

RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEE (RKEC)

APPROVED TERMS OF REFERENCE 2025-26

1. Purpose

1.1 Reporting to Academic Board, the purpose of the Committee is to promote and report on developments to the University's Research Strategy, Ethics, targets and Key Performance Indicators (KPIs) related to Research and Knowledge Exchange. The Committee operates to foster a culture of Excellence in Research and Knowledge Exchange and is responsible for overseeing research and knowledge exchange related policies, strategies and initiatives.

2. Membership

2.1 The Committee will have the following membership:

- Director of Research and Knowledge Exchange (Chair), Professor Jamie North
- Research, Engagement and Knowledge Exchange Manager, Kim Leong (Deputy Chair)
- Doctoral School and Research Excellence Framework Manager, Kim Wright (Deputy Chair)
- Associate Heads of School Research:
 - Dr Jacob Johannsen (School of Business and Law, FABLET)
 - Dr Christopher Wylde (School of Business and Law, FABLET)
 - Professor Peter Tyler (School of Theology and the Arts, FABLET)
 - Dr Michelle Paull (School of Theology and the Arts, FABLET)
 - Professor Stephen Parker (School of Education, FABLET)
 - Dr Alexandra Attack (School, Sport, Exercise, and Applied Science, FSTHS)
 - Dr Nicola Brown (School, Allied Health and Life Sciences, FSTHS)
 - Rakesh Patel (School of Medicine)
- Chair/Deputy Chair of Research Ethics Sub-Committee (or delegated member)
- Chair of Research Degrees Sub-Committee (or delegated member)
- Chair/Deputy Chair of St Mary's University Press (or delegated member)
- Finance representative
- Open Access/Library representative, Nelly Canji
- PGR Student representative (FSTHS), Lloyd Emeka Okposuogu
- PGR Student representative (FABLET), Summer Gamble
- PGR Student representative (Prof Docs), Kirsten Schouwenaars-Harms

2.2 In attendance

- Research and Knowledge Exchange Administrator (Committee Secretariat)

- Executive Dean of Faculty of Sport, Technology and Health Sciences, Dr Jessica Hill
- Executive Dean of Faculty of Arts, Business, Law, Education and Theology, Professor Ernest Caldwell

3. Quorum

The Committee will be quorate with 50% of attendees present. Where members are unable to attend, details of a nominee must be sent to the Committee Secretariat ahead of the meeting. This is to ensure that quorum is met with the nominee in attendance.

4. Terms of Reference

Strategy and Performance

- Oversee and assess the implementation of the University's Research and Knowledge Exchange Strategy, providing support and intervention as required.
- Make recommendations on strategic priorities and ensure alignment with both the University Research and Knowledge Exchange Strategy as well as national and international research agendas.
- Monitor and evaluate the University's Research and Knowledge Exchange performance against relevant internal and external performance metrics.
- Through a designated Research Excellence Framework group, be responsible for the University's submission to the Research Excellence Framework (REF).
- Be responsible for the approval, review and oversight of the University Centres for Research and Knowledge Exchange.
- For any centrally allocated research budgets, be responsible for the review and award of these.
- Record and maintain overview of applications for external research funding. Where research funding applications are successful, monitor and record progress of these to ensure their successful delivery and compliance with funder requirements.

Knowledge Exchange and Impact

- Provide oversight of the university's Knowledge Exchange activity, ensuring alignment with the Knowledge Exchange Framework (KEF) and associated institutional and sector priorities.
- Promote and support a culture of innovation, public engagement and civic responsibility across all faculties and professional services.
- Monitor and evaluate the institution's performance in Knowledge Exchange using external benchmarks such as HE-BCI Survey and KEF metrics and advise on actions for improvement as required.
- Foster interdisciplinary collaboration for KE initiatives, particularly those that contribute to regional economic and social development.
- Support the development of partnerships with external key stakeholders to drive impact and income generation.

Postgraduate Research Students

- Through the Research Degrees Sub-Committee (RDC), oversee the progression and completion of postgraduate research students, and provide appropriate supportive mechanisms and interventions as required.
- Engage and liaise with postgraduate research students to ensure a rich and fulfilling experience for the postgraduate research community.
- Proactively seek opportunities to increase PGR student numbers and to approve University funded studentships, as appropriate.

Research Ethics and Integrity

- Through the Ethics Sub-Committee (ESC), ensure compliance with the University's ethics guidelines for Research and ensure these guidelines are regularly reviewed to maintain rigour and integrity of research processes.
- Consider, as required, any other matters that may be referred by the Research Degrees Sub-Committee (RDC) and Ethics Sub-Committee (ESC).

Management and Oversight

- Promote inclusion, equality and diversity in research at the University and to monitor the effectiveness of strategies to achieve this.
- Oversee governance framework for research activities, including compliance with legal and regulatory requirements, Intellectual Property Rights, data protection and research collaboration with external partners.
- Foster collaboration and interdisciplinary research by promoting partnerships with other Universities, industry, government bodies and international research institutions.
- Report on outcomes to Academic Board and other appropriate Senior Committees of the University.
- Operate to promote a sense of community based on respect for equal opportunities and diversity in line with St Mary's Vision and Values of Inclusiveness, Generosity of Spirit, Respect and Excellence.

5. Method of Operation

5 Committee meetings each academic year, via Microsoft Teams. The provisional dates are as follows:

Meeting Date	Meeting time(s)	Paper deadline	Papers circulated
Wed 22 Oct 2025	14:00-16:00	Wed 8 Oct 2025	Wed 15 Oct 2025
Wed 21 Jan 2026	14:00-16:00	Wed 7 Jan 2026	Wed 14 Jan 2026
Tue 3 Mar 2026	14:00-16:00	Tue 17 Feb 2026	Tue 24 Feb 2026
Tue 21 Apr 2026	14:00-16:00	Tue 7 Apr 2026	Tue 14 Apr 2026
Tue 1 Jul 2026	14:00-16:00	Tue 17 Jun 2026	Tue 24 June 2026

Receipt of authored papers for the meeting will be two weeks prior to the meeting. The meeting agenda and papers will be collated and circulated one week prior to the meeting. A [standardised coversheet template](#) is available.

Minutes from the meeting will be noted by members of the following Committees:

- Academic Board
- Research Degrees Committee
- Ethics sub-Committee
- St Mary's University Press Committee

6. Delegated Power of the Committee

N/A

7. Governance and Standing Orders

N/A

8. Review of Terms of Reference

- Reviewed by the Academic Strategy, Portfolio and Student Experience Committee 23.07.2025.
- Reviewed by the Research and Knowledge Exchange Committee 22.10.2025.
- Approved by Academic Board 26.11.2025.
- For annual review thereafter to ensure the committee is responsive to relevant internal and external changes.