# Research and Knowledge Exchange Committee

## Statement of primary responsibilities

Updated April 2023

The Research and Knowledge Exchange Committee is responsible under delegated authority from the Academic Board for the development and implementation of the University’s academic strategies for research and knowledge exchange. The Committee monitors the activities of the Research Ethics Sub-Committee and of the School Research Ethics Review Panels, and is responsible for the oversight and enhancement of the University’s strategies related to research (including research grants and contracts and consultancy) and for advising the Academic Board in these areas.

## Terms of Reference

Subject to the authority of the Academic Board, the Research and Knowledge Exchange Committee is responsible for:

1. Recommending to the Academic Board strategies and policies in respect of research and knowledge exchange, including strategies for research, consultancy, CPD, technology, community and public engagement and enterprise;
2. Monitoring and advising on the effectiveness of these policies and strategies, taking into account best practice from across the sector, and making recommendations to the Academic Board for their revision and improvement, including the development and implementation of robust and effective research and knowledge exchange governance arrangements;
3. Oversight and approval of the University’s policies on research ethics and staff and student intellectual property;
4. To promote the University’s research and knowledge exchange activity, internally and externally, ensuring that it is recognised as a central component of the University’s mission.
5. To monitor the policies and practices of key external organisations ensuring that the University is alert to, and responds to, national and international developments in research and knowledge exchange;
6. To promote effective partnerships with external organisations in pursuit of the University’s research and knowledge exchange strategies;
7. Making recommendations to the Academic Board on any matter within the scope of the Committee’s terms of reference;
8. Overseeing the activities of the Research Ethics Subcommittee and School Research Ethics Review panels by receiving annual reports (and the identification and monitoring of key performance indicators).
9. Approve requirements for and receive annual reports from Schools and Research Centres across the University;
10. To report annually to the Academic Board on the implementation of the University’s research and knowledge exchange strategies and priorities, highlighting areas of achievement and issues which require further consideration;
11. To receive a report on the allocation of research support across the university.
12. Such other responsibilities as may be delegated to the Committee by the Academic Board from time to time
13. The Research Degrees Sub Committee reports to the Academic Board via RKE.

## Quorum

The quorum shall be a simple majority of the current members of the Committee. The sending of alternates is not permitted.

## Frequency of meetings

The Committee shall meet as necessary and normally three/four times during the academic year.

## Reporting

1. The Committee shall report to the Academic Board on its activities through a report to the following meeting of the Academic Board.
2. The following subcommittees are accountable to the Research and Knowledge Exchange Committee:

* Research Ethics Subcommittee (see above);
* Research Degrees Subcommittee

## Method of operation

1. The Committee shall discuss matters freely and openly. To ensure that the Committee can effectively fulfil its advisory and decision-making role, members and those in attendance must respect the sensitive and confidential nature of proceedings and the information considered by the Committee.
2. The Committee may delegate aspects of its responsibilities to subcommittees and working groups, provided these remain accountable to the Committee.

## Composition

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|  | Membership Category | Name | Term of office |
| 1 | *Chair:* Pro Vice Chancellor Research and Knowledge Exchange | Don MacRaild | *Ex-officio* |
| 2 | Head of Research and KE Strategies Implementation | Maeva Khachfe | *Ex-officio* |
| 3 | Head of Enterprise | Chris Lord | *Ex-officio* |
| 4 | Head of Researcher Development and Chair of the Research Ethics Subcommittee | Una Fairbrother | *Ex-officio* |
| 5 | Nominees of senior research and/or KE-focused staff from schools as nominated by the Head of School (5) | Karim Ouazzane (SCDM)  Kenneth White (SHSC)  Nicholas Temple (AAD)  Duncan Stewart (SSCP)  Doris Schedlitzki (GSBL) |  |
| 6 | Four research active members of teaching and research staff, nominated by Heads of Schools and appointed by the PVC Research and Knowledge Exchange for a term of one year | Alistair Ross  Bo Tang  Svetlana Stephenson  John Lodge | 31 July 2023 |
| 7 | University Librarian (or nominee) | Cathy Phillpotts | Ex-officio |
| 8 | Head of the Research Graduate School and Chair of the Research Degrees Sub-Committee | Klaus Fischer | Ex-officio |
| 9 | Director of London Engagement | Sophie Cloutterbuck | Ex-officio |
| 10 | A research degree student elected by the Students' Union Executive Committee, appointed for a term of one year. | Favour Mba | 31 July 2023 |
| 11 | One sabbatical officer elected by the Students' Union executive, appointed for a term of one year. | Bianca Jurcut | 31 July 2023 |

**Secretary: Anna Kamyk**