core Group together with the Heads of the constituent Departments of each discipline grouping.

The Working Group for the Rank of Professor comprises the Core Group together with the Heads of Departments in which candidates for promotion to Professor are located. Heads attend meetings of the Working Group only for the candidate or candidates from their Department. The Working Group for the Rank of Professor will conduct short interviews with candidates for promotion to Professor.

In the event that a Head of Department is a candidate for promotion, the Dean shall appoint a replacement to serve on the relevant Working Group.

If there is a situation of conflict between a candidate and his or her Head of Department, the Dean shall nominate a senior member of staff in the same Department or discipline as the applicant, to participate as a member of the Working Group in the consideration of that applicant, and to present the candidate's case.

17. PHYSICAL PLANNING COMMITTEE

Purpose:

To provide advice to the Dean on space allocation and refurbishment matters in the Faculty, and to advise the Dean on budget requirements.

Functions of the Committee:

- to consider and make recommendations in respect of Departmental budget requests for minor works, and renewal of space
- to liaise with Properties and Services with regard to planned and reactive maintenance procedures in the Faculty

The Physical Planning Committee shall report to the Faculty Board, via the Dean's Advisory Committee. The Chair of the committee will represent the Faculty on the University Space Allocation Committee.

Procedures:

The committee will meet as necessary, as determined by the Chair.

Composition:

Dean (*ex officio*)

Five members of the Faculty Board, nominated by the Dean

One member of senior Technical Officers in the Faculty, nominated by the Dean

The Faculty Manager (Finance) (by invitation)

Head: Physical Planning Unit (co-opted)

Project & Engineering Manager: Properties and Services (co-opted)

Chairperson:

The Dean's nominee

Deputy Chair:

The Committee's nominee

Membership:

Associate Professor P Janney (Chair)

Dr T Leadbeater

Associate Professor J Shock

Professor T Hedderson

Mr N Bredekamp

By Invitation:

Ms F Moodley

Co-opted members:

Mr G Manana (Director, Campus Planning and Design)

Mr C Briers (Project & Engineering Manager: Properties and Services)

[Membership updated: 25 March 2024, HS]

18. READMISSION APPEALS COMMITTEE

1. **STATUS:** Committee of Senate, with authority delegated by Council.
2. **DATE OF APPROVAL AND GENERAL RULES AND GUIDELINES:**
 - (a) **Date of approval:** Senate, via PC1A/2001 dated 7 February 2001; Senate, via PC 06/2014 dated 30 June 2014; Senate, via PC 07/2014, dated 23 July 2014; Senate, via PC 08/2014 dated 27 August 2014; Senate, via PC01/2019 dated 30 January 2019; Senate, via PC01/2022 dated 19 January 2022; Senate, 25 November 2022; Senate, via PC08/2023 dated 13 September 2023
 - (b) **General Rules And Guidelines For Committees**

These terms of reference should be understood in conjunction with the general rules for procedures for committees, as amended from time to time, and published in the Principal's Circular. These general rules and procedures can be found at:
<https://uctcloud.sharepoint.com/sites/committees>
3. **PURPOSE:**

To consider and decide appeals from students who have been refused readmission by a Faculty Examinations Committee or a Faculty Board.
4. **COMPOSITION:**

Voting members:

The Dean's nominee

A member of the staff of the Centre for Higher Education Development (CHED) nominated by the Dean of CHED

A member of the academic staff of the Faculty nominated by the Faculty's Student Council

A member of academic staff not of the Faculty, nominated by Senate

Three members of the academic staff of the Faculty who are not members of the Faculty Examinations Committee, appointed by the Faculty Board

A student nominated by the SRC who has met all readmission requirements (CONT code), is not a student in the faculty concerned, and is available for all the scheduled meetings in the cycle

Assessor members (non-voting):

The Faculty Manager

A social worker or psychologist appointed in the faculty, or in SWS, or in one of the relevant academic (teaching) departments.
5. **CHAIR/DEPUTY CHAIR:**

Chair: The Dean's nominee

Deputy: Chosen by the RAC members from the three members of the academic staff appointed by the Faculty Board or the Faculty's Student Council.

6. SPECIAL QUORUM RULES:

Five voting members

7. TERMS OF OFFICE:

Four years from 1 July, except for the student member who is nominated annually by the SRC.

8. TERMS OF REFERENCE:

8.1 The Higher Education Act, 1997 (section 37) provides that the Council may with the approval of Senate, “determine the minimum requirements for admission to study” and “refuse readmission to a student who fails to satisfy such minimum requirements for admission”.

8.2 The Faculty Readmission Appeal Committee considers appeals against refusals to readmit students, within the following policy guidelines laid down by Senate and Council:

8.2.1 Each programme must have uniform minimum progression requirements for all students;

8.2.2 The Readmission Appeal Committee must consider the student’s circumstances and full academic record and establish that a student has a reasonable prospect of academic success within the N+1 time frame¹, or find exceptional circumstances² before allowing a readmission on appeal;

8.2.3 The Committee considers and deals with appeals from students who are refused readmission by the Faculty Examinations Committee (FEC) or Faculty Board sitting as a FEC, on the basis that the first time a student fails to meet the readmission requirements, the FEC will have granted a concession (FECE code) to continue on probation and with support, and that when the student again fails to meet the readmission requirements, the FEC will not grant a concession again, but deny them permission to reregister (RENN code).

Note:

Where a student previously coded FECE has pending DE or SUPP results that will determine whether or not they meet the readmission requirements, they will be coded SUPP and invited to appeal. (The FEC will decide whether they are RENN or not once the results are known.)

8.3 Appeals are heard only on the written submissions and document(s) submitted and there is no right to an oral presentation.

8.4 No member of a Faculty Examinations Committee (or Faculty Board acting as a FEC) may be a member of the Readmission Appeal Committee hearing an appeal against its decision.

8.5 The Readmission Appeal Committee for the Faculty must assess whether the student has a reasonable prospect of success of achieving the qualification within the N+1 timeframe (to be

¹ N+1 – this is the total time in an undergraduate career, and where a student has transferred between programmes, includes the time enrolled for all programmes

² Exceptional circumstances could for example be: having less than a full academic year load to complete, or having in the past transferred in ‘good standing’ and not previously having been excluded which necessitates and longer overall time.

confirmed by an advisor or a faculty manager) and that they have measures in place to mitigate the challenges which led to the poor academic performance.

- 8.6 If the student wishes to transfer to another faculty, in addition to the criteria in 8.5, the student must have met the published requirements for transferring students (this is to be confirmed by the Faculty Manager).

9. PROCEDURES:

- 9.1 A student must submit their appeal in a specified format as indicated in the RAC information pack by the specified date.
- 9.2 The service request will be assigned to the Readmission Appeal Committee in the relevant Faculty. A copy of a transcript is accessible on PeopleSoft if this has not been included with the appeal.
- 9.3 The Faculty Servicing Officer will indicate what the student's N status is to facilitate the RACs decision making.
- 9.4 The Servicing Officer of the RAC may obtain the necessary information from the Undergraduate Funding Office and make it available to the members of the RAC.
- 9.5 The Readmission Appeal Committee should apply the following general principles in the consideration of appeals:
- 9.5.1 The overall academic performance of the student in the current as well as in previous years of study.
- 9.5.2 The reasons provided as an explanation for poor performance.
- 9.5.3 The remedial steps taken to improve performance. These steps would include seeking the assistance of the relevant university structures or services which, inter alia, provides career guidance, counselling, and social services to students.
- 9.5.4 If specific circumstances (including personal and financial factors as well as accommodation problems), are cited as an explanation for poor performance, the student must provide proof that steps have been taken to prevent a recurrence of these circumstances from negatively influencing their studies in future.
- 9.5.5 Should illness and/or a mental condition be cited as an explanation for poor performance the student must provide proof that the condition no longer exists or is being managed and that his or her future performance will not be affected by the condition.
- 9.5.6 The measure of compliance with the progress requirements set by the faculty in cases where a student was previously conditionally readmitted by the faculty.
- 9.5.7 The Committee must be convinced that a student possesses the required ability, resources, and physical health to complete the degree they have enrolled for within a reasonable period.

Note:

- *Except for finalists, the RAC does not have discretion to readmit students where the evidence shows that the student can no longer complete in N+2.*
- *Where necessary, an electronic ballot of voting members will be held in deciding the outcome.*

- 9.6 The faculty is entitled to verify the documents or proof submitted, if required.
- 9.7 The onus rests on the student to provide all the required and relevant information and supporting documents. In the absence of complete supporting documentation, the Committee will make a decision based on what is presented before them.
- 9.8 Deans are responsible for ensuring that programme conveners or curriculum advisors are available in the time students need them to complete their appeal forms and to provide the Readmission Appeal Committees with any information that may be required to decide on whether the student meets the criterion listed above.
- 9.9 The RAC must provide reasons for all its decisions. If the RAC decides to-readmit and allow the student to reregister, there must be a motivation which includes a plan of how the student can complete.
- 9.10 The Readmission Appeal Committee must submit a report, including a statistical report, on the appeals lodged and how it has dealt with these, after each cycle to the Dean of the CHED whose responsibility it will be to review policy, to review the application of the policy, and to report to the Senate Executive Committee on the readmissions process in each cycle. The report should cover issues of student advice, curriculum approval and teaching.
- 9.11 The RAC may stipulate that any student it allows to be readmitted be:
- 9.11.1 required to report for counselling by the Student Wellness Services; and/or
 - 9.11.2 require that they attend academic support interventions.
- 9.12 The annual report by the Committee to the Chair of the Faculty Board is a vehicle for accounting for the work of the Committee. Because of this the Committee must:
- 9.12.1 report on what it has achieved RELATIVE TO the agreed goals and objectives of the Committee and to its agreed purpose.
 - 9.12.2 hold itself accountable in that its report places the parent committee chair in the position to judge how well the Committee has performed.

10. DELEGATED AUTHORITY:

The Readmission Appeal Committee acts in terms of authority delegated by Council and Senate. There is no appeal against decisions of the Readmission Appeal Committee. A student may, however, ask the Vice-Chancellor, or the Vice-Chancellor's nominee, to review the decision of a Readmission Appeal Committee.

The Vice-Chancellor, or nominee, may after reviewing a case, set aside the decision and refer it back to the RAC for fresh consideration, or substitute with his or her own decision.

Membership:

Associate Professor D Pillay (Chair)

Dr G Distiller
Associate Professor C Oliver
Associate Professor R Pickering
Dr Patrick Adams (Science Student Council nominee)
Professor T Moultrie (A member of staff from another Faculty)
(vacant – representative of SWS)
ED: Student Affairs nominee
Ms S Steyn (CHED nominee)
A member of the SRC

Advisory members:

Ms K Wienand (Faculty Manager, Academic)

[Membership updated: 29 February 2024, HS]

19. TRANSFORMATION COMMITTEE

Purpose:

To consider and advise the Dean of the Faculty on issues relating to transformation in its broadest interpretation. The Science Faculty defines transformation as the effort to promote equal opportunity, safeguard human rights, and redress injustices of the past and present. The Faculty views transformation as a multifaceted and integrated process that is central to an ongoing effort to create an inclusive environment for its staff and student body.

Functions of the Committee:

The Science Faculty Transformation Committee functions are to:

- monitor and address transformation related issues of the staff and student body
- advise the Dean on transformation related issues of the staff and student body
- assist in the development of transformation and employment equity plans
- monitor the implementation of employment equity policies
- train EE representatives on Employment Equity policies
- ensure EE representatives participate in all recruitments
- evaluate institutional climate concerns of staff and students
- develop and implement interventions to foster an improved understanding of diversity, transformation and employment equity
- raise awareness of transformation activities, programs and progress within the faculty

The Chair of the Science Faculty Transformation Committee serves on UTAC

Composition:

The Dean (*ex officio*)

Deputy Dean (Transformation)

Two representatives from each department in the faculty, one academic and one PASS staff member (unless there is a limitation brought forward by the department/unit), as well as one or two members from non-academic departments/units.

Student members will be one or two representatives from the Science Postgraduate Students' Council and Undergraduate Science Students' Council.

SRC Chair of Transformation and Social Responsiveness (*ex officio*)

Chairperson:

The Committee's nominee

Deputy Chair:

Should be either an academic or a PASS staff member, whichever is NOT represented by the Chair, and elected by the committee

Membership:

Associate Professor S Fawcett (Deputy Dean for Transformation and Chair)

Dr S Winks (H3D) (Deputy Chair)
Dr A Taylor (ACDI)
Mr Mervin Kanye (Archaeology)
Dr V Lupuwana (Archaeology)
Dr J Delhaize (Astronomy)
Mr S Funani (Astronomy)
Dr D Hattas (Biological Sciences)
Dr C Ngcamphalala (Biological Sciences)
Dr D Jappie (Chemistry)
Associate Professor C Oliver (Chemistry)
Mr S Jamieson (Computer Science)
Mr G Stewart (Computer Science)
Associate Professor J Battersby (EGS)
Mrs A Banderker (H3D)
Ms R van der Merwe (Geology)
Dr Alvaro De La Cruz-Dombriz (Mathematics)
Dr T Janelidze-Gray (Mathematics)
Dr S Mbewana (Molecular and Cell Biology)
Ms M Krige (Molecular and Cell Biology)
Dr R Roman (Oceanography)
Dr D Bucher (Physics)
Mr K Maibane (Physics)
Associate Professor S Silal (Statistics)
Ms B King (Statistics)
SSC Representative
SPSC Representative
SRC Chair of Transformation and Social Responsiveness

[Membership updated: 7 March 2024, SF]

20. EMPLOYMENT EQUITY COMMITTEE

Purpose:

TBD

Functions of the Committee:

- TBD

Composition:

TBD

Chairperson:

The Committee's nominee

Deputy Chair:

TBD

Membership:

Associate Professor K Altieri (Chair)

[This sections needs to be written based on the ToR and then approved by the Faculty Board]

[Added: 29 February 2024, HS]

21. SERVICE MANAGEMENT FORUM

Purpose:

To liaise between the Faculty of Science and Properties and Services to manage, prioritise, and monitor the provision of services to the Faculty.

Functions of the Committee:

- Monitor ongoing engagements between Properties and Services and the Faculty of Science.
- Determine and monitor priorities for maintenance in each department.
- Monitor the high level provision of services and track progress on open issues on an ongoing basis.
- Establish appropriate communication channels between P&S and Faculty of Science departments to improve efficiency of resolution of issues.
- Report to the Dean and ED:P&S on matters that should be escalated.

Composition:

The Dean (*ex officio*)

The ED:P&S (*ex officio*)

Directors of P&S department that provides services to Faculty of Science (Campus Cleaning, Operations and Maintenance, OHS)

P&S Upper Campus Maintenance Manager

HoDs of each department in faculty, or nominee

Representative of Faculty Finance

Representative of Faculty Academic Administration

Chair of Faculty of Science Health and Safety Committee, or nominee

Chair of Faculty of Science Physical Planning Committee, or nominee

Chairperson:

The Dean's nominee

Deputy Chair:

To be nominated from membership of committee

Membership:

Prof H Suleman (Chair)

...

Dr J Luyt (AGE)

Mr Mzabalazo Ngwenya (STA)

[Added: 25 March 2024, HS]

22. EXTERNAL REPRESENTATIVES

The following staff of the Faculty of Science represent the Dean and/or Faculty on university and inter-faculty committees not mentioned elsewhere in this booklet:

Inter-Faculty Research Ethics Committee: Associate Professor J Battersby

Language Policy Committee: (Zola Mahlaza)

Research Animal Facility Advisory Board: Professor J O'Riain

Student Mental Health Policy Oversight Committee: Dr S Wheaton

Timetable and Examination Committee: Dr Rosephine Rakotonirainy

Residence Academic Development Committee: Dr Siyabonga Ngubane

[Added: 25 March 2024, HS]

23. FACULTY ACADEMIC MISCONDUCT COMMITTEE (Academic misconduct by students)

Purpose:

To fulfill the requirements the Senate Policy for the Prevention and Management of Academic Misconduct by Students (December 2023).

Functions of the Committee:

- Consider cases of suspected academic misconduct in courses housed in its faculty when referenced to the committee by a department or faculty member.
- Determine, based on the prima facie evidence presented to it,³ whether an instance of academic misconduct should be considered a minor or serious offence.
- The student concerned should be invited to present their case to the AMC in writing.
- Refer serious offences to the USDT.
- Determine an appropriate educational sanction in the case of minor offences.
- Determine appropriate educational consequences in the case of serious offences, subject to the findings and outcome in the USDT proceedings.
- Keep complete and accurate confidential records of all cases of academic misconduct referred to it, including for each case, the decision taken, the reasons for that decision, and the academic, disciplinary, and educational sanctions that were imposed. Records may be shared with the AMC of another Faculty on request (for example, where a student in one Faculty takes courses in another).
- Where a student has been found guilty of academic misconduct, record details of the nature of that misconduct and the academic, educational, and disciplinary sanctions that were imposed on the student's PeopleSoft record.
- Report annually to Faculty Board and to the DVC Teaching & Learning (on an anonymised basis that does not reveal the identity of any student) on the number and nature of cases that were referred to it in the year concerned and the outcomes in those cases and provide guidance on effective tools, techniques and strategies for the prevention and detection of academic misconduct.

Procedures:

- The quorum for all meetings of the AMC shall be three members.
- The AMC shall meet regularly as required.
- Members of the AMC must avoid conflicts of interest and/or adhere to the University prescribed processes where a conflict arises.

Composition:

The Dean (*ex officio*)

The Deputy Dean, UG Matters

One academic member of staff from the Departments of AGE/BIO/EGS/GEO/SEA

One academic member of staff from the Departments of CEM/MCB

One academic member of staff from the Departments of CSC

One academic member of staff from the Departments of AST/MAM/PHY/STA

In all cases the academic staff members should be experienced staff with UG and PG experience.

³ The AMC is not responsible for the investigation of individual cases of plagiarism. This is done by the responsible academic in consultation with the HoD.

Chairperson:

The Deputy Dean, UG Matters

Membership:

Prof Adam West (D/Dean UG Matters, Chair)

Prof William Froneman (BIO)

A/Prof Patrick Marais (CSC)

A/Prof Rob Ingle (MCB)

A/Prof Freedom Gumedze (STA)

Servicing Officer:

Deputy Faculty Manager (Academic)