Terms of Reference of School Research Committees

School research committees are responsible to Boards of Studies and the Senate Research Committee for matters related to academic research and aspects of enterprise related to academic quality and standards. School research committees have the following delegated powers:

1. To advise the Board of Studies and Senate Research Committee on policy and strategy for research developments.

2. To develop, and make recommendations for, research plans and local policies to support the management of academic research.

3. To make recommendations to the Board of Studies for the establishment of Research Centres, Units and groups.

4. To advise on the allocation of resources for research.

5. To report to and make recommendations to the Board of Studies and Committees of Senate on the above and any other relevant matters.

In addition, Boards of Studies may also delegate the following functions:

6. To oversee matters concerning aspects of enterprise related to academic standards and to receive reports on relevant enterprise activities.

Composition and Membership

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Diverse membership of all committees is expected. Wherever possible membership will consist of at least 30% women and 30% men and representation of other protected groups will be actively considered. Where this has not been met, committees should be able to demonstrate what action has been taken to achieve this target.

i. Ex-Officio

Chair: to be appointed annually by the Board of Studies

Others: members of staff with responsibilities for research and, where applicable, members of staff responsible for matters concerning aspects of enterprise related to academic standards.
Other staff members by reason of their role as determined by the Board of Studies

ii. Elected

To be determined by the Board of Studies.

iii. Students

Categories of student representation and election processes to be determined by the Board of Studies.

iv. In attendance

Secretary.

Appointment of Members and term of office

The structure of elections and the term of office for non-ex officio members is determined by the Board of Studies, ensuring representation that reflects the school’s organisational structure.

Quorum

i. The quorum for a meeting of a Research Committee is one-third of total membership rounded up to the next whole number.

ii. In the absence of a quorum, no business should be transacted other than the adjournment of the meeting. The fact that a meeting is inquorate should be reported to the Board of Studies.

iii. Two weeks’ notice to all members is required for the adjourned meeting.

iv. At the adjourned meeting, the business for which the original meeting was called may be completed in the absence of a quorum.

Operation

i. Research Committees are required to meet three times per year, or more frequently as appropriate.

ii. Minutes are additionally to be received by the Senate Research Committee with a coversheet reporting on decisions taken in key areas.

Standing Orders

Boards of Studies operate in accordance with the Standing Orders for Boards of Studies and their Sub-Committees.