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

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.