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RESEARCH COMMITTEE: **Wednesday 16th May 2018**

PRESENT: Professor A. Nagar (Chair), Dr P. Bamber, Professor D. Bolt, Mr C. Cooper, Dr Asad Ghalib, Dr S. McLoughlin, Professor D. Jeyaraj, Dr Z. Kinsley, Ms S. Murray, Dr C. O'Connell, Dr D Reid, Dr C. Wakefield

Apologies: Dr M. Blackburn

Secretariat: Mr D Dykins

1. Minutes of the previous meeting

Members had received the minutes of the meeting of Research Committee held on 14th February 2018 (RE 827), which were **APPROVED** as a correct record.

2. Matters Arising

Centre for Christian Education

The Chair advised that he had discussed the status of the Centre with Professor Newport who had agreed that this Centre would shortly be subsumed into the CPD unit. Dr Kinsley requested that Dr Stuart-Buttle be allowed to continue to attend Faculty Research Committee; the Chair commented that this is up to the Faculty and agreed to discuss this further with Professor Vandewalle.

University Research Day

It was agreed that the Arts & Humanities Faculty would schedule the next Faculty Research Day in September 2018. Dr Reid noted that the Research Day in Science would be scheduled to take place during Science Week. Dr Bamber said that the Faculty of Education Research day would take place on Tuesday 22nd May 2018, and would be an opportunity to network and forge cross-faculty synergies.

Guidelines on co-authored research papers jointly with PGR Students

The Chair said that he had so far not been able to progress this. He advised that he had reviewed conventions on author signatories, but that subjects differed in how they acknowledged contributions. Prof Nagar, Dr Bamber, Dr Wakefield and Dr Ghalib will form a sub-group to consider this further.

SEARCH and Allocation of Everton Funds

The Chair reported that Professor Vandewalle was keen to ensure that funds were received appropriately.

3. Terms of Reference

Members had received the current terms of reference. The Committee agreed that receipt of REF Steering Group minutes should be included, plus some minor typographical corrections to the document.

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Action: Mr Dykins to amend and submit for approval to Senate

4. Preparations for REF 2021

a. Minutes of REF Steering Group

Members had received minutes of the REF Steering Group of 9th May 2018. Professor Nagar noted that feedback on the Hope Environment Capture System had been useful and access to the software would be released as soon as possible. He also advised that draft guidelines on REF2021 from Research England (UKRI) were expected in the summer, and that the initial threshold for impact case studies would be increased to 20 FTE.

On the Industrial Strategy and progress with Impact case studies, Professor Nagar had requested units to provide draft impact case studies in time for workshops in June/July. He also noted the introduction of the Knowledge Exchange Framework (KEF) next year, and HEBCIS guidelines. The latter is an important submission for the University, and Professor Nagar said he would circulate HEBCIS guidelines to Research Committee members to disseminate within their Faculties.

Other items highlighted included the UOA Coordinators' Update; Professor Nagar reminded members of the need to capture impact narratives. He was pleased to report that there was high usage of the software for this.

b. Public Engagement

The Chair advised that he and Mr Dykins were working on a statement for the website which will describe how the University engages with the public. The draft statement would be submitted to the next meeting of Research Committee.

5. Reports from Research Centres

This was a substantial item for discussion as Centre directors were requested at the last Research Committee meeting (on 14th Feb 2018) to present their Centre's approach to diversifying and increasing the activities as well as attracting bids and grants to the Centres for sustaining the activities of the Centres. Members reflected on the strategies for increasing bids and grants and Prof Nagar reminded that Centres and Faculties should target Doctoral Training Centre (DTC) calls as and when these are out as that is the direction of funding where things are going in the UK.

a. CCDS

Members had received an update from CCDS (RE 830). Professor Bolton said that there were a number of examples of CCDS engaging with the public, including seminars which had been delivered recently with guest speakers from Germany and the USA, with another visitor from Italy due next Wednesday.

Prof Nagar said that there was a growing need for a Centre for Doctoral Training at the University. He also advised a bid had been submitted for developing artificial intelligence.

b. CEPA

Members had received an update from the Centre for Education and Policy Analysis (RE 831). Dr O'Connell noted that this was a relatively new Centre and was therefore still developing. The report was based around the eight criteria for Research

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Centres, and included three additional priorities developed for the current academic year, around engagement with PGR, profile raising and the Centre's impact on teaching at the University. Dr O'Connell highlighted how the Centre was supporting grant applications including small-scale projects. On engagement with PGR recruitment and supervision, she noted the launch in October 2017 of a 60-credit Honours component, *Education, Policy, Practice and the Professional*.

Dr O'Connell commented that CEPA was also keen to develop the idea of a Doctoral Training 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 832). Dr McLoughlin advised that there had been ongoing seminars plus preparation for the Annual Conference on 2nd July 2018. Professor Nagar felt that the strategy for attracting external funding required further detail and ideas for expansion. Mr Cooper said that the Centre should be looking collectively at funding opportunities and suggested members of the Centre meet with him to discuss ideas for doing so.

Professor Nagar noted inter-Faculty collaboration, adding that interdisciplinary research was gaining increasing importance.

d. **Andrew F Walls Centre of 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 833). Dr Kinsley noted *the Tirukkural Beyond the Frontiers of Tamil India* conference on 27 -29 June 2018. She also highlighted the increasingly high profile role of Dr Kwiyani in the work of the Centre.

e. **SEARCH**

Members had received an update from SEARCH (RE 834). The report gave an update on the high level of activity of the new Centre, including ten projects all of which involve a high level of public engagement. Dr Ghaleb highlighted the Centre's research impact, and advised that there would be a conference in June.

Professor Nagar queried the strategy to maintain the current level of activity and reminded the Committee of the Vice Chancellor's recent discussion at Senate around ways of celebrating the work of Centres and raising their profile. Professor Bolt noted that GDPR meant that Centres now had to wait for opt-in confirmation which has reduced the list of contacts. He also noted that conference income did not channel into the Centres. Professor Nagar said that he would discuss this further with Deans.

6. **Library Resources Update**

a. **Minutes of Library Steering Group**

The Committee had received the minutes of the Library Steering Group for 2nd May 2018. Ms Murray highlighted the Library's Development Plan review, plus targets for the coming year. The targets included support for Library contributions to the REF environment. Professor Nagar asked that any feedback on the work of the Library or items of Research importance be directed to himself for feeding into/consideration at the Library Steering Group. He said that staff were not always aware of subscriptions such as *papersinvited.com*, though the link is available via the University website. He also noted that there was a free inter-library loan system for staff and PGR students.

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b. Library update

Members had received the Library update (RE 836). The Institutional Repository Usage Statistics (IRUS) UK had started harvesting data in January 2018 and Professor Nagar advised that a demonstration could be arranged via Faculty Librarians. It was also available on the HIRA web via the usual login and contained functionality to drill down to see usage statistics.

Ms Murray informed members that the University had taken out a subscription to Open Research and Contributor ID (ORCID). Although not a REF 2021 requirement, it allows for better sharing of information and increased recognition and it will be piloted in REF 2021 and then will become a compulsory requirement after the REF 2021 for the next REF exercises. Ms Murray noted the University would be contributing to the digitisation project *The Arum Hymnal in Manuscript and Print*.

7. Research Funding: Quarterly reports on progress on research and grant income activity

Members had received the External Funding Bids update (RE 837). Mr Cooper advised that there were no significant developments although there was one large Doctoral Training Centre (DTC in AI enabling health care/medical science) grant and a number of small to medium sized grant applications awaiting outcomes, and that as the University tended to deal in relatively small numbers, metrics could be skewed by small changes. He noted that three Departments had not applied for any funding. Professor Nagar said that some Departments would be making application decisions strategically, as some bids were more likely to succeed than others were. Prof Nagar requested a Faculty wise report on research bids and grants over the last 3 to 5 years.

8. Research Degrees Sub Committee

Members had received minutes of the Research Degrees Sub Committee of 2nd May 2018 (RE 888). Professor Nagar noted progress with the Annual Monitoring (AMR) of PGR Students, stressing the importance of following the procedure. He asked that any queries be directed to himself or Dr Speake. He also noted the section on PGR Regulations. Dr Bamber asked for clarification on Part 1 of the EdD around the definition of the most senior academic at each partner institution.

Professor Nagar highlighted three recommendations from the Committee. In relation to the Part 1 phase of EdD and who should chair the Internal Examiners' Committee (IEC) at Partner Institutions, it was agreed that the most senior academic at each partner institution be the chair of the IEC, adding that moderators are ineligible as IEC chairs.

Members **RECOMMENDED** the proposal for approval by the Senate.

In relation to the issue of members of supervisory teams attending vivas (Code of Practice Section N4 Conduct of the Oral Examination), presenting the proposed wording: 'Normally, a member of the supervisory team should not attend the viva, however, the presence of one nominated member of the team may be agreed between the student and the examiners in advance. If agreement is not reached then no member of the supervisory may attend the viva. In all circumstances a nominate member of the supervisory team must be available before the viva and after its conclusion as a support for the student...If present, the nominated member of the supervisory team should enter and leave the room at the same time as the student and must remain silent, they may not participate in the discussion.'

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The Chair asked the Registrar to investigate the situation in the sector following comments from members that other institutions were moving towards not allowing supervisors to be present in vivas.

Members recommended that this was amendment NOT APPROVED pending report from the Registrar to the next RDSC.

Members also discussed the Academic Regulations for PGR Awards related to 'Outcomes of the Oral Examination' proposed by the RDSC to change the wording to clarify the mid-point review and ensure that students are given support on a six monthly basis rather than the current midpoint review which would dictate that a period of one year could elapse before review.

Members **RECOMMENDED** the proposal for approval by the Senate.

It was noted that aside from the minor amendments above there were no plans to make significant changes to either the Code of Practice or the Regulations for PGR awards going forward.

9. Research Ethics Sub Committee

Members had received minutes from the Research Ethics Sub-Committee (RE 839) of 16th March 2018. Professor Jeyaraj noted that he was working on guidelines for Internet-mediated research particularly around the age of consent. He queried whether this would be reviewed every year. He advised that the online submission process was working well and would eventually include prompts to ensure compliance. On GDPR, Ms Gittins was currently drafting text that could be used alongside public-facing documentation. Professor Nagar queried the status of staff ethical clearance. Professor Jeyeraj said he would provide a report for the next meeting.

Action: Professor Jeyeraj to provide a report on Staff Research Ethical approval.

10. Reports from Faculty Research Committees and Reports: Monitoring of Strategic Goals

This was a substantial item for discussion. In the 14th Feb 2018 meeting Prof Nagar had asked Faculties (Chairs of FRCs) to present a written report under the agenda item 'Monitoring of Strategic Goals' on the following: (1). How is their faculty addressing the University's Research and Scholarship Development Plan? And (2). How is their faculty addressing the Faculty's own Research Strategy and KPIs?

FRC Chairs presented a detailed report of developments in their Faculties and members discussed areas of synergies and cross collaborations across the University. Prof Nagar commented that these reports from Faculties give a positive picture and match with his own REF reports that he presented in Feb meeting of the Research Committee showing that there is overall good progress with our REF preparations and that there is a strong evidence of our growing and strengthening research culture and vitality of our Research Environment in the University across our three Faculties. Members felt that this was a useful exercise to do as that showed good practice across the institution and highlighted areas of potential collaborations.

a. Science

The Committee had received minutes from the meetings of the Faculty of Science Research Committee of 7th March and 18th April 2018 (RE 840a & 840b) and the Monitoring Report (RE 843). Professor Nagar noted that the Report aligned practical with strategic plans very well and included mention of public engagement. Dr

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Bamber said that the section on “Hot” Research areas was particularly useful. Professor Nagar advised that ESRC and AHRC were looking at interdisciplinary research between AI and Humanities.

b. Arts & Humanities

The Committee had received minutes from the recent meeting of the Faculty of Arts & Humanities Research Committee of 21st March 2018 (RE 841) and the Monitoring Report (RE 844). Dr Kinsley highlighted issues with the REF external advisors and their access to Hope’s Impact software system and requested a short guidance document to assist. Professor Nagar agreed to discuss further outside the Committee and explained that Hope Impact software is an IPR of the University and as such, third party access is restricted for colleagues external to the University. Dr Kinsley also reported that PGR entrance criteria occasionally meant the Faculty had to reject some applications. Professor Nagar said that minimum entry criteria had to be adhered to, as the University is only looking for high quality/calibre PGR students; weak students in large numbers can be very high maintenance for our limited PGR capacity. He stressed that all applications for PGR studies are carefully scrutinised and learning from the past, the University will only accept high quality research projects proposed by staff members. PGR students should not just meet our minimum requirements but have an appropriate level of research aptitude to embark on a doctoral studies project, as this is important to avoid disappointment on all sides.

Dr Kinsley advised that the Faculty Strategy was under review to capture changes in the Faculty with the appointment of the Associate Dean for CAPA, the expansion of provision at Creative Campus and the impact on practice-based research. CRT was constantly under review as 25 staff were involved, requiring carefully handling of cover to ensure access to all relevant staff.

c. Education

The Committee had received minutes from the recent meeting of the Faculty of Education Research Committee of 1st February 2018 (RE 842) and the Monitoring Report (RE 845). It was noted that the Committee had discussed concerns over Faculty capacity to supervise PGR and how to expand the pool of supervisors; Professor Nagar agreed to discuss this further at the Rectorate and confirmed that currently there is a moratorium on recruitment of any PGRs in Education and Business School.

Dr Bamber advised that the Monitoring Report included progress against, and context of, KPIs. It also gave positive reports on staff PhD completion rates. Professor Nagar commended the impact strategy particularly in the development of case studies and the way the Faculty uses professorial fellows as mentors.

11. AOB

Professor Nagar reminded members that Big Hope 2 would be taking place 13 – 20 June 2018 and that there may be opportunities to network with relevant invited speakers and potentially benefit from this opportunity in making impact of their research. He also asked Faculties to encourage the PGR/doctoral students to engage with the Big Hope 2 event as this is an excellent international opportunity to benefit from.

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ACTION LOG FOR NEXT RESEARCH COMMITTEE MEETING

Issue	Action	Responsibility	Progress
Guidelines on co-authored research papers jointly with PGR students	Professor Nagar to look into various practices reg. papers co-authored with doctoral students	Professor Nagar	
Guidelines on co-authored research papers jointly with PGR Students	Consider forming a sub-group to progress the concept	Prof Nagar to coordinate a meeting with the faculty reps: DrBamber , Dr Wakefield and Dr Ghalib	
Terms of Reference	Amend to include receipt of REF Steering Group minutes plus minor corrections	Mr Dykins	
Public Engagement Statement	Draft for next meeting of Committee	Mr Dykins	
Archbishop Desmond Tutu Centre for War & Peace Studies	Review strategy for attracting external funding	Centre members and Mr Cooper	
Research Centres: Conference income does not channel into Centres.	Discuss further with Deans in order to feed back into Departments.	Professor Nagar	
Research Ethics Sub Committee: staff ethical clearance	Provide report for next Research Committee meeting	Professor Jeyeraj	
In relation to the KEF HEBCIS guidelines to be circulated as a reminder for Faculties	HEBCIS guidelines	Professor Nagar	