



# C.A.R.G

CPUT ACADEMIC RESEARCH GROUP

ATTAINING EXCELLENCE.



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# **CPUT Academic Research Group (CARG)**

## **Terms of Reference**

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Version 1 (June 2019)



## **1. Background**

The idea to form CARG emanated from a four-day Programme for Emerging Researchers in South Africa (PERSA) workshop on 3-6 December 2018 at DoubleTree by Hilton Upper Eastside Hotel organised by CPUT Research Directorate and University of Cape Town. It was born out of the need for CPUT academic staff to further their careers in research and their eagerness:

## **2. Definition and Objectives**

The CPUT Academics Research Group (CARG) is aligned to CPUT Research and Innovation Strategy.

### **2.1 Rationale**

The group shall endeavour to promote a culture of research and collaborations among members and staff in the University by building capacity and create opportunities amongst emerging academics at CPUT in:

- Making meaningful impact in their research careers
- Being respected leaders within their respective fields
- Interacting and networking with other researchers both locally and internationally
- Developing themselves and contributing in making CPUT the Centre of African research and scholarship.

### **2.2 Objectives**

- To open up for learning and scholarship
- To grow professionally with good ethical standards
- To make an impact in society through research
- To give back to CPUT and South African society in general
- To succeed and attain excellence in research nationally and internationally

## **3. Roles and functions of the CPUT Academic Research Group**

The CPUT Academic Research Group

- ❖ provide strategic leadership in the development, implementation and sustainability of research and professional programs and strategies for emerging researchers at the institutions

- ❖ provide advice, support and assistance in the implementation of the program
- ❖ assist in the promotion of a culture of robust, ethical, innovative and decolonised research
- ❖ monitor identified and emerging risks and advise on their prevention, mitigation and management in relation to research
- ❖ recognise barriers and enablers to the careers of early researchers at the institution, and assist in developing initiatives to address these
- ❖ identify research and professional development needs
- ❖ monitor trends in research and career prospects of emerging researchers at CPUT
- ❖ monitor the program budget and expenditure
- ❖ provide input and championing of new research initiatives

#### **4. Role of individual group members**

The role of the individual members of the CPUT Academic Research includes:

- attending regular meetings and actively participating in the group's work
- representing the interests of all emerging researchers, as appropriate
- a genuine interest in the initiatives and the outcomes being pursued in the program
- being an advocate for the program's outcomes
- being committed to, and actively involved in, pursuing the group's outcomes
- refer colleagues needing assistance to CARG and to other emerging researchers

#### **5. General**

##### **5.1. Membership**

The CPUT Academic Research Group shall be comprised of:

- all emerging researchers who feel the need for the establishment of a community of active scholars who are committed to drive the research agenda of CPUT
- Other members may be included in the group as required

##### **5.2. Chair/Convenor**

The group will be led by a Chair and Co-Chair elected from their members. An elected Coordinator will assist the Chair and Co-Chair. Meetings will be convened by the Chair and supported by the Co-ordinator. The Research Directorate in the person of the Capacity Development Manager will provide institutional support.

## **Agenda items**

All agenda items will be forwarded to the Coordinator by close of business five working days prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed at least 2 working days prior to the next scheduled meeting.

### **5.3. Minutes and meeting papers**

The minutes of each CPUT Academic Research Group meeting will be prepared by a delegated Secretary or somebody to whom the Chair delegated such duties before a meeting.

Full copies of the minutes, including attachments, will be provided to all group members no later than five working days following each meeting.

By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

### **5.4. Frequency of meetings**

The CPUT Academic Research Group will meet every last Thursday of the month at 13:15 – 14:15 except over public holidays and vacations. The meeting venue will alternate between a room in the District Six campus and at the Bellville Campus.

### **5.5. Review**

The effectiveness and membership of the CPUT Academic Research Group will be reviewed six months after the adoption of these terms of reference, and, thereafter annually