

MINUTES of the 14 June 2018 meeting

Present:

Professor Andrew Slade (Chair)

Professor Sue Backhouse

Professor Brendan Gough

Professor Simon Morris

Professor Ian Strange

Professor Cathy Barnes

Professor Gary Jones

Professor Ruth Robbins

Alex Christensen

Wendy Luker

Professor Karl Spracklen

In attendance:

Rachael Andrews

Wendy Hopkins

Simon Baldwin*

Nigel Yates

Rachel Bradford [Secretary]

Dr Beccy Watson*

Apologies:

Kathryn Brown

Professor Dorothy Monekosso

Professor John Sharp

Professor John Craig

Professor Ralph Tench

Dr Jessica Guth

Professor Robert Shail

*as indicated in the proceedings

Part A: Preliminary Items

Declaration of interest

107.2017.RES No declarations of interest were made.

Minutes of the last meeting held on 22 March 2018

108.2017.RES

The Committee **AGREED** that the minutes of its meeting held on 22 March 2018 were an accurate record, subject minor amendments (paper reference RES-2017-091).

Matters arising

109.2017.RES

The Secretary presented a report on the matters arising from the minutes of the previous meeting of the Committee held on 22 March 2018 (paper reference RES-2017-091). It was **reported** that all matters arising from its previous meeting had been completed.

CONFIRMED

Part B: Matters for Information

Report from the Director of Research & Enterprise

110.2017.RES The Committee received a report from the Director of Research & Enterprise presenting the activities of the Research and Enterprise Service since the Committees last meeting (paper reference RES-2017-093). It was **reported** that:

- (a) Wendy Hopkins had been appointed as the University's new Head of Research on 4 June 2018.
- (b) The Graduate School had held a 'Postgraduate Research Society 2018 Conference on 06 June 2018 which had been a notable success with a turnout of over 80 delegates. Research and Enterprise would also hold an 'Inaugural Research & Enterprise Conference' on 27 June 2018, which had 216 delegates registered to attend so far.

Secretary Note: 110(c).2017.RES is exempt from publication under Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

- (d) Work had been undertaken with the School of Sport to enable a Double Degree PhD Studentship with University of Copenhagen which would be the first of its kind to be offered by the University. The student would study under Leeds Beckett University's regulations and they would be permitted to also submit under the University of Copenhagen's regulations to be awarded a degree by that institution. A 'public defence' of the work would be required as part of the process, though there were no stipulations on when or where it would take place.
- (e) The Halifax Business Centre had become operational in May 2018 and would be officially opened on 25 September.
- (f) Fifteen Research Bids had been won in the period March 2018 – June 2018, including ones with Leeds City Council, the European Commission and Public Health England.
- (g) Outturn research income for July 2018 would exceed that of last year and the Chair and the Committee recorded their thanks to those colleagues who had contributed to winning grants.

Graduate School Development Week: Research training programme

111.2017.RES The Committee received a report from the Reader (School of Sport) proposing the introduction of a compulsory Graduate School Development Week (GSDW) for PGR students enrolled onto Research courses (paper reference RES-2017-094). It was **reported** that:

- (a) A GSDW had been identified as a way of supporting students to complete the Research Training Programme (RTP) more efficiently. It was proposed that the GSDW programme would run bi-annually to coincide with intake periods.
- (b) The Research Degree Sub-Committee (RDSC) had endorsed the development week and supported the proposed amendments to the Academic Regulations reflected that evidence of engagement with RTP would be a condition of progression.
- (c) The intention of the programme was to complement existing local level training and programmes at subject level, not to replace them.

112.2017.RES The Committee were supportive of the GDSW and agreed that it would need to be made compulsory (in as far as it was practical to do so). It was **agreed** that its compulsory nature would need to be highlighted and the support of the Schools would be essential in ensuring its success.

113.2017.RES The Committee **APPROVED** the proposals for a GSDW to be held twice a year and the proposal to review the Academic Regulations to specify that ongoing evidence of engagement with the RTP would be a condition of progression.

HR Excellence in Research Awards – Review of Actions

114.2017.RES The Committee received a report from the Head of Graduate School providing an overview of progress made on the actions listed in the HR Excellence in Research Action Plan 2017-2019 (paper reference RES-2017-095).

115.2017.RES It was **noted** that a key on the status of the actions had been added to the Action Plan but was not currently being utilised.

116.2017.RES It was **agreed** that the action plan would be reviewed by the Head of the Graduate School to indicate the status of each action.

Academic English support for PhD students

117.2017.RES The Committee received a report from the Associate Director of Libraries and Learning Innovation outlining a programme of workshops and online learning materials to be offered for international PhD students who had not met the University's standard IELTS tariff (paper reference RES-2017-096). It was **reported** that:

- (a) The course would incorporate interactive workshops and online activities focusing on academic language, writing and presentation. It would be delivered over a 10 week period with aim of students who had completed the course raising their IELTS score to the University's standard tariff by the end of their first year of study.

- (b) A 'MyBeckett' module which would bring all elements of the course together and house resources for students to return to for their first year of study.
- (c) Tutors would meet with the students prior to them commencing the course and following completion in order to gain feedback and evaluate the courses success and the student experience.

118.2017.RES

The Committee:

- (a) **agreed** that the proposed course was a good idea and requested that, where there was capacity, the course be offered to students who had a satisfactory IELTS scores but were interested in doing the course. Priority would however be given to those students whose scores did not meet the threshold.
- (b) **noted** that the course could be highlighted in the development week run by the Graduate School.

Part C: Matters for Discussion / Decision

Research Excellence Framework (REF) Update

119.2017.RES

The Committee received a verbal report from the Chair updating the Committee on the the Research Excellence Framework 2021 (REF) including any sector updates which were prevalent. It was **reported** that:

- (a) the criteria for submitting individuals to REF had changed substantially since REF 2014 and new guidelines produced for the REF2021, stated that all staff with 'significant responsibility in research' would need to be submitted, though there was no guidance on what constituted 'significant responsibility for research' so it would be up to each institution to agree this and include it in its Code of Practice which would need to be developed in consultation with its academic staff body.
- (b) The Chair had presented the REF updates at a recent Senior Management Group (SMG) meeting and the Vice Chancellor had been supportive of the proposal to define staff with 'significant responsibility for research' based on the time staff had allocated to research as this was deemed the most measurable way to provide auditable evidence of its submission to the REF.

Secretary's Note:

120.2017.RES to 121.2017.RES is exempt from publication under Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

Academic Regulations: Amendments to the Research Regulations

122.2017.RES

The Committee received a report from the Head of the Graduate School setting out proposed amendments to the Academic Regulations Section 11 Research Awards (paper reference RES-2017-097).

123.2017.RES

The Committee considered the proposed amendments which included:

- (a) Inclusion of a new professional doctorate

- (b) Under English Language Qualification, the addition of a sentence to indicate that the lower level of 6 (IELTS) for science based subjects may be accepted and the approval of such applications would be considered on a case by case basis by the Research Degrees Sub-Committee.
- (c) Updates to references to data protection legislation to reflect the new Data Protection Act 2018 coming into force.
- (d) Under available outcomes for all examinations, the outcome of substantive amendments being available as a first outcome.

124.2017.RES

The Committee agreed to recommend the proposed changes to the Academic Board, subject to the following amendments being made:

- (a) In relation to the amendment that related to the English Language Qualification, that reference to 'science based subjects' be replaced with a reference to STEMM subjects so as to more accurately reflect the subjects in scope; and
- (b) In relation to the amendment about substantive amendments being available as a first outcome under available outcomes for all examinations, the wording be amended to an agreed form that reflected how the period of time for substantive amendments would be determined.

125.2017.RES

The Committee **RECOMMENDED** the Amendments to the Academic Regulations (subject to the amendments noted above) in relation to the Research Regulations to the Academic Board for approval and adoption.

Secretary's Note *Simon Baldwin left the meeting*

Approval of Research Centres

126.2017.RES

The Committee received a report from the Director of Research and Enterprise providing a summary of Research Centres established across the University. It was **reported** that following a review of the website, it had been observed that a number of established research centres did not have an online presence. In order to ensure that academic governance was observed, a number research centres were submitted to the Committee to consider.

127.2017.RES

The following submissions were considered by the Committee:

(a) The Centre for Health Promotion Research was submitted by the School of Health and Community Studies. It was noted that the Centre was already well-established and had produced one impact study which would be provided as part of the REF submission for Unit 3. The Committee **RATIFIED** the establishment of the Centre.

- (b) 4 research centres were submitted by the Carnegie School of Education (Race, Education and Decoloniality, CollectivEd: The Mentoring and Coaching Hub, the Carnegie Centre of Excellence for

Mental Health in Schools, the Centre for LGBTQ Studies which the Committee discussed and **APPROVED**. However, it was agreed that centres would need proven performance or they would be closed.

- (c) A Sustainable Business Institute was proposed by the Leeds Business School. The Committee was not clear whether the proposal was for an overarching title to incorporate all of the School's areas of research or whether it proposing a new centre. The Committee agreed that use of the term 'institute' should be avoided. It was agreed that the School would need to be contacted to find out more detail about the proposal.
- (d) The School of Computing and Creative Technologies submitted proposals for centres for Digital Health and Assistive Technologies, Applied Data Sciences and Smart and Sustainable IT. However, it was not clear to the Committee whether the submission was a proposal for one centre with themes or for three separate centres. It was agreed that the School would need to be consulted to clarify this point.

(e) The Research & Enterprise Service submitted a proposal for an enterprise centre, 'e414: Education for the 4th industrial revolution' which was **APPROVED**.

128.2017.RES It was **agreed** that a method of monitoring the activity of research centres was required and if a centre was not performing then it should be closed and there should be agreed closure criteria to set out when it would be appropriate for a centre to close.

Secretary's Note: Dr Beccy Watson left the meeting.

Policy on Due Diligence and a Research Risk Management Framework for Research Grant proposals

129.2017.RES The Committee received a report from the Director of Research and Enterprise on the risk management framework for the undertaking of Due Diligence ('DD') on research grant proposals involving partner organisations in overseas countries (paper reference RES-2017-099).

130.2017.RES The paper set out the principles on a policy for DD and a Risk Management Framework for how the University would comply with UK Research & Innovation (UKRI) terms and conditions with regards to DD, ensuring that external research grant funding would be appropriately accounted for. It was noted that the information gained in a DD assessment would assist in the understanding of any risks with the proposed collaboration and ensuring that prospective partners had adequate legal and financial resources for a productive and sustainable relationship.

131.2017.RES The Committee considered the paper and agreed that some minor revisions to the wording were required.

132.2017.RES It was **noted** that Research and Enterprise Services would own the policy and be responsible for assessing its effectiveness annually.

133.2017.RES The Committee **APPROVED** the principles for the Due Diligence and Risk Management Framework, subject to some amendments to the wording of the principles.

Research Ethics Procedures

134.2017.RES The Committee received a report from the Director of Research and Enterprise presenting minor revisions to the Research Ethics Procedures to ensure alignment with the revisions which had been made to the online ethical approval system (paper reference RES-2017-100).

135.2017.RES It was **noted** that:

- (a) References to the Data Protection Act 1998 would be updated to General Data Protection Regulations/Data Protection Act 2018.
- (b) The procedures needed to contain some guidance around data retention and data management.
- (c) Following the appointment of Head of Research, University Research Ethics would be managed and reviewed by the Head of the Research and their team.

136.2017.RES The Committee **APPROVED** that Research Ethics Policy, subject to minor amendments.

Appointment of Chairs of the Sub-Committee

137.2017.RES The Committee received a report from the Chair presenting proposals for the role of the Chair of the Research Ethics Sub-Committee and the Chair of the Research Degree Sub-Committee (paper reference RES-2017-101).

138.2017.RES The Committee **APPROVED**:

- (a) The re-appointment of Professor Karl Spracklen as Chair of the Research Ethics Sub-Committee for the term of office from 01 September 2018 – 31 August 2021
- (b) The appointment of Professor Brendan Gough as Chair of the Research Degree Sub-Committee for the term of office 01 September 2018 -31 August 2021. The outgoing Chair, Ruth Robbins, was thanked for her service as Chair of the Committee.

Part D: Committee Reports

Report from the Research Degrees Sub-Committee

139.2017.RES The Committee received a report from the Chair of the Research Degrees Sub Committee outlining the matters discussed and decisions made on research student requests by the Research Degree Sub-Committee (RDSC) (paper reference RES-2017-102).

Report from the Research Ethics Sub-Committee

140.2017.RES The Committee received a report from the Chair of Research Ethics Sub-Committee providing an overview of the matters discussed at the Research Ethics Sub-Committee meeting held on 16 May 2018 (paper reference RES-2017-103).

Report from the University Research & Enterprise Forum

141.2017.RES The Committee received a report from the Director of Research and Enterprise summarising the business of the University Research and Enterprise Forum since the last meeting of the Committee (paper reference RES-2017-104).

Reports from the School Academic Committees

142.2017.RES The Committee received the following reports from the School Academic Committees providing updates on Research activities within the schools:

- (a) Leeds Business School (paper reference RES-2017-105)
- (b) Leeds Law School (paper reference RES-2017-106)
- (c) School of Art, Architecture and Design (paper reference RES-2017-107)
- (d) School of Built Environment and Engineering (paper reference RES-2017-108)
- (e) School of Clinical and Applied Sciences (paper reference RES-2017-109)
- (f) School of Computing, Creative Technologies and Engineering (paper reference RES-2017-110)
- (g) School of Cultural Studies and Humanities (paper reference RES-2017-111)
- (h) Carnegie School of Education (paper reference RES-2017-112)
- (i) School of Film, Music and Performing Arts (paper reference RES-2017-113)
- (j) School of Health & Community Studies (paper reference RES-2017-114)
- (k) School of Social Sciences (paper reference RES-2017-115)
- (l) Carnegie School of Sport (paper reference RES-2017-116)

Part E: Other Business

Research & Enterprise Committee schedule of meetings & draft schedule of business 2018/19

143.2017.RES The Committee received its schedule of meetings and business for 2018/19 (paper reference RES-2017-117).

Date of next meeting

144.2017.RES The next meeting of the Research & Enterprise Committee would be held on Thursday 18 October 2018 in room G05, Old Broadcasting House, City Campus.

Other business

145.2017.RES No other business was raised.

Confirmed by the Committee/Board as a correct record and signed by the Chair:

Signed: _____ Date: _____