



UNDERGRADUATE RESEARCH COMMITTEE (URC) TERMS OF REFERENCE

A. PURPOSE & FUNCTIONS

1. General

The Undergraduate Research Committee (URC) is a steering committee constituted to support, enable and oversee undergraduate research in the Faculty of Medicine and Health Sciences (FMHS).

2. Specific

2.1. Enabling research through:

- Liaising between URC and relevant environments involved in undergraduate research, including supporting undergraduate students conducting research as part of their degrees in the FMHS.
- Advocating for University, Faculty, departmental and other support for undergraduate research, and raising the profile of undergraduate research in the FMHS.
- Providing oversight on capacity building activities pertaining to undergraduate research, including capacity development of FMHS staff and students involved in undergraduate research.
- Providing input on curricula and other opportunities for research (e.g. undergraduate student participation in Annual Academic Day) in the FMHS.
- Advising Sub Committee C and other relevant Senate bodies on policy and strategic issues related to undergraduate research in the FMHS.
- Providing oversight on policy and strategic initiatives relating to undergraduate research as directed by relevant Senate committees.

2.2. Channelling & mobilising funding through:

- Contributing to and reviewing the rules and processes related to the Undergraduate Research Fund, as well reviewing funding applications to this Fund as and when required.
- Identifying and mobilising sources of funding internal and external to the University for supporting activities related to undergraduate research, including direct funding assistance to students.

2.3. Facilitating ethics review through:

- Providing input on processes and resources for the facilitation of ethics review of undergraduate applications.
- Acting as a liaison between the Undergraduate Ethics Committee and represented environments to facilitate communication of relevant information regarding undergraduate ethics applications.

2.4. Operations:

- Creating structures and implementing procedures to ensure the functioning of the Undergraduate Research Committee.
- Electing fixed or ad hoc-subcommittees or working groups to provide advice with regard to the execution of functions of the Undergraduate Research Committee, and establishing the function and rights of such subcommittees.





B. STRUCTURE

1. General

- The Undergraduate Research Committee shall consist of the Deputy Dean of Research, and representatives from all degree programme environments, FMHS student body, the Undergraduate Research Office and the Health Research Ethics office, as outlined below.
- Members of the Undergraduate Research Committee will be appointed on two-yearly terms, except *ex officio* members who will hold their position on the committee for as long as they hold office.
- The Undergraduate Research Committee has the right to co-opt new members on an *ad hoc* basis. Recommendations regarding replacement of representatives from respective environments will be accepted from relevant Heads of Departments / Divisions / Centres.
- Sub-committees, permanent or ad hoc, may be appointed by the Undergraduate Research Committee to perform roles and responsibilities pertaining to any of the functions undertaken by the Undergraduate Research Committee.
- The Undergraduate Research Committee or its relevant sub-committees can co-opt members (“observers”) for specific periods of time for special purposes or for specific meetings, or can invite people to attend specific meetings in full or part for presentation or discussion of specific contributions, as requested by the Committee or sub-committee.
- It is expected that members of the Undergraduate Research Committee, and its subcommittees where relevant, perform their duties in any of these committees in such a way as to ensure that the general and specific functions, tasks, responsibilities and abilities of the specific committee will be performed in the interests of the FMHS, and of the University as a whole. Confidentiality of Committee communications shall be upheld.

2. Specific

The Undergraduate Research Committee shall comprise of the following members:

- i) Chairperson: the head of the Undergraduate Research Office in the Research Development & Support Division of the FMHS (*ex officio*).
- ii) Vice chairperson: the Deputy Dean of Research in the FMHS (*ex officio*).
- iii) At least one student representative from the undergraduate student body in the FMHS.
- iv) A member of the Tygerberg Student Council who is responsible for academics (TABR).
- v) A representative from the Undergraduate Research Ethics environment (*ex officio*).
- vi) At least one representative from designated departments, centres, or divisions involved in each of the undergraduate degree programmes in the FMHS, including, but not limited to, representatives from the following environments: Division of Epidemiology & Biostatistics; Centre for Health Professions Education; Division of Human Nutrition; Division of Physiotherapy; Division of Occupational Therapy; Division of Speech-Language & Hearing Therapy; MB,ChB Unit.





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- vii) Other interested staff or students in the FMHS who are actively involved in undergraduate research in the Faculty, to be appointed at the discretion of the Chairperson and Vice-Chairperson of the Undergraduate Research Committee.
- viii) Administrative secretary who will assist with minute taking and Committee-related administration.

C. PROCESSES

- The Undergraduate Research Committee shall report to Sub-Committee C of the Research Senate via the Deputy-Dean of Research.
- Minutes of Undergraduate Research Committee meetings shall be submitted to Sub-Committee C for notification purposes.
- Meetings of the Undergraduate Research Committee will take place at least once annually. The Chairperson, with the assistance of the administrative secretary, will be responsible for arranging, convening, and chairing these meetings, and keeping appropriate records of the meeting decisions. A quorum will be considered present if 50%+1 members are in attendance. Should a committee member be unable to attend a scheduled meeting, they will nominate a representative from their environment to attend on their behalf. Notifications of such shall be sent to the Chairperson at least 24 hours in advance of the relevant meeting.
- Meetings may also be convened by special request of Committee members and at the discretion of the Chairperson or Vice-Chairperson.

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Undergraduate Research Office
Research Development & Support Division



Fakulteit Geneeskunde en Gesondheidswetenskappe
Faculty of Medicine and Health Sciences



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