

**ACADEMIC RESEARCH AND ETHICS COMMITTEE**

**TERMS OF REFERENCE AND MEMBERSHIP 2024-25**

**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. The Committee operates to foster a culture of Research Excellence and is responsible for overseeing research-related policies, strategies and initiatives.

**2. Membership**

2.1 The Committee will have the following membership:

* Interim Provost (Chair), Sara Spear
* Director of Research and Knowledge Exchange (Delegated Chair) Professor Jamie North
* School Research Leads
* Dr Jacob Johannsen (School of Business and Communication, FBL)
* Dr Christopher Wylde (School of Law and Society, FBL)
* Professor Peter Tyler (School of Theology, FETTA)
* Dr Michelle Paull (School of Liberal and Creative Arts, FETTA)
* Professor Stephen Parker (School of Education, FETTA)
* Dr Alexandra Atack (School, Sport, Exercise, and Applied Science, FSTHS)
* Dr Nicola Brown (School, Allied Health and Life Sciences, FSTHS)
* 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 (FBL), Summer Gamble
* PGR Student representative (FETTA), Joey Oliva
* PGR Student representative (Prof Docs), Kirsten Schouwenaars-Harms

**2.2 In attendance**

Research Officer (note taker)

Interim Dean of Faculty of Business and Law, Professor Karen Sanders

Interim Dean of Faculty of Sport, Technology and Health Sciences, Dr Jessica Hill

Interim Dean of Faculty of Education, Theology and The Arts, Dr Kim Salmons

**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**

**Research Strategy and Performance**

* Oversee and assess the implementation of the University’s Research Strategy, providing support and intervention as required.
* Make recommendations on Research and impact priorities and ensure alignment with both the University Research Strategy as well as national and international research agendas.
* Monitor and evaluate the University’s Research 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 Research Centres.
* For any centrally allocated research budgets, be responsible for the review and award of these.
* Shape and implement the University’s Research Excellence Framework (REF) sabbatical scheme. To be responsible for monitoring the reporting of REF sabbatical recipients.
* 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.

**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).

**Research 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**

Committee meetings will be held every six weeks for two hours, via Zoom. The provisional dates are as follows:

* Wednesday 27th November 2024
* Wednesday 29th January 2025
* Wednesday 26th March 2025
* Wednesday 21st May 2025.

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

* Research Degrees sub-Committee
* Ethics sub-Committee
* St Mary’s University Press

**6. Delegated Power of the Committee**

N/A

**7. Governance and Standing Orders**

N/A

**8. Review of Terms of Reference**

Approved by Academic Board on the 21 November 2024.