

**SUBMISSIONS TO FORMAL ORGANS
UNIVERSITY OF RWANDA**

Submission identifiers:

Title	TERMS OF REFERENCE OF THE UR RESEARCH AND POSTGRADUATE STUDIES COMMITTEE
Author and position	Professor Nelson Ijumba Deputy Vice-Chancellor Academic Affairs and Research

Approval history

Organ consulted*	Target date for discussion**	Decision
UR -RPGSC	18 February 2014	Recommended to Senate
Senate	06 May 2014	Approved
Governing Board	03 June 2014	

Submission content

Proposal: Senate is requested to approve the proposed TORs for the Committee to facilitate implementation of various initiative for increasing institutional research productivity
Motivation: The proposed TORs were developed by the Committee to enable a more streamlined process in the approval of research and postgraduate matters. The proposed process also enables Colleges to make decisions on registration, supervision and examination of postgraduate degrees.
Financial Implications: None
Attachments: Proposed Terms of Reference for the UR – Research and Postgraduate Studies Committee

Doc7 TOR University Of Rwanda Research and Postgraduate Studies Committee

1. Objective

Interim University of Rwanda Research and Postgraduate Studies Committee (UR-RPGSC) is a proposed Organ to deal with matters on research and postgraduate studies until proper structures, under UR are put in place and are functional.

1. Main responsibilities

The Organ shall be responsible for considering and recommending the following matters to Senate

- Research proposals and funding of projects
- Ethical clearances
- Establishment or de-establishment of Academic Centres dealing with Research and Postgraduate Studies
- Postgraduate programmes to be offered
- Policies and procedures on research and PG studies
- Any other matter relating to research and/or PG studies (e.g. publications, conferences, and exhibitions)

2. Proposed process

- The functions of the proposed Organ shall be carried out by the adopted and adapted Research, Consultancy and Technology Transfer Committee (RCTT-C) that operated at the former National University of Rwanda (NUR).
- It shall be chaired by the Deputy Vice Chancellor Academic Affairs and Research (DVC AAR)
- Submissions to the UR-RPGSC shall come from the College Academic Councils
- Postgraduate Programmes to be offered shall pass through the College Quality Assurance organ which shall submit the programmes to the College Council and the College Council shall submit the Programmes to the UR-RPGSC
- Ethical clearances for external researchers wishing to be affiliated to UR shall be dealt with by the Research Screening and Ethics Clearance (UR-RSEC) Sub-Committee of this Organ
- Ethical clearances for UR researchers and postgraduate students shall be dealt by College Research Screening and Ethics Clearance Committees (RSEC-C)
- Recommendations of the UR-RPGSC shall be approved by DVC AAR on behalf of Senate
- Recommendations shall be accompanied by proper supporting documents underpinning decisions made
- The UR-RPGSC shall convene once per month (in case of a lack of quorum, decisions made shall be ratified at the next quorate meeting)
- The meetings shall proceed as long as each College is represented

3. Composition

- DVC AAR – Chairperson
- Coordinator, UR Research Affairs - Secretary
- Directors of Research and Postgraduate Studies from each college
- One professor or associate professor from each college (nominated by the Principal)

NOTE: College Academic Councils shall be responsible for approving (on behalf of Senate):

- **Registrations in postgraduate degrees (Doctoral and Masters)**
- **Appointments of examiners and examinations of postgraduate theses**
- **Appointments of supervisors of registered postgraduate students**