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RESEARCH COMMITTEE: **Wednesday 15th May 2019, HCA 023**

PRESENT: Professor A. Nagar (in the Chair), Dr P. Bamber, Mr A. Bibby, Professor D. Bolt, Mr C. Cooper, Professor S Davismoon, Professor N. Donnelly, Professor D. Jeyaraj, Dr Z. Kinsley, Dr D. Lundie, Ms S. Murray, Dr D Reid.

Apologies: By invitation: Dr Asad Ghalib, Dr C. Montoya Londoño, Dr C. O'Connell

Secretariat: Mr Marc Jones

1. **Minutes of the previous meeting**

Members had received the minutes of the meeting of Research Committee held on 13th February 2019 (RE 899). Professor Donnelly requested that 'sponsorer' (actum 8 (page 3, par 6)) be changed to 'sponsor'. Pending this change the minutes were **APPROVED** as a correct record.

2. **Matters Arising**

REF 2021 updates for Units of Assessment

The Chair confirmed that he and Mr Cooper are currently in the process of visiting departments and units of assessment to update colleagues on REF2021 and to talk about the University's REF Code of Practice.

University Research Funding

Professor Nagar undertook to send details of colleagues who have received internal research funding (REFine and REFresh, and REDF) to FRC chairs after the meeting.

Research Ethics Sub Committee: staff ethical clearance

Professor Jeyaraj informed members that discussions relating to this matter are ongoing.

Ethical Clearances

The Chair confirmed that he has agreed to act as 'sponsor' for ethical clearances, in line with Professor Donnelly's suggestion.

3. **Terms of Reference**

Members had received the current Terms of Reference and membership (RE 900). The Chair suggested that owing to imminent update to Senate membership and the establishment of the new Faculty of Liberal Arts, Education and Social Science the committee's membership would be undergoing changes in the coming academic year. Professor Nagar asked Mr Jones to add an item on membership to the agenda for the next meeting.

Professor Jeyaraj requested that the role of Ethical Clearances Sponsor be formally recognised in the committee's membership.

With regard to the committee's Terms of Reference, members **RECOMMENDED** the document be submitted to Senate for approval.

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4. Preparations for REF2021

(i) REF Steering Group

Members had received minutes of the REF Steering Group (REFSG) meeting on 8th May 2019 (RE 901). The Chair drew members' attention towards the Steering Group's approval of the University's REF2021 Code of Practice.

(ii) REF2021 Code of Practice

Members had received the University's REF2021 Code of Practice (RE 903b) (CoP). The Chair reminded members that all institutions including our University is required to develop a Code of Practice for submission to the next REF and the CoP must set out how it will (i) identify staff with Significant Responsibility for Research (SRR); (ii) determine who is an Independent Researcher (IR); and (iii) determine how Outputs will be selected for submission, including how it will handle circumstances that have constrained an individual's ability to work productively throughout the REF cycle. Prof Nagar explained that our Code of Practice (CoP) is based on Liverpool Hope's Research and Scholarship Development Plan (R&SDP) 2020 which was originally written and approved by the Senate in 2006, and subsequently revised and updated for the Senate's approval in 2009. The current R&SDP 2014-2020 was approved by the Senate in December 2014. These foundational documents, which predates Lord Stern's review of REF, has guided our preparations during the current REF cycle. Prof Nagar explained that all staff involved in making decisions concerning the content of the University's REF 2021 submissions will receive role-specific, mandatory training on the content and enactment of the code, plus other relevant University policies and frameworks, as appropriate.

The approved Code will be published on the University intranet. It will also be sent through direct email to all academic staff and included in the University's staff news bulletin. The Personnel Office and Faculty Personnel Managers are responsible for disseminating the Code to staff who are absent, such as staff on long-term absence. Staff are encouraged to raise any queries with either their local HR manager, Deans, HoDs or the REF institutional lead. Appeals processes were also explained by the Chair. The CoP document will need to be submitted before 7th June 2019.

Dr Bamber drew members attention to point 23 (p8): 'Research supervision (MPhil and PhD) is undertaken only by those who are active researchers with Significant Responsibility for Research in the area in which the dissertation or thesis falls...' and suggested that the first two words be amended to 'Doctoral supervision' in order to also encompass supervision of EdD students. Dr Bamber went on to posit scenarios in which a Research Supervisor might not have 'significant responsibility for research'. The Chair undertook to liaise with Dr Bamber in relation to this wording.

Pending the outcome of the consultation, members approved the CoP for its implementation and **RECOMMENDED** the code of practice to the University's Senate.

5. Reports from Research Centres

a. CCDS

Members had received an update from CCDS (RE 904). Professor Bolt informed members that the 'Reading Down syndrome: past, present, future?' seminar which took place in February 2019 was organised in collaboration with Carleton University's Disability Research Group, Canada and was attended by a group of 22 students, academics, and other interested parties.

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b. CEPA

Members had received an update from the Centre for Education and Policy Analysis (RE 905). Dr Lundie drew members' attention to the bid submitted to the Templeton Foundation (\$188,000) which is currently in final stage review.

c. Archbishop Desmond Tutu Centre for War & Peace Studies

Members had received an update from the Archbishop Desmond Tutu Centre for War & Peace Studies (RE 906). Dr Kinsley drew members' attention to the International Conference on Peace, Conflict and Pedagogy, organised in collaboration with CEPA, which takes place in July.

d. Andrew Walls Centre for the Study of African and Asian Christianity

Members had received an update from the Andrew F Walls Centre of the Study of African and Asian Christianity (RE 907). Professor Jeyaraj drew members' attention to the Centre's International Conference on "Christians from the Global South in Europe and Diaspora Missions" in cooperation with The Lausanne Movement and the Global Diaspora Network, which takes place in June.

e. SEARCH

Members had received an update from SEARCH (RE 908). Members noted Dr Katz and Dr Hanson's monitoring and evaluation of the 'Survivors to Thrivers' project, funded by £17,20 from the Big Lottery Fund.

6. Library Resources Update

a. Minutes of Library Steering Group

The Committee had received the minutes of the Library Steering Group for 1st May 2019 (RE 909).

b. Library update

Members had received the Library update (RE 910). Ms Murray drew members' attention towards the steady increase of ORCID sign-ups, with 238 Hope staff currently registered.

c. Research Repository Update

Members had received the report on open access compliance on HIRA (RE 911). Ms Murray requested that members ensure their respective departments are familiar with the HIRA submission process. The Chair requested that new entries to HIRA should include the date of their acceptance as a matter of course. Ms Murray undertook to discuss this with IT Services.

7. Research Funding

a. Quarterly reports on progress on research and grant income activity

Members had received the External Funding Bids update (RE 912). Mr Cooper informed members that activity to date this year is on a par with activity at the same point last year and welcomed the number of bids in excess of £1m.

b. University Research Funding

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Members had received the Internal Research Funding update (RE 913). Mr Bibby informed members that the funding spreadsheet has 61 entries totalling £21.7k shown as queries. This represents transactions on Agresso that have not been allocated to awards. The Chair undertook to liaise with Mr Bibby re updating of the records in the spreadsheet.

8. Research Degrees Sub Committee

Members had received minutes of the Research Degrees Sub Committee of 1st May 2019 (RE 914). The Chair drew members' attention to item 4 (i) ('MPhil to PhD Transfer Process') and the wording added to M1.2: 'An MPhil student requesting to transfer registration to PhD will be demonstrating outstanding potential for doctoral research.' The Chair informed members that the purpose of this wording was to emphasise that the transfer was only to be undertaken in exceptional circumstances.

The Chair also drew members' attention to item 4 (ii) ('Maximum Durations for MPhil and PhD'), informing them of the recommendation of revision of the University's regulations to include 'expected durations' and 'maximum durations' for MPhil and PhD students. The Chair drew members' attention to the proposed expected duration for PhD (minimum 24 months and maximum 48 months for full time students, minimum 48 months and maximum 60 months for part time students) and MPhil (minimum 12 months and maximum 24 months for full time students, minimum 24 months and maximum 36 months for part time students).

9. Research Ethics Sub Committee

Members had received minutes from the Research Ethics Sub-Committee of 29th January and 14th March (RE 915 & 916). Professor Jeyaraj informed members that two policies have been drafted for text-based research and are currently with Ms Gittins; one policy relates to GDPR, the other to internet-mediated research.

10. Reports from Faculty Research Committees

a. Science

The Committee had received minutes from the meeting of the Faculty of Science Research Committee of 3rd April (RE 917).

b. Arts & Humanities

The Committee had received minutes from the meeting of the Faculty of Arts & Humanities Research Committee of 9th January and 20th February (RE 918 & 919). Dr Kinsley raised the issue of space for PGR students, informing members that the issue of PGR student space at the Creative Campus is currently review. The Chair undertook to look into use of PGR space at Hope Park.

c. Education

The Committee had received minutes from the meetings of the Faculty of Education Research Committee of 31st January and 14th March (RE 920 & 921).

11. Monitoring Strategic Goals

The Chair reminded members that the University's current Research and Scholarship Development Plan expires in 2020 and informed them that work upon its replacement will begin in due course.

12. Chair's Business

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The Chair reminded members that the deadline for submission of draft impact case studies is 15th July. 2019

ACTION LOG FOR NEXT RESEARCH COMMITTEE MEETING

| Issue | Action | Responsibility | Progress |
|-----------------------------|--|---|----------|
| Membership | Committee membership to be discussed and updated at next meeting of Research Committee | Mr Jones; Prof Nagar to update the membership after discussing with the VC. | |
| REF2021 Code of Practice | Chair and Dr Bamber to liaise re point 23 and inclusion of EdD. | Professor Nagar, Dr Bamber | |
| HIRA | Ms Murray to liaise with IT Services re making a 'date of acceptance' entry mandatory. | Ms Murray | |
| University Research Funding | Chair and Mr Bibby to liaise re unallocated transactions on Agreso/update records. | Professor Nagar, Mr Bibby | |
| PGR space at Hope Park | Chair to look into issue of PGR space at Hope Park. | Professor Nagar | |