

University of Worcester
Research and Knowledge Transfer Strategy 2009-2013

The University of Worcester's aim is to "achieve effective synergy between scholarship, research, teaching, knowledge transfer and enterprise to benefit society and contribute to economic prosperity." Strategic Plan

1.0 Introduction

1.1 Research, scholarship and knowledge transfer are essential parts of the life and work of a modern university. As recognised in the Research Assessment Exercise 2008, research of a national or international standard already exists in a number of disciplines at the University of Worcester (UW). Members of academic staff have different starting points in terms of their engagement with research, scholarship and knowledge transfer, but all are expected to participate and develop their contribution. The University's approach combines breadth of participation with selectivity in targeting and supporting excellence. The broad definition of research used by the University is given below and it shows that research and knowledge transfer at Worcester aims to: be accessible, purposeful and innovative; inform and is informed by practice; and benefit the wider community.

2.0 Definition of Research, Advanced Scholarship and Knowledge Transfer

2.1 The University's definition of research, advanced scholarship and knowledge transfer includes original investigation in its disciplines, applied, professional and practice-based research reflecting its mission, and commitment to achieving effective synergy between scholarship, research, learning, teaching, knowledge transfer and enterprise.

2.2 Research at the University of Worcester includes:

- original investigation and academic research addressing fundamental questions in appropriate disciplines which is effectively shared through publication in peer-reviewed journals or other equivalent national or international output;
- enquiry which refocuses critical opinion or re-orientates professional practice;
- creative and practice-based endeavour resulting in public output (exhibitions, performances, etc);
- knowledge transfer activity, including consultancy, which generates new knowledge and understanding, technologies or methodologies and meets the needs of government, voluntary or public sector bodies, local communities; and commerce or industry;
- work-based, action research, evidence-based research and pedagogic evaluation that contribute to the enhancement, innovation and

effectiveness of teaching, learning and assessment in higher education and other educational contexts;

- applied investigative or evaluative work which leads to improvement in service delivery, professional practice and/or policy development;
- integration or synthesis of existing knowledge to develop understanding (e.g. the writing of textbooks, review articles, development of e-learning resources etc.).

2.3 Research, advanced scholarship and knowledge transfer activity at the University of Worcester will result in a public output (or product in the case of KT), carry peer esteem, and demonstrate innovation and/or originality.

2.4 Advanced scholarship involves maintaining knowledge of recent research and publications to inform teaching, curriculum development and professional practice. It includes writing textbooks, undertaking reviews, participating in conferences, seminars and workshops and active membership of professional associations.

2.5 Knowledge transfer is the application and exploitation of research and scholarship activities in society. We seek to do this mainly, although not solely, through partnerships which facilitate this transfer to those organisations most likely to benefit from our research and teaching.

2.6 Knowledge transfer (including consultancy) at the University of Worcester encompasses knowledge transfer, innovation, enterprise and entrepreneurship (KTIEE).

2.7 The Research and Knowledge transfer strategy upholds the principles embedded in accordance the University of Worcester Diversity and Equality, and Environmental Policies.

3.0 Aims of the Research and Knowledge Transfer Strategy

3.1 The aims of the Research and Knowledge Transfer Strategy are based on two of the University's key ambitions:

- *to promote first class scholarship, research and knowledge transfer;*
and
- *to play an outstanding part in the economic development of the region and the growth of the knowledge economy.*

3.2 Research at the University of Worcester aims to produce, disseminate and apply new knowledge sustainably and for the benefit of society - regionally, nationally and internationally. It aims to make excellent contributions to the intellectual development of academic disciplines, to the furtherance of academic knowledge and its applications and to the transfer of knowledge from academic to wider societal contexts. Our approach to learning and teaching is underpinned by research and scholarship and addresses the dynamics and challenges of contemporary life and experience.

- 3.3 Our Research and Knowledge Transfer Strategy is inclusive, aiming to develop a research culture that permeates and underpins the University's teaching and learning, while supporting areas of research excellence capable of internationally recognised achievement.

4.0 Objectives

- 4.1 To ensure that, by 2013, all members of academic staff are making an effectively shared public contribution to research and/or advanced scholarship and that at least 60% are making a *nationally recognised* contribution.
- 4.2 To increase the proportion of staff producing research of a sufficiently high standard to be submitted to the next HEFCE research assessment.
- 4.3 To increase income from research funding bodies in the United Kingdom and European Union.
- 4.4 To support the development of Research Centres or Groups in appropriate areas in recognition that the University of Worcester is excellent in certain fields.
- 4.5 To nurture the growing community of full-time and part-time postgraduate and postdoctoral researchers.
- 4.6 To promote the dissemination, publicity and impact of our research.
- 4.7 To develop activities which promote sustainable knowledge transfer (including consultancy), innovation, enterprise and entrepreneurship, and provide support for staff engaged in these activities.

5.0 Implementation

- 5.1 In order to deliver these objectives, the University of Worcester will strengthen its support for the strategic management of research at Institute and University levels. Each Institute will be represented on the Research and Knowledge Transfer Committee, the Research Degrees Board and the Institutional Ethics and Research Governance Committee. The executive responsibility for research and knowledge transfer lies with the Deputy Vice Chancellor who will ensure that:
- Regulations and principles exist to achieve and improve research and knowledge transfer quality across the University;
 - Good research and knowledge transfer practice is identified and disseminated across the institution;
 - Financial probity exists to enable the strategic allocation and management of resources to support research and knowledge transfer;

- High ethical standards are maintained in all research and knowledge transfer activities, including data protection;
 - Health and safety guidance is provided and followed.
 - Intellectual property rights of staff and the Institution are protected.
- 5.2 The Research and Knowledge Transfer Implementation Plan (Appendix 1) identifies outcomes, responsibilities and timescales clearly for the objectives shown above.
- 5.3 The responsibility for the successful implementation of this strategy rests primarily with the Heads of Institutes. It is their responsibility to develop an Institute R&KT Strategy which reflects the objectives above. Institute strategies should identify:
- how staff will be supported in their research and scholarly activities;
 - priority areas for support and the benefits of developing these selected areas;
 - support for cross-discipline research groups existing within or across Institutes;
 - the specific role of any Research Centres;
 - milestones against which progress toward objectives can be measured.
- 5.4 The R&KT Strategy should be explicitly considered during policy-formation and decision-making at both Institute and University level. For example:
- appointment of new members of academic staff;
 - annual capital bids for equipment or refurbishment;
 - allocation of research studentships;
 - award of Research and Project Leave.
- 5.5 An important vehicle for the development of excellence and capacity for research and consultancy is the Research Centre, an example of which is the National Pollen and Aerobiology Research Unit (NPARU) which has received significant recent investment. There is an expectation that staff in Research Centres should be submitted to the Research Excellence Framework and any successor process. Other smaller centres and research groupings exist in the University of Worcester. The form and function of these other centres and groups, and any new centre or group, should be reviewed by the University to ensure that they offer a vehicle for focused development of research and knowledge transfer.
- 5.6 There are research-active and experienced individuals employed within the University but not in Institutes. The University will ensure that, for research purposes, these individuals will be homed and welcomed in the Institute which offers a best fit with the research topic.

- 5.7 The University will seek to expand its numbers of research students and provide support for them through the Graduate Research School and the Academic Institutes.
- 5.8 R&KT Strategies will underpin the annual review of R&KT within each Institute with progress and achievement being reported against identified milestones.
- 5.9 Consultancies arising from knowledge transfer work which takes place in Institutes, Research Centres or Departments will follow the principles and processes set down in the University of Worcester Consultancy Policy .
- 5.10 UW will seek to ensure the delivery of the objectives through the work of its academic support and service departments, for example:
- Information and Learning Services will ensure that resources to support research provision is sustainable and appropriate;
 - The Academic Development and Practice Unit, the Graduate Research School and Personnel will provide appropriate development opportunities in the area of research, through the 'Framework for Staff Development';
 - Finance and the Graduate Research School will support staff in developing and costing research and knowledge transfer activities.
 - The Business Development Office will support Institutes and Research Centres in intensifying their KTIEE activities, and lead the development of specific initiatives e.g. the Enterprise Calendar for students and staff, Joint Innovation days with partner universities, and the Salaried Graduate Internship scheme.

6.0 Roles and Responsibilities

- 6.1 The Research and Knowledge Transfer Strategy is set within the University's Academic Governance framework, whereby Academic Board is advised on research and knowledge transfer strategy by the Research and Knowledge Transfer (RKT) Committee. The membership and terms of reference of the RKT Committee are given in Appendix 2.
- 6.2 The Research Degrees Board is responsible for the approval and scrutiny of research degree programmes and for the enhancement and development of research degree procedures. Membership and terms of reference are given in Appendix 3.
- 6.3 The Ethics and Research Governance Committee exists to maintain high ethical standards in the conduct of teaching and learning activity, research or professional practice undertaken either at or under the auspices of the University of Worcester. It aims to ensure the well-being of those involved and to safeguard the standards and reputation of the Institution in matters of academic and professional practice. It functions

as a sub-committee of the Research & Knowledge Transfer Committee. Membership and terms of reference are given in Appendix 4.

- 6.4 The University publishes Guidance for Good Research Practice on its website (<http://www.worc.ac.uk/graduateschool/727.htm>) and guidance on the protection of intellectual property (http://www.worc.ac.uk/graduateschool/documents/UW_IP_Policy.pdf).
- 6.5 The Graduate Research School (GRS) has institution-wide responsibilities for research training, research funding and research students. It works closely with the Institutes of the University, which are responsible for the actual delivery of most of the Institution's research. The Graduate Research School also collaborates with Service Departments to support the quality of the student experience. Its role is also to enhance, promote and oversee these activities and to provide administrative and support services for research staff and students.
- 6.6 The principal roles of the Graduate Research School are:
- The day-to-day management of Research Degrees.
 - Providing administrative and support services for research staff and students, in association with relevant professional services.
 - Ensuring that all supervisors are appropriately trained and regularly up-dated on changes in procedures.
 - Informing marketing and recruitment strategies.

7.0 University Research and Knowledge Transfer Funding

- 7.1 The University supports research and knowledge transfer largely from its own resources, part of which comes from money received from HEFCE as a result of the RAE 2008, and from money earned through successful grant applications.
- 7.2 The University provides support for research and knowledge transfer through providing facilities, funding, training and staffing in the Graduate Research School and the Business Development Office.
- 7.3 Each year, the University of Worcester supports fully-funded and matched-funded research studentships (c£500K including bursaries and facilities) and Research and Scholarly Leave grants to academic staff wishing to complete a major piece of work. At the discretion of the Head of Institute, staff can identify up to twenty days each year as Research and Scholarly leave to undertake work on specific projects to further their research and scholarship output. In addition, staff can be supported financially to undertake and complete Masters-level and Doctoral study and information for staff wishing to avail themselves of this is available through Personnel and the Institutes.
- 7.4 Institutes promote research and knowledge transfer by supporting activities such as conference attendance, bid writing and consultancy.

8.0 Monitoring

- 8.1 The Research and Knowledge Transfer Committee has primary responsibility for monitoring research activity (see Appendix 2 for its Terms of Reference and Appendix 5 for the Organisational Research Structure). It receives annual research reports from Institutes and Research Centres and the Business Development Office in Semester 1 of each academic year. This annual monitoring of research will be a key opportunity to assess how effectively the University is working towards its objectives, how far the Institutes and Research Centres and the Business Development Office are engaging with the University Strategy and whether they have met their targets.

- 8.2 This strategy will be reviewed by the Research and Knowledge Transfer Committee by 2013.

Appendix 1: Research and Knowledge Transfer Implementation Plan

Number	Objective	Responsibility	Time Frame
Objective 1	To ensure that, by 2013, all academic staff are making a publicly shared contribution to research and/or advanced scholarship and that <i>at least 60%</i> are making a <i>nationally recognised contribution</i>		
1.1	Ensure that research, scholarly activity and knowledge transfer are acknowledged fully in our human resources procedures including promotion, recognition and reward.	Deputy Vice Chancellor Director of Personnel	2011
1.2	To strengthen the emphasis on research and advanced scholarship, alongside our existing demands for expertise in teaching and learning, in our policies for staff recruitment, advancement and promotion.	Deputy Vice Chancellor Director of Personnel	2009
1.3	Ensure all members of academic staff produce a 4 year research and scholarship plan as part of their annual appraisal	Heads of Institutes	2010
1.4	Expect all members of academic staff to deposit their outputs from research and/or advanced scholarship on the University's e-repository WRaP (Worcester Research and Publications) whilst ensuring adherence to current copyright requirements.	Heads of Institutes Director of ILS	2011
1.5	Encourage members of staff to make use of their Research and Scholarly Activity (RASA) days and to take advantage of UW's Research and Project Leave Scheme.	Heads of Institutes Director of Personnel	2009
1.6	Encourage and support members of staff to contribute actively to relevant learned societies, subject associations and professional bodies especially through conference attendance and presentations.	Heads of Institutes Heads of Research Centres	On-going
1.7	Expand the programme of staff development events and workshops focused on research.	Research and Development Officer Graduate Research School (GRS)	2010

		Academic Development and Practice Unit (ADPU) Director of Personnel	
1.8	To investigate the development of the role of 'Reader' within the academic promotion scheme to provide an additional route for staff seeking a professorship, and to review the promotion routes for research staff.	Deputy Vice Chancellor Director of Personnel	2011
Objective 2	To increase the proportion of staff producing research of a quality that results in submission to the next HEFCE research assessment (REF2013)		
2.1	Identify potential areas for submission to the Research Excellence Framework (REF), and staff within those areas, early in 2010.	RKT Committee REF Task Group Heads of Institutes	2010
2.2	Establish a task-group of Research & Knowledge Transfer Committee to prepare the University of Worcester's REF submission.	RKT Committee	2010
2.3	Ensure that the development of the research infrastructure is aligned with our REF objectives.	Vice Chancellor Deputy Vice Chancellor	2011
2.4	Prioritise those areas selected for submission in the REF for support such as: <ul style="list-style-type: none"> • the Research and Project Leave Scheme; • Graduate Research School writing retreats; • conference attendance/presentation, equipment bids, etc • workload models that allow for research and scholarly activity; • the allocation of research studentships. 	Deputy Vice Chancellor Heads of Institutes	2010-2012
2.5	Support the development of research groups within these areas.	Heads of Institutes	On-going
2.6	Strengthen the research environment in the Institutes, for example, through the expansion of research seminar programmes (particularly where these are aimed at external audiences and establish regional or	Heads of Institutes	On-going

	national networks).		
Objective 3	To increase income from research funding bodies in the United Kingdom and the European Union.		
3.1	<p>Increase the number of applications/bids being made by:</p> <ul style="list-style-type: none"> disseminating information, through the Graduate Research School, relating to research funding initiatives and programmes; identifying individuals within the Institutes who will proactively circulate relevant information about research funding to Institute staff; refining our bidding protocols to ensure that Institutes and the Graduate Research School are able to identify and support sustainable projects; refining our approval process to ensure that all applications and bids are processed quickly and efficiently. 	<p>Heads of Institutes Director of Finance GRS Chair of the Ethics and Research Governance Committee</p>	On-going
3.2	<p>Ensure the quality of applications through:</p> <ul style="list-style-type: none"> increased support from Institutes in the preparation of bids, through peer review groups to comment on and assess the quality of applications and supporting their development; increased support from experienced research academics with leadership and developmental roles within the University; increased support from the Graduate Research School and Finance in the preparation and costing of bids; 	<p>Heads of Institutes The Professoriate Director of Finance GRS Chair of the Ethics and Research Governance Committee</p>	On-going
3.3	<p>Support, in particular, the development of applications made in collaboration with other HEIs and research organisations through:</p> <ul style="list-style-type: none"> extending the programme of ‘Joint Innovation Days’; continued development of our strategic partnership with the University of Birmingham. 	<p>Heads of Institutes GRS BDO</p>	On-going
Objective 4	To support the development of Research Centres or Groups in appropriate areas		
4.1	Review the policy on Research Groups and Research Centres	Deputy Vice Chancellor	2011

		RKT Committee	
4.2	Encourage Institutes to support sustainable emerging research groups.	Deputy Vice Chancellor RKT Committee	On-going
4.3	Support applications for the approval of new Research Centres where a strong case can be made, but there should be no expectation that all successful research groupings will develop into Centres.	RKT Committee	On-going
4.4	Require Research Centres to develop 4 year plans (in association with their Institutes) that explicitly identify activities, outputs and development needs.	RKT Committee Heads of Institutes Heads of Research Centres	2010
4.5	Prioritise research groups and individuals with a strong track record of research and/or those demonstrating potential when allocating research studentships and the award of Research and Project Leave, particularly groups and individuals which will form part of the submission to REF 2013.	Deputy Vice Chancellor Heads of Institutes Director of Personnel GRS	2010-2012
Objective 5	To nurture UW's growing community of postgraduate and postdoctoral researchers		
5.1	Support staff to engage in supervision of research students.	The Heads of Institute; Directors of Research Centres; The Professoriat. Research and Development Officer GRS	On-going
5.2	Expand our postgraduate provision by developing our taught Masters provision and by introducing Masters by Research and Professional Doctorates.	Deputy Vice Chancellor RKT Committee Heads of Institutes Chair of the Research Degrees Board	2010-2011
5.3	Continue to fund full-time PhD bursaries, and to encourage staff to	Vice Chancellor	On-going

	seek match-funding from academic and commercial partners.		
5.4	Support high-quality applications to Masters and Doctoral studentship competitions and postdoctoral fellowship competitions.	Heads of Academic Institute Research and Development Officer	On-going
5.5	Fund a small number of postdoctoral research positions in selected subject areas.	Vice Chancellor	On-going
5.6	Further promote the integration of research students within their Institutes and/or research centres/groups.	Heads of Institutes GRS	On-going
5.7	Continue to develop training and support for research supervisors and principal investigators.	Research and Development Officer GRS ADPU	On-going
5.8	Continue to develop the training provision for research students and researchers, both in response to national initiatives and to the individual needs of students.	Research and Development Officer GRS ADPU	On-going
5.9	Seek to establish collaborative research training provision with other HEIs within the region.	Research and Development Officer GRS	On-going
Objective 6	To promote the dissemination and publicity of our research.		
6.1	Support staff in developing dissemination strategies for their research and advanced scholarship.	RKT Committee Heads of Institutes Research and Development Officer GRS	2010

6.2	Provide training in dissemination of research and advanced scholarship through the Press and other media.	Research and Development Officer GRS Communications and Development	2010
6.3	Develop news stories and publicity about our research to raise the profile of the University and enhance our reputation.	Heads of Institutes Research and Development Officer GRS Communications and Development	On-going
Objective 7	To develop activities which promote knowledge transfer, innovation, enterprise and entrepreneurship (KTIEE).		
7.1	Maximise our income from a range of sources including HEIF, ERDF, commercial sponsorship, consultancy and enterprise contracts.	Director of Regional Engagement Heads of Institutes Business Development Office (BDO)	On-going
7.2	Encourage the development of new applied research groupings, which bring together expertise within the University and which act as a focus for effective commercialisation of applied research, funding bids and consultancy activities.	Director of Regional Engagement Heads of Institutes BDO	On-going
7.3	Grow student involvement in KTIEE events and activities.	Heads of Institutes BDO	2010
7.4	Increase employer engagement, especially through enhanced support for local commerce, CPD, consultancy and contract research.	Director of Regional Engagement Heads of Institutes BDO	On-going
7.5	Enhance our reputation for high quality KTIEE through: partnerships with other Universities and other organisations such as the police, fire service and business; promotional work with the local Chamber of Commerce and growth in work-based research.	Director of Regional Engagement Heads of Institutes BDO	On-going

Appendix 2 Research and Knowledge Transfer Committee

Membership

Deputy Vice Chancellor (Chair)

Registrar and Secretary

Director of Regional Engagement

Director of Information and Learning Services or nominee

Director of Quality and Educational Development

Head of Business Development Office

Research Training Co-ordinator

Up to two nominees from each academic institute, to include the Research Co-ordinator and the person responsible for the Knowledge Transfer agenda, unless this is one and the same person

Secretary: Manager of Graduate Research School

Up to 2 co-opted members

Terms of Reference

The Research and Knowledge Transfer Committee is concerned with matters of policy and strategy to promote, across the University, research, scholarly activity, knowledge transfer, innovation and enterprise.

1. To advise the Academic Board on the University's policy and strategy to foster and to encourage research, scholarship and knowledge transfer, and to raise the external profile of the University in these areas of its activity.
2. To ensure that there is synergy between the strategies and policies to promote research, knowledge transfer and innovation, and other institutional strategies, including the Learning, Teaching and Assessment strategies.
3. To develop appropriate procedures relating to the conduct of research and knowledge transfer and to monitor their implementation (this includes responsibility for ethical issues and intellectual property).
4. To identify and disseminate effective practice in the generation and transfer of knowledge, in order to make an effective contribution to the economy and culture of the University's sub-region and to stimulate a culture of enterprise and innovation.
5. To receive annual reports including Research Reports from the Institutes/Worcester Business School, and the Research Centres.
6. To oversee the institutional response to the Research Excellence Framework and any successor arrangements.
7. To monitor the activities of the Graduate Research School and the Business Development Office, and ensure these activities contribute to the achievement of the University's Strategic Plan.
8. To make recommendations to the Academic Board on the approval and monitoring of research and specialist centres.
9. To advise on staff and professional development activities to ensure that staff have the requisite skills and expertise to support the University's aims and objectives in this area.
10. To advise the Executive Group on the resources necessary for the successful conduct of research, knowledge transfer and related activities

Appendix 3 Research Degrees Board

Membership

Chair (to be appointed by the Academic Board on a three year rotation)

Research Training Co-ordinator

Up to 3 members of staff from each Academic Institute, to reflect the range of disciplines in which research students are based (to be nominated by the Head of Institute and approved annually by the Academic Board)

Up to two co-opted members from within or outside the University

Secretary: Graduate Research School Manager

The term of office of the nominated members is normally for three years, which may be renewable for one further term. The terms are organised in such a way as to ensure that not more than one third of the membership is due for renewal in any one year. The membership of the Committee, as far as possible, includes the range of disciplines of research degree activity in the University.

No person registered for a research degree is permitted to be a member of the Board

Terms of Reference

The Research Degrees Board reports to the Academic Board. The Research Degrees Board has the following Terms of Reference.

1. To scrutinise and approve or reject research degree proposals for MPhil, MPhil/PhD, and PhD based on the advice of the Institute and external experts. This includes approval of the:
 - Programme of work (including the consideration of ethical issues)
 - Suitability of the student
 - Period of registration, including any exceptional shortening or extension
 - Mode of attendance
 - Supporting arrangements, including any programme of related or integrated study and any collaboration with an external establishment
 - Appointment of supervisors and advisers.
2. To scrutinise and approve or reject preliminary applications for the PhD by Portfolio to establish if the work meets the appropriate quality and standards threshold expected of a traditional PhD
3. To monitor progress of and changes to a student's registration
 - To monitor the progress of all research students and approve as appropriate any changes in the circumstances of the student which directly affect the registration
 - To approve any changes to the supervisory team
 - To approve any suspensions or extensions to periods of registration.

- To approve the withdrawal of a registered student.
4. To consider and approve or reject applications for transfer to PhD.
 5. To consider and approve or reject examination arrangements for MPhil/PhD, Professional Doctorate and PhD by Portfolio.
 6. To complete the examination process in respect of individual candidates by considering the examiners' recommendations and determining awards for the degrees of MPhil/PhD, Professional Doctorate, PhD by Portfolio and MA/MSc (by research);
 7. To act as a quality committee for the Research Training Programme (RTP) and to receive the exam board minutes, annual monitoring report and external examiner report for the RTP.
 8. To receive an annual monitoring report from the Graduate Research School.
 9. To oversee the implementation of the new regulations and procedures.
 10. To periodically review the University's regulations for the degree of MPhil/PhD, Professional Doctorate, PhD by Portfolio and MA/MSc (by research) and recommend any changes to Academic Board for approval.
 11. To report at least annually to the Academic Board of the University.

Appendix 4 Ethics and Research Governance Committee

Membership

Chair – Professor Chris Robertson

Secretary – Dr John-Paul Wilson

1 representative from each of the academic Institutes

1 representative from Research and Knowledge Transfer Committee

1 representative from Research Degrees Board

Minuting Secretary – Mrs Maxine Coupe

Each Institute member will serve for a period of up to three years.

Terms of Reference

The Committee seeks to maintain high ethical standards in the conduct of research undertaken either at or under the auspices of the University of Worcester. It aims to ensure the well-being of those involved in research, whether as researchers or participants, and to safeguard the standards and reputation of the institution in matters of academic and professional practice.

It functions as a sub-committee of the Research & Knowledge Transfer Committee.

1. To promulgate good conduct in research and professional practice across the institution.
2. To act in an advisory capacity to University Committees, Institute Committees, Research Centres and individuals (staff or student) on ethical and research governance matters.
3. To keep the University's Guidelines on Ethics and Research Governance under review, responding in particular to Research Council and Government Frameworks/Guidelines, and to make recommendations to Academic Board for their development.
4. To keep the University's procedures for ethical approval of staff/student research projects under review, responding in particular to Research Council and Government Framework/Guidelines, and to make recommendations to Academic Board for their development.
5. To ensure mechanisms are in place to monitor the conduct of research that has been granted approval.
6. To monitor the operation of Institute Ethics Sub-Committees/Groups and to receive reports from these groups via the Institute R&KT sub-committees.
7. To undertake final reviews of research projects (staff and student) when such projects are referred to the Committee by Institutes.
8. To formulate institutional responses to national and international developments relating to ethical and research governance issues.

Appendix 5

