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RESEARCH COMMITTEE: **Wednesday 30th October 2019, HCA 023**

PRESENT: Professor A. Nagar (in the Chair), Dr P. Bamber, Professor N. Donnelly, Dr G. Guthbertson, Dr S. Harrop, Professor D. Jeyaraj, Professor O. Khaiyat, Professor G. Mair, Professor K. Newport, Dr D. Reid.

By Invitation: Mr A. Bibby, Mr C. Cooper, Ms S. Murray.

Secretariat: Mr Marc Jones

1. Terms of Reference and Membership

Members had received the committee's Terms of Reference and membership. Members confirmed that they were satisfied with the Terms of Reference. The Chair informed members that the membership of the committee has been updated after discussion with the Vice Chancellor, and is subject to review annually.

2. Minutes of the previous meeting

Members had received the minutes of the meeting of Research Committee held on 15th May 2019 (RE 923), which were **APPROVED** as a correct record.

3. Matters Arising

Membership: The Chair confirmed that the membership of the committee has been updated after discussion with the Vice Chancellor.

REF2021 Code of Practice : The Chair informed members that the Code of Practice has been formally approved by REF and the EDAP panel of the Funding Bodies. The Chair added that no changes to the Code of Practice had been required.

HIRA: Ms Murray confirmed that she has logged a job with IT Services in relation to making a 'date of acceptance' entry mandatory on HIRA.

University Research Funding: The Chair confirmed that he had liaised with Mr Bibby re unallocated transactions on Agresso and updated records.

PGR Space at Hope Park: The Chair confirmed that he had looked into this issue and that PGR space has been provided in the new Social Sciences Building. Professor Newport confirmed that this was the case.

4. Preparations for REF2021

Members had received minutes of the REF Steering Group (REFSG) meeting on 2nd October 2019 (RE 924). The Chair gave a brief presentation on the REF2021 roadmap and our preparations for REF 2021 and shape and size of the Units of Assessment. The Chair drew members' attention to the Survey of Submission Intentions, which opened on 30th September and closes on 6th December 2019 (12 noon). The Chair informed members that although the survey is non-binding we should ensure accuracy of our data as that will be useful in our preparations. Additionally, the survey is intended to allow REF to assess the expected workload involved in the exercise. The Chair informed members that the University's target for output submissions is 419 (167.36FTE x 2.5), and that work by 177 members of staff (100% of those considered having Significant responsibility for Research (SRR)) is being submitted. This data may change from now until the

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REF's census date of 31st July 2020. The Chair informed members that all Unit of Assessment coordinators have had accounts created for them on the REF's online submission system. The Chair reminded members that the University's internal deadline for completion of the survey is **Wednesday 20th November 2019** allowing time for checking and validation of data.

5. Reports from Research Centres – Annual Monitoring

The Chair had requested Centre directors to provide annual monitoring reports outlining work done during the last academic year and strategic priorities for research as well as bids and grants.

a. CCDS

Members had received an update from CCDS (RE 926). Dr Bamber drew members' attention to the centre's publications record and success in building a research culture around the area of culture and disability studies. Professor Newport added that the centre has a strong international reputation and that its masters course is one of the best-recruiting in the University. Members **RECOMMENDED** the continuation of the centre.

b. CEPA

Members had received an update from the Centre for Education and Policy Analysis (RE 927). Dr Bamber drew members' attention to the centre's grant from the Self, Virtue and Public Life initiative of the Templeton Religion Fund. Dr Bamber noted the support received by the centre in the past from Professorial Fellows and emphasised their importance as mentors for newer researchers. The Chair undertook to discuss this with Dr Bamber. Members **RECOMMENDED** the continuation of the centre.

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 928). Dr Cuthbertson drew members' attention to the centre's programme of events and publications. Mr Cooper praised Dr Montoya's directorship of the centre. Members **RECOMMENDED** the continuation of the centre.

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 929). Professor Jeyaraj drew members' attention to the Centre's June 2019 Annual Conference on Global South Christianity and Diaspora Missions in Europe, which took place at Hope Park. Members **RECOMMENDED** the continuation of the centre.

6. SEARCH

Members had received an update from SEARCH (RE 930). Dr Cuthbertson emphasised the centre's centrality to the University's partnership with Everton Football Club and the part played by the centre in the University's Business School attaining accredited status earlier this year. Dr Bamber informed members that a steering group has been established to manage the University's research project with Everton Football Club. Members **RECOMMENDED** the continuation of the centre.

7. Library Resources Update

a. Minutes of Library Steering Group

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The Committee had received the minutes of the Library Steering Group for 9th October 2019 (RE 932) and the library update (RE 933). Ms Murray informed members that a new library management system is now in place. Ms Murray informed members that work is underway to catalogue and centralise the University's video recordings of Inaugural Professorial Lectures, adding that she is working with Mr Hargraves to achieve this.

b. Research Repository Update

Ms Murray informed members that the design for the HIRA cover sheet has been completed and that she is currently liaising with colleagues in IT Services to make it available to users.

8. Research Funding

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

Members had received the External Funding Bids update (RE 933). Mr Cooper noted a slight decline in the number and value of funding applications in the previous quarter, while welcoming the increased success rate of applications. Mr Cooper requested that he be invited to attend meetings of LAESS Faculty Research Committee. Dr Cuthbertson undertook to ask Mr Leyland to issue an invitation.

b. University Research Funding

Members had received the Internal Research Funding update (RE 933). Mr Bibby informed members that 213 funding awards were made during the period covered by the update i.e. Academic Year 2018/19. The Chair reminded colleagues that University research funding has been centralised and is held by his office. The Chair added that the online application system for research funding is being finalised and will be live in due course, allowing colleagues to apply for funding online; applications are subject to approval by Head of School and are then passed on to Professor Nagar for his approval as Chair. Prof Nagar reminded that the funding is to be used for strategic prioritisation for REF preparations.

9. Research Degrees Sub Committee

Members had received minutes of the Research Degrees Sub Committee of 9th October 2019 (RE 935). The Chair drew members' attention to item 1 ('Terms of Reference'), informing them that the Vice Chancellor had asked him to review the status of Research Degrees Sub-Committee (RDSC) and PGR in general. The Chair had suggested that the Tuesday morning meeting be reconstituted as a PGR Management Group and noted that annual monitoring of PGR students already takes place at the PGR Board which meets 4 times in an Academic Year. The Chair added that PGR research is a standing agenda item for Research Committee. The Chair informed members that a decision on the future of Research Degrees Sub Committee is yet to be taken and that he will inform the committee of the outcome.

The Chair drew members' attention to item 4 (i) ('MPhil to PhD Transfer Process') and the wording added to section M1.2 of the Code of Practice: '*An MPhil student requesting to transfer registration to PhD will be demonstrating outstanding potential for doctoral research.*' The Chair added that the revised Code of Practice emphasises the need for students wishing to transfer from MPhil to PhD to discuss the matter with their Director of Studies ('Before submitting their request, the student is expected to discuss the matter with their Director of Studies.') The Chair also drew members' attention to the wording added to M1.3: 'OR: thesis chapters or academic publications, with a supporting narrative, of equivalence to a 10,000 word report.'

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The Chair added that section M1.4, of the Code of Practice has been amended to read 'The oral assessment should take place in a timely manner within one calendar month following the submission of the review documentation'.

The Chair drew members' attention to item 4 (ii) ('Maximum Durations MPhil and PhD') detailing proposed amendments to the PGR (Hope and Partner) regulations and code of conduct. The Chair informed members that the updated section reads: "*The maximum completion period is defined as the time from the point of registration to the point of thesis submission. The maximum completion period for any research degree programme is the maximum duration defined above plus three academic years*". The submission of the dissertation must be within the maximum period of study set out in the expected and maximum durations; the overall maximum completion time allows for approved extensions and interruptions during the student's period of registration.

Members **RECOMMENDED** the changes for approval by Senate, **pending approval by Rectorate Team**.

The Chair also drew members' attention to item 6 ('ARE Reports'), informing them that the Sub Committee was assured of the good working practices and status of the partnerships under review. The Chair added that St Mary's University is currently in the process of obtaining Research Degree Awarding Powers (RDAP) and is looking into a validated model for Liverpool Hope provision, rather than a sub-contractual model, as is presently the case.

10. Research Ethics Sub Committee

Members had received minutes from the Research Ethics Sub-Committee of 8th May and 13th June 2019 (RE 936 & 937). Professor Jeyaraj informed members that the current online system for UG students to submit their applications for research ethics clearances and to obtain feedback from their supervisors works satisfactorily and that work is ongoing on the similar system for masters students as well as for PGR and Staff Research. Professor Jeyaraj informed members that the Research Ethics Sub Committee is currently looking for an external member. The Chair requested that members send him any suggestions.

11. 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 2019 (RE 938). Dr Reid drew members' attention to the item relating to Intention to Submit forms, adding that further clarification is needed as to whether or not students are required to apply for an extension should they exceed the 'minimum' two months. The Chair replied that this matter had been discussed by the PGR Group and that the expectation is that the student will submit within two months of completing the form.

b. Arts & Humanities

The Committee had received minutes from the meeting of the Faculty of Arts & Humanities Research Committee of 22nd May 2019 (RE 939). Dr Cuthbertson informed members that the next meeting of Faculty Research Committee will focus on the establishment of an Early Career Researcher Framework. The Chair undertook to work with colleagues in LAESS re their establishment of an Early Career Researcher Framework with a view to establishing a similar framework in the Faculty of Science.

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Dr Cuthbertson voiced the need for a Mid-Career Researcher Framework in LAESS. The Chair undertook to share a recent Concordat (to Support the Career Development of Researchers) in relation to this with colleagues.

c. Education

The Committee had received minutes from the meetings of the Faculty of Education Research Committee of 27th June 2019 (RE 940).

12. Monitoring Strategic Goals

The Chair emphasised the importance of new Faculties' joined-up approach to research strategy with regard to REF2021 impact narratives and requested that LAESS present a paper on this at the next meeting.

ACTION LOG FOR NEXT RESEARCH COMMITTEE MEETING

Issue	Action	Responsibility	Progress
HIRA	Ms Murray to liaise with IT Services re making a 'date of acceptance' entry mandatory.	Ms Murray	
LAESS Faculty Research Committee	Dr Cuthbertson to invite Mr Cooper to attend Faculty Research Committee for an update on Bids and Grants.	Dr Cuthbertson	
External member for Research Ethics Sub Committee	Members to forward nominations to Professor Nagar	All members	
Early Career Researcher Framework	Professor Nagar to liaise with colleagues in LAESS re their establishment of an Early Career Research Framework with a view to establishing a similar framework in the Faculty of Science.	Professor Nagar, colleagues in LAESS.	
The Concordat to Support the Career Development of Researchers	Professor Nagar to share Concordat document with colleagues.	Professor Nagar	