

**Minutes for the second meeting of the Research & Enterprise Committee for
the 2018/19 Academic Session, held on Wednesday, 5th December 2018,
2.00pm in G104, Avery Hill Campus**

PRESENT:

Prof J Bonet	Chair, Deputy Vice-Chancellor (R&E)
Prof A Westby	Vice-Chair
Prof P Griffiths	Director of Research & Enterprise (GRE)
Prof B Cronin	PVC (BUS) Nominee
Dr C Papaix	PVC (BUS) Nominee
Prof P Maras	PVC (E&H) Nominee & uREC Chair
Dr C Monks	PVC (E&H) Nominee
Prof D Wray	PVC (E&S) Nominee
Dr S Stoyanov	PVC (LAS) Nominee (invited)
Prof A Mehra	Head of Research & Enterprise Training Institute
Mr N Cormack-Bissett	Head of Research Development Services
Ms H Doon	Student Union Representative
Mr A Papa	Student Union Representative
Mr J Malan	Impact Framework Manager (invited)
Mr P Angelo	Secretary

APOLOGIES FOR ABSENCE:

Prof C Bailey	PVC (LAS) Nominee
Prof T Reynolds	PVC (LAS) Nominee
Mrs W Curran	Finance Manager
Ms P Gibson	ECR/PGR Nominee

For the purposes of the minutes it was noted that there was a change to the membership panel for 2018/19 from the first meeting with Dr. Damian Poulter now replaced by Dr. Claire Monks as a second nominee for FEH.

R&EC-18-2-1 ITEMS FROM THE CHAIR

R&EC-18-2-1.1 UoG Research Fellowships update

The Chair presented a paper to the Committee that provided an update on the Research Fellowships that were to be appointed for a fixed term period of three years to support and strengthen the REF 2021 submission. A total of 36 applications were received, which were ranked based on the aggregate score from 5 independent

assessors, using criteria associated with the quality of current research, capacity for mentorship and likely impact of the Research Fellow. Faculty financial contributions were also considered, but the 12 proposed Fellowships were distributed across all four of the Faculties, with academic leads for each of these posts having been identified.

The Committee discussed the paper at length and was in agreement with the outcomes and the focus was now on recruitment. A two-stage recruitment process was proposed with the applicant discussing their planned research with Faculty leads, before applying online and including their CV and research proposal in a UKRI format. Shortlisted candidates will be invited to interview which will involve representation from the Faculty. The Chair will sit on all the appointment panels with the appropriate Faculty Director of Research & Enterprise together with the academic leads for each discipline. The deadline for applications is Friday, 25th January with interviews scheduled for late February/early March.

R&EC-18-2-1.2 KEF update

The Chair provided the Committee with an update regarding the Knowledge Exchange Framework (KEF) and presented a series of slides that had recently been published by Research England. There will be a consultation document published before the end of the year, so at this stage, the information was just for noting. Research England have applied a number of benchmarking metrics to sort institutions into clusters and the key point to take away was that the University had been grouped in 'Cluster E'. This cluster includes HEIs that are large universities with a broad discipline portfolio which generate a mid-level amount of world-leading research across all disciplines. This was a positive outcome and the University will now await the consultation document and decide whether or not to volunteer to contribute to a pilot exercise.

R&EC-18-2-1.3 Update on strategic bids (E3/I3/SIPF)

The Chair briefed panel members on the latest status of the Expanding Excellence in England (E3) bid that the NRI had submitted in the summer, and the promising news was that the Expression of Interest had been invited to be developed into a full proposal. The bid value is in the region of £7.5m and is based around food security and will potentially involve significant staff recruitment. Figures showed that around 30 bids had been selected for full proposal from 130, and that approximately half of these are expected to be funded. The deadline for the next stage is Monday, 21st January and the Committee will be kept informed of any developments.

The Strength in Places Fund (SIPF) outline bid that was developed with the University of Kent and NIAB-EMR (East Malling Research) is still pending, with decisions on which proposals to invite for full applications having been delayed twice. The Committee will again be notified of any outcomes in due course.

In terms of the International Investment Initiative (I3), presently only one 'Statement of Intent' had been received by Research Development Services which had come from NRI, but the hope is that there will be more interest from other Faculties. Individual bids of up to £500k will be funded by Research England and work will now start on developing a full bid before the Thursday, 28th February deadline as this is a single-stage application process.

R&EC-18-2-1.4 External supervisors to PGR students policy

The Director of Research & Enterprise presented a paper to the Committee that set out a draft policy for external supervisors to PGR students which was for general discussion and comment. It had become clear recently that such a policy was required to set out the expectations of first/second/third supervisors and also to clarify some Intellectual Property (IP) issues. After some positive dialogue, **the Committee agreed that some minor amendments were to be made to the draft version, but as they were not major changes, the policy could be circulated once it had been updated and reviewed by Faculty Directors of Research & Enterprise.**

ACTION: DIRECTOR OF RESEARCH & ENTERPRISE

R&EC-18-2-1.5 UoG Research Impact Strategy

The Head of Research Development Services introduced the Impact Framework Manager to the Committee to present a draft version of the recently written Research Impact Strategy for the University. The Chair explained that this was a preliminary draft and was for general discussion and comment. The paper set out five key aims, with specific objectives set out for each of them relating to the REF 2021 submission. The consensus was that the paper aligned well with the Research & Enterprise Strategy 2016-2021 and was sufficiently aspirational to improve on the impact outcomes from REF 2014.

Panel members agreed to some minor amendments (adding some text about helping academics attract impact driven funding, developing Aim 3 with some input from the Student Union, being slightly more ambitious with some of the objectives in Aim 5 etc.) but were in agreement that this was an excellent starting point. There was some further discussion about now developing an operational plan as to how this will be implemented in the run up to REF 2021 but that this would be a separate document. **The Chair confirmed that once the minor amendments had been made, the paper did not need to come back to the Committee and would be approved via Chair's Action. The Impact Framework Manager will send the final version directly to the Chair.**

ACTION: CHAIR/IMPACT FRAMEWORK MANAGER

R&EC-18-2-2 MINUTES OF THE PREVIOUS MEETING

R&EC-18-2-2.1 Minutes of the first meeting of the Research & Enterprise Committee for the 2018/19 academic session held on Tuesday, 2nd October 2018

The minutes of the Research & Enterprise Committee held on Tuesday, 2nd October 2018 were agreed by the Committee to be a true and accurate record of the meeting.

R&EC-18-2-3 MATTERS ARISING FROM THE MINUTES

R&EC-18-2-3.1 Please refer to the action sheet attached.

All the actions other than those mentioned below are now complete or are to be discussed in more detail at this or subsequent meetings.

Action points still in progress from previous meeting:

R&EC 18-1-5.1 The Director of Research & Enterprise will now work with Finance to set the revenues and contracting targets for 2018/19 which will be reported on in more detail at the next Committee meeting.

R&EC-18-2-4 RESEARCH EXCELLENCE FRAMEWORK 2021 PREPARATIONS

R&EC-18-2-4.1 GREAT 2018 update

The Head of Research Development Services presented a series of tables and graphs that provided the Committee with an update with regards to GREAT 2018. In terms of the outputs assessment, there were still some that were outstanding, and those individuals concerned had been reminded of the importance of completing the exercise. The environment statement assessment will commence later this week which will involve the main panel leads, but will initially just highlight strengths and weaknesses rather than use a ranking system. Impact statements for GREAT 2018 had been assessed and had now been mapped using the criteria of 'Stage of Development' and 'Reach and Significance'. The plan now is to re-visit those received as part of GREAT 2016 and GREAT 2017 to provide a more in depth picture.

The Head of Research Development Services had also produced a table for each Unit of Assessment capturing information such as the total number of 3*/4* outputs, staff FTE, research income, impact case study assessments, PhD completions, viable impact case studies etc. which was discussed at length, but that did not include the output assessments from GREAT 2018. The table also offered a comparison to final REF 2014 data which was also beneficial and will help inform REF strategy moving forward. **The Chair requested that all the GREAT 2018 outputs be assessed by early in the new**

year with outcomes and feedback also being provided in January. The promotions panels are scheduled to meet in February and this information will be used as part of those decision making processes.

ACTION: HEAD OF RESEARCH DEVELOPMENT SERVICES

R&EC-18-2-4.2 UoG REF 2021 consultation response

The Chair tabled a paper outlining the University response to the REF 2021 consultation documents that was submitted in October. This was just for noting by the Committee and there were no further questions or discussion. The Chair thanked panel members for their feedback which had been incorporated into the reply and the final guidance documents are expected to be published by Research England early in the new year. The Committee will be kept informed of any developments in due course.

R&EC-18-2-4.3 Code of Practice update

The Chair provided the Committee with an update as to the current position relating to the development of a Code of Practice for the REF 2021 submission. A small 'Task and Finish' working group was currently being established to prepare a draft, and the Chair stressed the importance of the 5 staff workshops that had been scheduled across all the campuses to take place in March/April next year and for the relevant members of staff to attend.

One of the current issues relates to how automatic the identification process should be for members of staff who have a significant responsibility for research. The general consensus was that this should not just be based on career pathway, but other factors such as BAW points and participation in research groups etc. The REF Strategy Working Group will look at all the data and decide on the most suitable selection process, but the Chair hoped to introduce some more flexibility. There was some additional discussion around some of the practicalities involved, but as this was so critical to the REF 2021 submission, any key developments will be discussed at future Committee meetings and that this be kept as a standing item for the immediate future. The Chair reminded panel members that a skeletal Code of Practice, together with accompanying documentation, was scheduled to be presented at the next Committee meeting in February.

R&EC-18-2-5 GREENWICH RESEARCH & ENTERPRISE

R&EC-18-2-5.1 Research & Enterprise Financial Summary Report 2018/19

The Committee noted the financial summary report by Faculty from 1st August 2018 to 31st October 2018.

The Director of Research & Enterprise reported that revenue figures

were just over £6m for the first three months of the year which was up on the Q1 totals for last year by about 11%. Contracting figures also showed an increase on 2017/18 and that both these positive outcomes were mainly showing in NRI. There had been a number of recent successes across most of the Faculties, and overall it had been a positive start to the year. As mentioned earlier in the meeting, the official targets for 2018/19 for both revenues and contracting were still under discussion with Finance, but these were to be tailored after consultation with all the Faculty Directors of Research & Enterprise and reported on at a subsequent meeting.

R&EC-18-2-5.2 Research & Enterprise Bidding Activity Report 2018/19

The Committee noted the bidding activity report by Faculty from 1st August 2018 to 31st October 2018.

The Director of Research & Enterprise briefed the Committee on all the bidding data currently for 2018/19 and all the Faculties were showing healthy profiles with strong activity compared to the previous year. The percentage share of EU bidding continues to gradually decline, which is of no particular surprise in the current political climate, with the shift towards UKRI bidding becoming more evident.

Research bidding data also showed a good diversity of unique PIs across the University, although there were some anomalies that required further investigation when compared against selected career pathways. The data suggested that there were a significant number of bids being submitted by members of staff that were not on Research career pathways. This is now linked to the appraisal system where it is now compulsory for individuals to select a career pathway, and some further work will need to be done to carry out a more detailed analysis.

R&EC-18-2-6 RETI

R&EC-18-2-6.1 3MT competition update

The Head of RETI presented the Committee with a paper providing an update on the 3MT competition that the University is running. A 3MT Working Group had been set up with representation from all the Faculties, together with the Student Union, and details of the competition were launched at the GRE Research Awards event last month. The dates for the Faculty heats and prize allocations had been confirmed, with the University final scheduled for early April.

Two training sessions for PGR students who were interested in the 3MT competition were also available in January/February and were titled 'Impactful academic writing' and 'Powerful presentations and vocal coaching'. Panel members that attended the GRE Research Awards were impressed by the standard of some of the presentations that were given and the hope is that this competition will be a great

success.

R&EC-18-2-6.2 Update on training provision 2018/19

The Head of RETI informed the Committee that the new training programme for 2018/19 had now been published and that nearly 900 individuals had been trained on various programmes so far this academic session. The 'Essentials' programme had received positive feedback and new programmes had been added that included a session for PGR students on mental health and wellbeing. The digital research session was also well received and will be developed further with a view to making it compulsory in the future. The session on international compliance was also part of the provision, and although not compulsory, it was highly advisable that academic staff that were supervising 'Tier 4' students should attend. Further consultation with Human Resources is planned.

R&EC-18-2-6.3 Update on PRES 2018 report

The Head of RETI provided the Committee with an update on the outcomes of the PRES 2018 survey for noting and general discussion. This year was the first year that PRES was available as an annual return, as this would normally have been an 'off year' with the survey returning again in 2019. The participation rate for the University was just under 38% (down from 68% in PRES 2015) which was slightly lower than for other University Alliance institutions, but the size of the survey was smaller this year which was probably a factor.

The main findings related to the outcomes compared to PRES 2015 (the year of the last submission) and the general picture was that the responses were less positive across the Faculties with the exception of FBUS. International institutions had now also been invited to submit, and moving forward, the intention is to have 'major' and 'minor' years. Research culture remains an area with low scores and will need significant work. **A series of action points had been identified as a consequence of some of these results, and the intention is for Faculty Directors of Research & Enterprise to develop action plans that could be presented at this Committee next year, to help inform PRES 2019 which will be a 'major' year and one which the University is scheduled to submit in.**

***ACTION: HEAD OF RETI/FACULTY DIRECTORS OF RESEARCH
& ENTERPRISE***

R&EC-18-2-7 ITEMS FROM FACULTY RESEARCH & ENTERPRISE COMMITTEES

R&EC-18-2-7.1 Medway School of Pharmacy – Internal or External Examiners?

The PVC (E&S) Nominee presented a paper to the Committee to clarify whether academic staff at the Medway School of Pharmacy (MSoP) should be considered as internal or external examiners for

research degree purposes. The MSoP is regarded as a constituent of FES and also a component of the University of Kent's Faculty of Sciences. This dual identity, together with some complexities around joint contracts has confused the issue, but after some general discussion, the Committee agreed that they were definitely not external, and by inference, should be treated as internal members of staff for examination purposes.

R&EC-18-2-7.2 Pedagogical Research

The PVC (E&H) Nominee & uREC Chair reminded the Committee of the excellent pedagogical research that was being done in the University, but one issue that had come out of the Research Ethics Committee surrounded the actual ethics of using Planning and Statistics (PAS) data for such research. **PAS appear to have restricted access to some data to staff working on pedagogical research but this should not be a problem if anonymised. The Research Ethics Committee are satisfied that there are no ethical considerations and that the data should be accessible. The Chair will speak to the Director of Strategic Planning to clarify the issue.**

ACTION: CHAIR

R&EC-18-2-7.3 Named doctoral degrees

The PVC (E&H) Nominee & uREC Chair asked the Committee to explore the idea of named doctoral degrees. Some other institutions name their PhDs but this University currently does not. There is an argument that this would be beneficial for certain professional bodies (e.g. British Psychological Society) and could potentially lead to more PGR students without adding any more bureaucracy. After some general discussion, **the Chair requested that the PVC (E&H) Nominee & uREC Chair discuss this in more detail with the Head of RETI and prepare a paper that could be addressed at the next Committee meeting in February.**

ACTION: PVC (E&H) NOMINEE & uREC CHAIR/HEAD OF RETI

R&EC-18-2-7.4 PGR Students – Allowed teaching duties

The PVC (BUS) Nominee presented a paper to the Committee proposing an extension to the list of current permitted teaching activities for PGR students. The present endeavours are defined in the Postgraduate Research Training Assistant Handbook but the discussion revolved around two other specific teaching activities. The first of these related to leading tutorials in Social Science subjects, while the second concerned marking discursive assignments, exams and projects also in Social Science subjects. In both instances, the PGTA would need to hold a relevant MSc qualification.

The Committee expressed some concerns about what was being proposed, particularly relating to marking exams and projects.

As such, panel members agreed that there should be some further consultation with EDU and that the outcome of those conversations be reflected in the paper before further discussions take place in this Committee.

ACTION: PVC (BUS) NOMINEE

R&EC-18-2-8 POSTGRADUATE RESEARCH MATTERS

R&EC-18-2-8.1 PGR Completions – Recommendations for Committee

The Committee approved the list of postgraduate research degree awards recommended by examiners and considered at recent meetings of Faculty Research Degrees Committees.

R&EC-18-2-8.2 Summary of PGR related business by FRDCs for 2018/19 to end of Q1 (31st October 2018)

The Head of RETI presented a table providing a summary of FRDC activity in terms of submissions of various RDA forms across all four Faculties to the end of Q1. This was for general noting by the Committee but the total of PGR students currently stood at 491 which was lower than projected targets, although the expectation is that this figure will rise. Last year there were a significant number of withdrawals and this will continue to be monitored closely throughout the academic session by Faculty Directors of Research & Enterprise.

R&EC-18-2-8.3 Research & Enterprise Strategy 2016-2021 – Monitoring progress against PGR related targets for 2018/19 to end of Q1 (31st October 2018)

The Committee was presented with a number of tables and bar charts providing a summary of progress against PGR related targets for 2018/19 to the end of Q1. These again were for noting by the Committee but there was still apprehension around the numbers of new registrations and doctoral awards. New registrations currently stood at 18 against a target of 139 for the academic session, while there were only 7 doctoral award completions against a target of 86. Both of these figures were well below expectations, even at this early stage of the year, and serious conversations will need to be had at subsequent meetings about potentially reviewing these targets downwards.

R&EC-18-2-8.4 Updated PGR Academic Appeals Policy

The Committee was presented with a proposal to make some revisions to the PGR Academic Appeals Policy and Procedure. **Due to time constraints the Chair decided that this should come back to the next Committee meeting as there were some suggested amendments that needed clarification. The Chair requested that the Secretary co-ordinate this with the Training**

& Research Programmes Manager and that more time was required to review the proposed summary of changes before being presented again.

***ACTION: CHAIR/TRAINING & RESEARCH PROGRAMMES
MANAGER/SECRETARY***

R&EC-18-2-9 ITEMS FOR INFORMATION

R&EC-18-2-9.1 RETI meeting with Imperial College Professional Services

The Head of RETI briefly informed the Committee of a meeting that had recently taken place where the University had invited some members of staff from the equivalent team of RETI from Imperial College to share areas of good practice. It was reassuring that Imperial College run similar training programmes for their research active staff and the hope is to establish a strong working relationship with them in the future. If this proves to be successful then the possibility of working with other institutions on developing training programmes will be explored.

R&EC-18-2-10 ANY OTHER BUSINESS

The Vice-Chair proposed a discussion at the next Committee meeting about what the distinctions were between a Research Group, Research Centre and a Research Institute. There were some current University definitions that revolve around financial sustainability but the Chair agreed that this needed clarification and requested that the Vice-Chair prepare a brief paper that could be presented and discussed at the next Committee meeting.

ACTION: VICE-CHAIR

No other business was discussed and the meeting was duly closed.

R&EC-18-2-11 DATES & TIMES OF 2018/19 MEETINGS

Meeting
February 6 th 2019, Medway Campus, Room B028, 2.00pm
April 10 th 2019, Avery Hill Campus, Room G104, 2.00pm
May 22 nd 2019, Medway Campus, Room B028, 2.00pm
July 3 rd 2019, Greenwich Campus, Room QA075, 2.00pm