UNIVERSITY OF WOLVERHAMPTON

RESEARCH GOVERNANCE COMMITTEE

TERMS OF REFERENCE 2020/21

UNIVERSITY RESEARCH COMMITTEE

Terms of Reference 2020/21

1. To formulate and advise on research strategy and policy throughout the University and assist where appropriate in the preparation of the submission for Research Excellence Framework (REF).

2. To stimulate research effort throughout the University and to provide the quality assurance and monitoring processes for ensuring high calibre research performance.

3. To seek and to stimulate research that underpins course development, impacts upon the curriculum, and leads to contractual arrangements with industry, commerce and the professions.

4. Through its own functions and those of its Sub-Committees, to ensure compliance with the Regulations of the University relating to the award of its research degrees.

5. To review and, where necessary, revise the regulations for the award of the University's research degrees.

6. To have the following powers, relating to the examination and assessment for and conferment of degrees, to act on behalf of the University:

   i. to oversee the approval of the appointment of internal and external examiners for research degrees;
   ii. to make decisions, based upon consideration of the reports and recommendations of the examiners, with regard to the conferment of a Research Degree;

7. To scrutinise, via a purposely appointed Sub-Committee of experienced researchers, applications for the award of Higher Doctorates and to administer procedures for the examination and conferment of such degrees.

Monitoring of University-level Risk
The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.

The objectives are to:
- Continuously develop risk management to raise its profile across the University
- Further integrate risk management into the culture and decision making of the University
- Manage risk, including the University's risk appetite

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

Membership 2020/21

Vice Chancellor (Chair)	Professor Geoff Layer
Dean of Research (Deputy Chair)	Professor Silke Machold
Director of the Doctoral College	Dr Ben Halligan
Chair of Professoriate	Professor Keith Gildart
Faculty Associate Deans of Research: - Faculty of Science & Engineering (FSE) - Faculty of Social Sciences (FABSS) - Faculty of Education, Health & Wellbeing (FEHW)	 Professor Keith Burnham Professor Phil Dearden Professor Andy Lane
Directors of University Research Institutes: - Institute for Community Research & Development (ICRD) - Research Institute in Healthcare Science (RIHS) - Research Institute in Information & Language Processing (RIILP)	 Professor Laura Caulfield Professor Tracy Warr Professor Ruslan Mitkov
Faculty representatives of Research Centres) - Faculty of Science & Engineering (FSE) - Faculty of Arts, Business & Social Sciences (FABSS) - Faculty of Education, Health & Wellbeing (FEHW)	 Professor Michael Fullen Professor John Buckley Professor Peter Walton Dr Ben Colbert Professor Dew Harrison Professor Carol Bond Professor Maria Uther Professor Michael Jopling Professor Tracey Devonport
Students Union Affairs Officer	Mr Ayokunle Falana
Student Representatives x3 (one from each Faculty) - FABSS Rep - FEHW Rep - FSE Rep	 Evelyn Price Vacant Simeon Idiakheua
Academic Registrar	Dr Jo Wright
Head of Student Transnational and Research (STaR) Office	Mr Phil Whittingham
Head of Research Services	Dr Camelia Dijkstra
Doctoral College representative	Dr Debra Cureton
Research Policy Unit representative (Officer)	Ms Jill Morgan
University Librarian	Ms Jo-Anne Watts
Project Support Office Representative	Katherine Howard
Representative of Athena SWAN	Professor Nazira Karodia

In attendance:
Quorum: 50%

Reporting structure

Reports to: Academic Board

Receives reports from:
- Research Awards Sub-Committee
- Ethics Sub-Committee
- Doctoral College Advisory Board
- Research Concordat Sub-Committee
- Faculty Research Committees
- Business and KEF sub-committee

UNIVERSITY RESEARCH COMMITTEE
DOCTORAL COLLEGE ADVISORY BOARD (DCAB)

Purpose and Scope
The purpose of the Doctoral College Advisory Board is to support the Doctoral College in its operations, review its progress against agreed objectives, and provide advice on key matters. While the scope of the Board is initially limited to matters pertaining to the Doctoral College, wider concerns in relation to research strategy and identity are also understood to impact directly on the Doctoral College.

Terms of Reference
The objectives of the Advisory Board inform the standing Terms of Reference. Their focus is to promote quality enhancement with respect to current postgraduate researchers and research culture, and aligning the Doctoral College with the University's wider strategy. In addition:

External research culture
   a) To consider the impact of external factors to the research culture within the University of Wolverhampton, including preparedness in relation to external assessments of research.

Ongoing processes and procedures
   b) To review policies pertaining to recruitment matters and the processing of applications, to include United Kingdom Visa and Immigration matters.
   c) To consider updates on PhD promotions.
   d) To advise with respect to matters arising or suggested changes with respect to a) and b), above.

Strategy
   e) To co-formulate strategy and policies with respect to postgraduate research culture, identity and provision.
   f) To ensure that the Doctoral College's strategy is aligned to the wider university strategy, both in terms of postgraduate research culture, and Research Excellence Framework and Teaching Excellence Framework exercises, UKRI objectives, and the Quality Assurance Agency for Higher Education.

Monitoring of University-level Risk
The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.
The objectives are to:
   • Continuously develop risk management to raise its profile across the University
   • Further integrate risk management into the culture and decision making of the University
   • Manage risk, including the University's risk appetite

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

Frequency, Conduct and Reporting of Meetings
The Advisory Board shall meet quarterly, but will also be convened as other business requires. These meetings will run prior to the University Research Committee so that the Advisory Board may also engage with the Academic Board on relevant matters.

In addition the committee may delegate certain work to subgroups who will report back to the committee.

The committee will normally conduct business by consensus but, where a vote needs to be taken and a tie occurs, the Chair shall have a casting vote.

Minutes of each meeting will be formally recorded and submitted to the Committee before its next meeting. Minutes will not normally be published, but will be supplied to those with a legitimate interest, as determined by the committee in its sole discretion.

The Terms of Reference will be reviewed annually.

Declaration of Interest

When a member perceives a conflict of interest – for example, when they have a vested financial or personal interest in a research project or with a project sponsor; or direct involvement in the research project; or have had personal dealings with the individual being discussed – they shall declare this to the Chair. In these circumstances, one of the following decisions should be taken in consultation with the Chair (or their Deputy):

a) The member remains in the room for the Committee discussion (but abstains from participating)
b) The member leaves the room for the duration of the discussion

If the person chairing a meeting perceives a conflict of interest, they shall invite another member to chair for that item and then act in the same way as above.

Reporting Structure

The Advisory Board reports to the University Research Committee.

Membership
- Dean of Research (Chair)
- Deputy Academic Registrar
- Director of the Doctoral College
- Associate Deans of Research (or nominees)
- 1 Nominated member from each faculty and research institute
- Representative of DSAS
- Doctoral College Representative
- Research Policy Unit Representative

The Committee may co-opt additional members as it sees fit. The appointment of such co-opted members is limited to specific purposes or projects, and their attendance at meetings ends on completion of that purpose or project.

If they are unable to attend then the Chair can deputise chairing the meeting to another Committee member.

Specialist Advice

The Chair may invite an individual to attend a particular meeting or meetings to give specialist advice to the committee. Such individuals however should not participate in the final decision-making of DCAB.

Quoracy

The Advisory Board is considered quorate when four members are in attendance.

UNIVERSITY RESEARCH COMMITTEE
RESEARCH AWARDS SUB-COMIITTEE RASC

Purpose and scope

The Research Awards Sub-Committee is constituted as a sub-committee of University Research Committee to ensure the assurance of quality and standards of research degrees, and to provide effective and independent scrutiny of examination arrangements.

Terms of Reference

1) Monitor the practices of Faculty Research Student Boards through scrutiny of the minutes, to notify University Research Committee of any matters of significance, and to disseminate examples of good practice.

2) Maintain an overview, on behalf of the University Research Committee, of annual student monitoring and recommendations to progress/withdraw

3) Approve the appointment of internal and external examiners for research degrees

4) Make decisions, based upon consideration of the reports and recommendations of the examiners, with regard to the conferment of a Research Degree

5) To bring to the attention of the University Research Committee any matters of policy or regulatory review that arise from its powers of scrutiny.

6) To carry out, on behalf of the University Research Committee, any investigations into matters of practice concerning postgraduate research degrees, as directed by said Committee.

Monitoring of University-level Risk

The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.

The objectives are to:

- Continuously develop risk management to raise its profile across the University
- Further integrate risk management into the culture and decision making of the University
- Manage risk, including the University's risk appetite

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

Frequency, Conduct and Reporting of Meetings

The Committee shall hold at least 6 full meetings per year, but will also be convened as other business requires. In addition the committee may delegate certain work to subgroups who will report back to the committee.

The committee will normally conduct business by consensus but, where a vote needs to be taken and a tie occurs, the Chair shall have a casting vote.

Minutes of each meeting will be formally recorded and submitted to the Committee before its next meeting. Minutes will not normally be published, but will be supplied to those with a legitimate interest, as determined by the committee in its sole discretion.

The terms of reference will be reviewed annually.

Declaration of Interest

When a member perceives a conflict of interest – for example, when they have a vested financial or personal interest in a research project or with a project sponsor; or direct involvement in the research project; or have had personal dealings with the individual being discussed – they shall declare this to the Chair. In these circumstances, one of the following decisions should be taken in consultation with the Chair (or their Deputy):

c) The member remains in the room for the Committee discussion (but abstains from participating)
d) The member leaves the room for the duration of the discussion

If the person chairing a meeting perceives a conflict of interest, they shall invite another member to chair for that item and then act in the same way as above.

Reporting Structure

The Research Awards Sub-Committee reports to the University Research Committee.
The Sub-Committee receives reports from Faculty Research Student Boards.

Membership

Nominated representatives must be research active or involved in research degree programmes.
- Director of the Doctoral College (Chair)
- Representative from each Faculty
- Representative from Research Institute in Information and Language Processing
- Representative from Research Institute in Healthcare Science
- Representative from the Institute for Community Research and Development
- Research Integrity Manager, RPU

In attendance: Officer (Registry)

The Committee may co-opt additional members as it sees fit. The appointment of such co-opted members is limited to specific purposes or projects, and their attendance at meetings ends on completion of that purpose or project.

If they are unable to attend then the Chair can deputise chairing the meeting to another Committee member.

Specialist Advice

The Chair may invite an individual to attend a particular meeting or meetings to give specialist advice to the committee. Such individuals however should not participate in the final decision-making of RASC.

Quoracy

The Research Awards Sub-Committee is considered quorate when there are at least 50% plus one members present. Co-opted members are not counted as part of the quorum.

UNIVERSITY RESEARCH COMMITTEE
ETHICS SUB-COMMITTEE (ESC)

Constitution
The Ethics Sub-Committee is constituted as a sub-committee of the University's Research Committee to ensure that all research undertaken by staff and students is carried out ethically and responsibly.

Purpose and Scope
The Ethics Sub-Committee will promote ethical practice and is responsible for ensuring, so far as it is reasonably possible, the maintenance and enhancement of ethical standards in the conduct of research (including consultancy and professional practice) undertaken by staff and students of the University.

It seeks to ensure that staff, students, and research participants are protected from possible harm and that their rights are both respected and protected.

Terms of Reference
- To provide advice and make recommendations to Academic Board to enable the University to respond to the emergence of ethical issues, whether this response is prompted by the internal environment or external requirements and legislation.
- To prepare, monitor, and review the University Ethical Principles, Ethics Policy, Code of Good Research Practice and the associated ethics policy, guidance and standards, in relation to ethical issues which may arise from teaching and research activities within the University to ensure they are in line with the requirements of relevant professional associations and research funding councils.
- To confirm that the ethics review processes within the University are working effectively and that ethical considerations involving human participants or any other ethically sensitive activities are being adequately addressed at all levels.
- To advise on any issues of an ethical nature referred to it by the Deans of the Faculties, and/or Faculty Ethics Committee, or by Service Departments;
- To receive relevant papers/information from external bodies for consideration
- To oversee the appropriate development of staff and systems that support the ethical review and governance of research;
- To consider annual reports from Faculties on the management of ethical issues and the operation of Faculty Ethics Committees
- To monitor the Committee's constitution to ensure compliance with third party requirements.

The Committee will do this by:
- Ensuring that any research/investigation at the University complies with external codes of practice and receives due consideration where there are ethical concerns. It will also act as the point of contact for external bodies and will adapt University procedures in the light of external requirements and changes.
- Ensuring that the Faculties have ethics procedures/infrastructures that are robust and effective. This will be done by receiving Faculty annual reports on their procedures for the ethical review of staff research, of postgraduate research and of undergraduate work. This will be supported, appropriately, by records and by formal minutes of decisions taken.
- Issuing guidance and advice on staff and student development needs, and through the dissemination of good practice.

Monitoring of University-level Risk
The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.
The objectives are to:
- Continuously develop risk management to raise its profile across the University
- Further integrate risk management into the culture and decision making of the University
- Manage risk, including the University's risk appetite

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

Frequency, Conduct and Reporting of Meetings
The Committee shall hold at least 3 full meetings per year, but will also be convened as other business requires. In addition the committee may delegate certain work to subgroups who will report back to the committee.

The committee will normally conduct business by consensus but, where a vote needs to be taken and a tie occurs, the Chair shall have a casting vote.

Minutes of each meeting will be formally recorded and submitted to the Committee before its next meeting. Minutes will not normally be published, but will be supplied to those with a legitimate interest, as determined by the committee in its sole discretion.

The Constitution of all Ethics Governance committees will be reviewed annually.

Declaration of Interest
When a member perceives a conflict of interest – for example, when they have a vested financial or personal interest in a research project or with a project sponsor; or direct involvement in the research project; or have had personal dealings with the individual being discussed – they shall declare this to the Chair. In these circumstances, one of the following decisions should be taken in consultation with the Chair (or their Deputy):

    e)   The member remains in the room for the Committee discussion (but abstains from participating)
    f)   The member leaves the room for the duration of the discussion

If the person chairing a meeting perceives a conflict of interest, they shall invite another member to chair for that item and then act in the same way as above.

Reporting Structure

The Ethics Sub-Committee reports to the University Research Committee.
The Sub-Committee receives reports from Faculty Ethics Committees.

Membership
- Dean of Research (Chair)
- Director of the Doctoral College
- Chairs of the Faculty Ethics Committees
- Heads of the Faculty Ethics Panels
- A representative from each Research Institute
- A representative from the College of Learning & Teaching
- A Students' Union representative

The Committee may co-opt additional members as it sees fit. The appointment of such co-opted members is limited to specific purposes or projects, and their attendance at meetings ends on completion of that purpose or project.

If they are unable to attend then the Chair can deputise chairing the meeting to another Committee member.

Specialist Advice
The Chair may invite an individual to attend a particular meeting or meetings to give specialist advice to the committee. Such individuals however should not participate in the final decision-making of ESC.

Quoracy
The Ethics Committee is considered quorate when there are at least 50% plus one members present. Co-opted members are not counted as part of the quorum.

UNIVERSITY ETHICS SUB-COMMITTEE
SPONSORSHIP SUB-COMMITTEE

Constitution
The Sponsorship Sub-Committee is constituted as a sub-committee of the University Ethics Sub-Committee to ensure that all research in health and social care undergoes high level scrutiny before institutional sponsorship is granted.

Purpose

The Sponsorship Sub-Committee is responsible for reviewing, approving and monitoring sponsorship of Health and Social Care Research on behalf of the University.

Terms of Reference 2019/20

The Sub-Committee has overall responsibility for sponsored research as stipulated in the UK Policy Framework for Health and Social Care Research (2017), which includes:

a) identifying poorly designed or planned research and poor quality research proposals, protocols or applications and ensuring that research proposals and protocols are appropriate, accurate and high quality;

b) satisfying itself that the investigators, research team and research sites are suitable to conduct the proposed research;

c) ensuring that roles and responsibilities of the parties involved in the research and any delegation by the sponsor of its tasks are agreed and documented;

d) ensuring adequate provision is made for insurance or indemnity to cover liabilities which may arise in relation to the design, management and conduct of the research project;

e) ensuring appropriate arrangements are made for making data and tissue accessible before the research starts (unless a deferral is agreed by or on behalf of the research ethics committee):

    i. adhering to agreed arrangements, with adequate consent and privacy safeguards, in a timely manner after it has finished;

    ii. ensuring arrangements for information about the findings of the research to be made available, including, where appropriate, to participants;

f) ensuring that, where expected or required, the research has approval from a research ethics committee and any other relevant approval bodies before it begins;

g) verifying that regulatory and practical arrangements are in place, before permitting the research to begin in a safe and timely manner;

h) putting and keeping in place arrangements for adequate finance and management of the research project, including its competent risk management and data management;

i) ensuring that effective procedures and arrangements are kept in place and adhered to for reporting (e.g. progress reports, safety reports) and for monitoring the research, including its conduct and the ongoing suitability of the approved proposal or protocol in light of adverse events, changes in legislation or other developments.'

The Committee will do this by:

1) Reviewing and approving applications for University Sponsorship of Health and Social Care Research projects

2) Maintaining and monitoring a register of University sponsor approved studies.

3) Approving annual progress reports and end of study reports before submissions to the HRA/ REC.

4) Acting as the point of contact for external bodies and adapting University procedures in the light of external requirements and changes.

5) Seeking specialist advice from research subject experts and Professional Services, i.e. Legal, Finance/Insurance and Health & Safety, when required

6) Advising the Ethics Sub-committee on related policies and procedures and revising this when appropriate.

7) Issuing guidance and advice on staff development needs and through the dissemination of good practice.

Monitoring of University-level Risk
The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.

The objectives are to:
• Continuously develop risk management to raise its profile across the University
• Further integrate risk management into the culture and decision making of the University
• Manage risk, including the University's risk appetite

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

Frequency, Conduct and Reporting of Meetings
The Committee shall hold at least 2 full meetings per year, but will also be convened as other business requires. In addition the committee may delegate certain work to subgroups who will report back to the committee.

The committee will normally conduct business by consensus but, where a vote needs to be taken and a tie occurs, the Chair shall have a casting vote.

Minutes of each meeting will be formally recorded and submitted to the Committee before its next meeting. Minutes will not normally be published, but will be supplied to those with a legitimate interest, as determined by the committee in its sole discretion.

The Constitution of all Ethics Governance committees will be reviewed annually.

Declaration of Interest
When a member perceives a conflict of interest – for example, when they have a vested financial or personal interest in a research project or with a project sponsor; or direct involvement in the research project; or have had personal dealings with the individual being discussed – they shall declare this to the Chair. In these circumstances, one of the following decisions should be taken in consultation with the Chair (or their Deputy):

g) The member remains in the room for the Committee discussion (but abstains from participating)
h) The member leaves the room for the duration of the discussion

If the person chairing a meeting perceives a conflict of interest, they shall invite another member to chair for that item and then act in the same way as above.

Reporting Structure

The Sponsorship Sub-Committee reports to the Ethics Sub-Committee.
The Sponsorship Sub-Committee receives progress reports from Faculty Ethics Committees.

Membership
- Dean of Research (Chair)
- A representative from the relevant Research Institute/ centres:
    - Research Institute in Healthcare Science
    - Institute for Community Research and Development
    - Caring for Lifelong Health Research Centre
    - The Centre for Psychological Research
    - The Sport and Physical Activity Research Centre
- Head of Doctoral Studies (FEHW)
- Research Policy Development Officer (Officer)
- Co-opted member(s) as deemed appropriate.

The Committee may co-opt additional members as it sees fit. The appointment of such co-opted members is limited to specific purposes or projects, and their attendance at meetings ends on completion of that purpose or project.

If they are unable to attend then the Chair can deputise chairing the meeting to another Committee member.

Specialist Advice
The Chair may invite an individual to attend a particular meeting or meetings to give specialist SSC.

Quoracy
The Sponsorship Sub-Committee is considered quorate when there are at least 50% plus one members present. Co-opted members are not counted as part of the quorum.

FACULTY ETHICS COMMITTEE (FEC)

Constitution
The Faculty Ethics Committees (FECs) are constituted to ensure that all research undertaken by staff and students is carried out ethically and responsibly. They monitor the Ethics Subject Panels and report, via the Faculty Research Committee to the Ethics Sub-committee (ESC).

Purpose & Scope
The role of the Faculty Ethics Committee is to maintain ethical standards of practice in research, to protect participants of research and researchers from harm, to preserve participants' rights and to provide reassurance to the public and to external bodies that this is being done. It is also the aim of the Committee to facilitate, not hinder, valuable research, and to protect researchers from unjustified criticism.

In pursuit of these objectives, the Committees draw on the Concordat to support Research Integrity, the University of Wolverhampton's Code of Good Research Practice, Ethics Policy and Ethics Guidance, and discipline specific guidelines endorsed by relevant professional / academic societies.

Terms of reference
- To ensure that the Faculty has ethics procedures/infrastructures that are robust and effective.
- To oversee Faculty ethical review processes including management and monitoring of the Ethics Subject Panels to ensure that applications are reviewed effectively and rigorously.
- To provide subject specific advice, guidance and training to staff and students on ethical issues to ensure that research is undertaken in accordance with the ethical Policies, Principles and guidelines that constitute the University of Wolverhampton ethical framework.
- To review and monitor ethical issues associated with undergraduate and postgraduate research projects and staff research.
- To develop ethical procedures within the Faculty as necessary to accommodate novel areas of research and to ensure compliance with appropriate external regulatory or legislative requirements
- To provide advice and make recommendations to the Faculty Research Committee to enable the Faculty to respond to the emergence of ethical issues, whether this response is prompted by the internal or the external environment.
- To disseminate good practice and to ensure that subject specific training and development is provided to staff and students
- To provide an annual report to the Ethics Sub-committee

Monitoring of University-level Risk
The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.
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- Manage risk, including the University's risk appetite

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

Frequency, Conduct and Reporting of Meetings
The Committee shall hold at least 3 full meetings per year. In addition the committee may delegate certain work to the subject panels who will report back to the committee.

The committee will normally conduct business by consensus but, where a vote needs to be taken and a tie occurs, the Chair shall have a casting vote.

Minutes of each meeting will be formally recorded and submitted to the Committee before its next meeting. Minutes will not normally be published, but will be supplied to those with a legitimate interest, as determined by the committee in its sole discretion.

The full Terms of Reference and Membership to be reviewed annually by the University Ethics Sub-committee.

Declaration of Interest

When a member perceives a conflict of interest – for example, when they have a vested financial or personal interest in a research project or with a project sponsor; or direct involvement in the research project; or have had personal dealings with the individual being discussed – they shall declare this to the Chair. In these circumstances, one of the following decisions should be taken in consultation with the Chair (or their Deputy):

   i)   The member remains in the room for the Committee discussion (but abstains from participating)
   j)   The member leaves the room for the duration of the discussion

If the person chairing a meeting perceives a conflict of interest, they shall invite another member to chair for that item and then act in the same way as above.

Reporting Structure

Faculty Ethics Committees report to Faculty Research Committees.
The University Ethics Sub-Committee receives reports from Faculty Ethics Committee via the Faculty Research Committee.

Membership

Each FEC should have at least 12 members drawn from departments across the Faculty and at least one lay member with no contractual relationship with the University.

- Chair (Associate Dean Research)
- Heads of the Faculty Subject Ethics Panels
- Post Graduate Research Tutor / Head of Doctoral Studies
- Dean of Faculty (*ex-officio*)
- Secretary

The Committee may co-opt additional members as it sees fit. The appointment of such co-opted members is limited to specific purposes or projects, and their attendance at meetings ends on completion of that purpose or project.

If they are unable to attend then the Chair can deputise chairing the meeting to another Committee member.

Specialist Advice

The Chair may invite an individual to attend a particular meeting or meetings to give specialist advice to the committee. Such individuals however should not participate in the final decision-making of the FEC.

Quoracy

The Ethics Committee is considered quorate when there are at least 50% plus one members present. Co-opted members are not counted as part of the quorum.

Absences

If members are continually absent the Chair will write to them in the first instance to seek clarification on the cause of the absences and discuss if alternative arrangements are needed. If after this discussion the absences continue, the Chair will write to the relevant Head of School in order to seek a replacement member. Attendance is also reported in the FEC annual report.

FACULTY ETHICS SUBJECT PANELS (ESP)

Constitution
The Ethics Subject Panels are constituted to ensure that all research undertaken by staff and students is carried out ethically and responsibly. Subject panels are able to undertake an ethical review of any relevant research project being conducted within the Faculty.

Institutional Research and all individual research and scholarship related to learning, teaching and assessment and the student experience within the University undergoes ethical review by the Education Subject Panel.

Purpose & Scope
The role of the subject panels is to conduct ethical review of applications for research ethics approval submitted by staff or students. It seeks to ensure that staff, students, and research participants are protected from possible harm and that their rights are both respected and protected.

In alignment with the Concordat to Support Research Integrity the subject panels will take a principles based approach to their decision making:

1) **Independence** – ethics review must operate free from conflicts of interest so that the application of ethics principles and reasoning is neither impeded nor compromised.

2) **Competence** - Ethics review and other processes supporting institutional best practice and sector standards must be consistent, coherent and well-informed.

3) **Facilitation** - Ethics review and other supporting processes must make the facilitation of ethically sound research a priority.

4) **Transparency & Accountability** - Decisions and advice must be open to public scrutiny and responsibilities must be recognised and discharged consistently.

Terms of reference
- To consider applications for ethical approval on behalf of the Faculty Ethics Committee, and to provide an ethics opinion on the research, whether:
  - Approved as proposed
  - Approved subject to conditions
  - Not approved; and to advise on the basis of such ethics opinions.
- To take account of relevant Government legislation and requirements such as the Human Rights Act 1998, the Equality Act 2010, the Prevent Strategy 2011, and the Disclosure and Barring Service in its considerations.
- To take account of legitimate interests of other individuals, bodies and communities, associated with the research and provide reassurance to the public and to outside bodies that their legitimate interests have been protected.
- To exercise powers to require the halting of research if substantive ethical problems are identified as an approved project progresses until such time as any such concerns have been remedied to the satisfaction of the panel.
- To withdraw approval when concerns such as those identified above are not remedied to the satisfaction of the panel.

Monitoring of University-level Risk
The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.
     The objectives are to:
- Continuously develop risk management to raise its profile across the University
- Further integrate risk management into the culture and decision making of the University
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The role of reviewers
Reviewers are expected to perform a thorough review and submit detailed and meaningful comments on each ethics application. Detailed and meaningful comments are defined as those which point out specific issues to be corrected in the application and supporting documentation or specific points for clarification. They must contribute new and relevant information over and above that provided by other reviewers. This does not include comments which are duplicated from other members or limited to statements such as 'I agree with the above'. The decision regarding whether the comments made by a specific member fit with this definition is at the discretion of the Chair.

Specialist Advice
The Chair may invite an individual to give specialist advice to the panel. Such individuals however should not participate in the final decision-making of the panel.

Declaration of Interest
When a reviewer perceives a conflict of interest – for example, when they have a direct involvement in the research project being reviewed or have had personal dealings with the individual and the application being reviewed– they shall declare this to the Chair. In these circumstances, the reviewer abstains from reviewing the application.

UNIVERSITY RESEARCH COMMITTEE
RESEARCHER DEVELOPMENT SUB-COMMITTEE (RDSC)

The UK Concordat to Support the Career Development of Researchers
The UK Concordat to Support the Career Development of Researchers is an agreement between funders and employers of research staff to improve the employment and support for researchers and research careers in UK higher education.

It sets out clear standards that research staff can expect from the institution that employs them, as well as their responsibilities as researchers.

Despite being a voluntary instrument, the Concordat is having a significant impact across the higher education sector. The intention to implement the principles of the Concordat is now widespread in institutions, and the corresponding infrastructure is increasingly in place.

Researcher Development Sub-committee

Purpose and Scope
This Sub-committee of URC supports researcher development initiatives and, in particular, addresses the needs of Concordats and Codes of Practice pertaining to researcher development, training, and capability.

The Sub-committee will ensure that the university is meeting the needs of researchers in the University and thus contribute to the implementation of the University's Research Strategy and Strategic Plan.

The Researcher Development Sub-committee will review progress against any Concordat action plans and periodically provide a report to University Research Committee. In addition, the committee will oversee our HR Excellence in Research Award and ensure that the external audit, performed by Vitae every four years, is completed and recommendations implemented.

The Researcher Development Sub-committee is responsible to the University Research Committee for the exercise of the University's powers in relation to the support and career development of researchers. It has a strategic role, advising the University Research Committee on local, national and international issues relating to researcher development. The Sub-Committee will strive to maintain a membership that reflects a rich diversity, taking positive action to achieve this where necessary. In meeting this objective, the Sub-Committee shall have the power to co-opt additional members.

Terms of reference

The committee will:
- Ensure that the University meets the expectations of all Concordats and Codes of Conduct pertaining to researcher development, training, and capability, as well as RCUK's Statement of Expectations for Doctoral Training and RCUK's Statement of Expectations for Research Fellowships and Future Research Leaders.
- Develop and review action plans and highlight any barriers to achievement of the actions.
- Make recommendations to other University Committees where necessary about areas of activity not outlined in the action plan.
- Take responsibility for the communication and dissemination of activities to Faculties/Schools/Services where applicable, and oversee the effective implementation of action plans and recommendations.
- Oversee attainment of the HR Excellence in Research badge and regular review of the badge criteria.
- Review the terms of reference at the beginning of each academic year.

Monitoring of University-level Risk

The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.

The objectives are to:
- Continuously develop risk management to raise its profile across the University
- Further integrate risk management into the culture and decision making of the University
- Manage risk, including the University's risk appetite

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

Reporting Structure

The Researcher Development Sub-committee reports to the University Research Committee.

Frequency, Conduct and Reporting of Meetings

The committee shall meet three times per annum, but will also be convened as other business requires. In addition the committee may delegate certain work to subgroups who will report back to the committee.

The committee will normally conduct business by consensus but, where a vote needs to be taken and a tie occurs, the Chair shall have a casting vote.

Minutes of each meeting will be formally recorded and submitted to the Committee before its next meeting. Minutes will not normally be published, but will be supplied to those with a legitimate interest, as determined by the committee in its sole discretion.

The Terms of Reference will be reviewed annually.

Constitution & Membership

The committee will strive to maintain a membership that reflects a rich diversity, taking positive action to achieve this where necessary. Researcher representatives sit on the committee for a period of no more than 3 years.

- Dean of Research (Chair)
- HR Associate Director Organisational Development
- Director of the Doctoral College
- Associate Professor of Equity in Learning and Teaching
- Chair of Professoriate
- Researcher representatives, 1 to represent each Faculty and each Research Institute
- Careers representative

The Committee may co-opt additional members as it sees fit. The appointment of such co-opted members is limited to specific purposes or projects, and their attendance at meetings ends on completion of that purpose or project.

If they are unable to attend then the Chair can deputise chairing the meeting to another Committee member.

Specialist Advice

The Chair may invite an individual to attend a particular meeting or meetings to give specialist advice to the committee. Such individuals however should not participate in the final decision-making of RDSC.

Quoracy

The Committee is considered quorate when at least 50% of members are present. Co-opted members are not counted as part of the quorum.

UNIVERSITY RESEARCH COMMITTEE
BUSINESS AND KEF SUBCOMMITTEE (BKSC)

Purpose and scope

The Business and KEF Sub-Committee is constituted as a sub-committee of University Research Committee to inform and advise on the University's commercial income, knowledge exchange and enterprise activities.

Terms of Reference

- To oversee the development and implementation of the Knowledge Exchange Framework including all KEF impact reviews, the University HEIF strategy, HEIF monitoring returns and data being submitted for the HEBCIS.

- To stimulate income generating and enterprising activities throughout the University and facilitate cross Faculty and Department collaboration and sharing of best practice.

- To monitor progress towards the achievement of Faculty and Department income generation targets and report on work in progress and strategic or pipeline developments.

- To encourage opportunities for any/all commercial and enterprising activities.

- To oversee the University IP investments and all licencing spin-out activities.

- To help monitor and guide the university's approach to student employability.

- To monitor business incubation, including student incubation.

- To monitor and guide the University's civic university activities

- To oversee and receive reports on all grant funding activity (sources tbc)

Monitoring of University-level Risk

The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.

The objectives are to:
- Continuously develop risk management to raise its profile across the University
- Further integrate risk management into the culture and decision making of the University
- Manage risk, including the University's risk appetite

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

Frequency, Conduct and Reporting of Meetings

The Committee shall hold at least 6 bimonthly meetings per year, but will also be convened as other business requires. In addition the committee may delegate certain work to subgroups who will report back to the committee.

The committee will normally conduct business by consensus but, where a vote needs to be taken and a tie occurs, the Chair shall have a casting vote.

Minutes of each meeting will be formally recorded and submitted to the Committee before its next meeting. Minutes will not normally be published, but will be supplied to those with a legitimate interest, as determined by the committee in its sole discretion.

The terms of reference will be reviewed annually.

Declaration of Interest

When a member perceives a conflict of interest – for example, when they have a vested financial or personal interest with matters being discussed – they shall declare this to the Chair. In these circumstances, one of the following decisions should be taken in consultation with the Chair (or their Deputy):

a) The member remains in the room for the Committee discussion (but abstains from participating)
b) The member leaves the room for the duration of the discussion

If the person chairing a meeting perceives a conflict of interest, they shall invite another member to chair for that item and then act in the same way as above.

Reporting Structure

The Business and KEF Sub-Committee reports to the University Research Committee and updates to Academic Board.

Membership
- Vice Chancellor, Geoff Layer
- Pro Vice Chancellor, Regional Engagement (Chair): Nazira Karodia
- Senior Faculty Nominees, Rebecca MacDonald, Clare Schofield, Kay Biscomb
- Dean of Research, Silke Machold
- Industrial Professor (IP & Spin-Outs), Andrew Pollard
- Commercial Director, UoW Science Park, Nigel Babb
- University Secretary/Director of Legal, Sam Waters
- Director, Finance, Martin Taylor
- Director, External Engagement, Katharine Clough

In attendance:
- Project Bidding Development Manager, Katherine Howard
- Market Intelligence Manager, Valeria Arzenton
- Director of Planning & Performance, Jennie Coates
- Deputy Director, Business Engagement, Richard Nicklin
- Head of the Vice Chancellor's Office, Ray Flynn
- Learning Regions Director and Head of Lifelong Learning, Mary Mahoney
- Director of DSAS: Fiona Parsons or designate to attend re. employability
- Secretariat: Amarjit Nar

The Committee may co-opt additional members as it sees fit. The appointment of such co-opted members is limited to specific purposes or projects, and their attendance at meetings ends on completion of that purpose or project.

If they are unable to attend then the Chair can deputise chairing the meeting to another Committee member.

Specialist Advice

The Chair may invite an individual to attend a particular meeting or meetings to give specialist advice to the committee. Such individuals however should not participate in the final decision-making of BKSC.

Quoracy

The Sub-Committee is considered quorate when there are at least 50% plus one members present. Co-opted members are not counted as part of the quorum.

FACULTY RESEARCH COMMITTEE (FRC)

Purpose and Scope
The Faculty Research Committee will advise the Dean of Faculty on strategic matters regarding research within the Faculty. It brings together research policy and research degree matters.

Terms of Reference
- To formulate, implement and continually review the Faculty research strategy that include sub-strategies for Faculty-funded investment in research and the award of research studentships;

- To stimulate research effort throughout the Faculty and to provide the quality assurance and monitoring processes for ensuring high calibre research performance and research student supervision;

- To develop, implement and oversee the operation of a Faculty research staff mentoring plan and manage monitoring of early career researchers and application through ERAS scheme or similar early career support schemes;

- To seek to stimulate research that underpins course development, impacts upon the curriculum, and meets the needs of industry, commerce and the professions;

- To ensure that the Regulations and relevant codes of practice of the University relating to the award of its research degrees are complied with and that the standards of the awards, successful student progression and the interests of students are preserved;

- To ensure the currency of research supervisor training in liaison with the Doctoral College and the RPU;

- To appoint an individual responsible for overseeing Faculty-based subject-specific and generic research skills provision for research students and for monitoring take-up and effectiveness of this training in liaison with the Research Policy Unit (RPU) and the Doctoral College;

- To coordinate Faculty preparations for submissions to the Research Excellence Framework (REF);

- To arrange inaugural lectures for newly appointed Faculty professors;

- To establish and keep under review a Faculty research seminar programme ensuring that each Faculty provides a vibrant programme covering all areas of its responsibility and that this is widely advertised within the Faculty and via the RPU at University level;

- To monitor staff and faculty input to ELEMENTS and WIRE;

- To provide a quarterly report of its activities to the University Research Committee;

- To produce an annual Faculty research report for external stakeholders and the general public and ensure that research successes are communicated to Marketing and Communications for publicity purposes.

- To formulate, deploy and monitor action plans to ensure that Faculty research procedures are compliant with both the requirements of the University's Athena Swan membership and obligations to relevant Equality and Diversity legislation.

- To manage and monitor research bids, income and surpluses

- To monitor the Faculty Research Student Boards (FRSB) as a sub-committee of FRC.

- To monitor the Faculty Ethics committee (FEC) as a sub-committee of FRC.

Monitoring of University-level Risk
The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.
The objectives are to:
- Continuously develop risk management to raise its profile across the University
- Further integrate risk management into the culture and decision making of the University
- Manage risk, including the University's risk appetite

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

Frequency, Conduct and Reporting of Meetings
The Committee shall hold at least 4 meetings per year. In addition, the committee may delegate certain work to subgroups who will report back to the committee.

The committee will normally conduct business by consensus but, where a vote needs to be taken and a tie occurs, the Chair shall have a casting vote.

Minutes of each meeting will be formally recorded and submitted to the Committee before its next meeting. Minutes will not normally be published, but will be supplied to those with a legitimate interest, as determined by the committee in its sole discretion.

Declaration of Interest
When a member perceives a conflict of interest – for example, when they have a vested financial or personal interest in a research project or with a project sponsor; or direct involvement in the research project; or have had personal dealings with the individual being discussed – they shall declare this to the Chair. In these circumstances, one of the following decisions should be taken in consultation with the Chair (or their Deputy):

c) The member remains in the room for the Committee discussion (but abstains from participating)
d) The member leaves the room for the duration of the discussion

If the person chairing a meeting perceives a conflict of interest, they shall invite another member to chair for that item and then act in the same way as above.

Reporting Structure

- The Faculty Research Committee reports to the faculty DAG, Faculty Board, and University Research Committee.
- The Faculty Research Committee receives reports from the Research Student Boards and the Faculty Ethics Committee.

Membership
- Associate Dean of Research (Chair)
- Postgraduate Research Tutor(s)
- Director of the Doctoral College
- Chair of the Faculty Ethics Committee
- Head of each Research Institute & Centre
- Designated Research Impact Officer, RPU
- Research Information Systems Officer, RPU
- Library Representative
- Faculty Research Student Representatives
- Dean of Faculty (ex officio)
- Dean of Research (ex officio)

The Committee may co-opt additional members as it sees fit. The appointment of such co-opted members is limited to specific purposes or projects, and their attendance at meetings ends on completion of that purpose or project.

Specialist Advice
The Chair may invite an individual to attend a particular meeting or meetings to give specialist advice to the committee. Such individuals however should not participate in the final decision-making of FRC.

Quoracy
The Committee is considered quorate when there are at least 50% plus one members present. Co-opted members are not counted as part of the quorum.

RESEARCH STUDENT BOARD (RSB)

Purpose and Scope
On behalf of the Faculty Research Committee (FRC) the Research Student Board will provide quality assurance and monitoring of postgraduate research (PGR) students, ensure that the research degree regulations and relevant codes of practice are complied with, and that PGR students experience a vibrant research environment.

Each faculty will have at least one RSB, and Research Institutes may have a separate RSB that must report to the home faculty of the Research Institute.

Terms of Reference
- On behalf of the Faculty Research Committee, to ensure that the Regulations and associated codes of practice (specified in research handbooks) relating to the award of research degrees are complied with, and that the standards of the awards and the interests of the students are ensured

- On behalf of the Faculty Research Committee, to consider and approve registrations for the university's research degrees

- To provide timely and effective monitoring of research student progress, including annual progress reviews and progression stages

- To monitor e-vision logs to ensure supervisory meetings take place at intervals specified in the research degree handbooks

- To provide initial scrutiny of proposed examination arrangements

- To provide appropriate opportunities for subject-specific research training and personal development of research students, and consider student applications to attend conferences

- To ensure that research degree supervisors are up-to-date in respect of mandatory training

- To consider the principles of Athena SWAN in respect of research students and research student supervision

Monitoring of University-level Risk
The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.
The objectives are to:
- Continuously develop risk management to raise its profile across the University
- Further integrate risk management into the culture and decision making of the University
- Manage risk, including the University's risk appetite

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

Reporting Structure

The Research Student Board reports to the Faculty Research Committee and the University Research Awards Sub-committee.

Membership

- Associate Dean for Research (or Director of Research Institute) - Chair
- Faculty Postgraduate Research Tutor(s)
- Faculty Research Support Tutor
- Faculty Research Skills Development Tutor
- At least one active researcher from each subject area covered by the remit of the RSB (minimum of 3)
- One member external to the RSB (either from the Doctoral College or the RSB of another faculty)
- Faculty Research Administrator (secretary)
- Representative of the STAR office

Membership = 10 (minimum), Quoracy = 6 minimum

Frequency of Meetings

Normally 6 per annum (approx. bi-monthly)