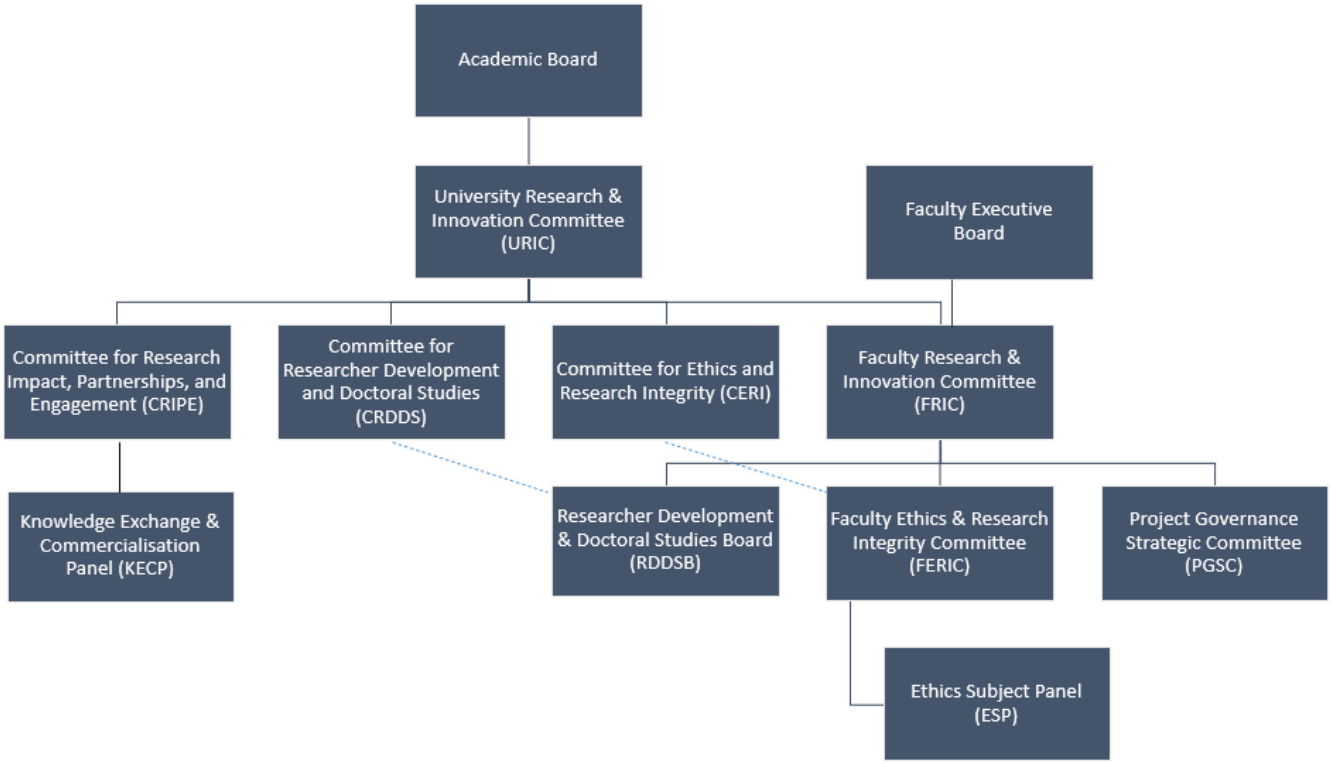
# Research & Innovation Governance Committee Structure 2026/27

The University Research and Innovation Committee together with its sub-committees oversees all research activities at the University.



# Terms of Reference 2026/27


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**Conduct and Reporting of Meetings**

The committee will normally conduct business by consensus but, where a vote needs to be taken and a tie occurs, the Chair shall have a casting vote.

Minutes of each meeting will be formally recorded and submitted to the committee before its next meeting. Minutes will not normally be published but will be supplied to those with a legitimate interest, as determined by the committee in its sole discretion.

The terms of Reference of all Research Governance committees will be reviewed annually.

**Declaration of Interest**

When a committee member perceives a conflict of interest – for example, when they have a vested financial or personal interest in a research project or with a project sponsor; or direct involvement in the research project; or have had personal dealings with the individual being discussed – they shall declare this to the Chair. In these circumstances, one of the following decisions should be taken in consultation with the Chair (or their Deputy):

a) The member remains in the room for the committee discussion (but abstains from participating)
b) The member leaves the room for the duration of the discussion.

If the person chairing a meeting perceives a conflict of interest, they shall invite another member to chair for that item and then act in the same way as above.

**Co-opting Members**

A committee may co-opt additional members as it sees fit. The appointment of such co-opted members is limited to specific purposes or projects, and their attendance at meetings ends on completion of that purpose or project.

If they are unable to attend, then the Chair can deputise chairing the meeting to another Committee member. Co-opted members are not counted as part of the quorum.

**Specialist Advice**
The Chair may invite an individual to attend a particular meeting or meetings to give specialist advice to the committee. Such individuals however should not participate in the final decision-making of the committee.

## University Research and Innovation Committee (URIC)

URIC provides governance and oversight of research and innovation activities (including research and innovation performance, researcher development and training, REF and KEF submission and performance, research integrity and open research, research finance), oversees engagement with sector-wide developments, and challenges and supports research leadership.

Its remit is to ensure progress towards the objectives of the Research and Innovation Strategy, and to undertake detailed prioritisation of research and innovation portfolio.

**Terms of Reference**

The Research and Innovation Committee is responsible for:

1. Advising Academic Board on matters relating to research and innovation.

2. Overseeing the University's strategic approach to research and innovation, including the Research Excellence Framework (REF) and Knowledge Exchange Framework (KEF) and any future quality assessment exercises.

3. To oversee the development and implementation of research & innovation policy, procedure and guidance necessary for the responsible conduct of research and innovation in line with the Research and Knowledge Exchange Concordats.

4. To consider periodic reports on research performance, research quality and the generation of research income, including relevant national and international benchmarking data where available, advising on risks and opportunities.

5. To oversee, via the Committee for Researcher Development and Doctoral Studies, effective strategies for the recruitment, support and successful progression of doctoral students; overseeing development and monitoring delivery of the University's activities in relation to the implementation of the Concordat to Support the Career Development of Researchers.

6. To promote collaboration and interdisciplinary research, both internally and externally, nationally and internationally; promoting engagement with key external stakeholders relating to research, knowledge exchange, intellectual property and commercialisation promoting and disseminating the cross-institutional exchange of information and ideas and for the promotion of good practice in research and innovation and promoting research, engagement and impact successes;

7. To recommend the establishment, amendment and disestablishment of University Research Centres, receiving reports and reviewing their performance at suitable intervals.

8. To monitor developments and trends in the UK and international research and innovation landscape; engaging in a timely way and influencing through external body membership; monitoring and reviewing the University's plans for internationalisation as they relate to research and innovation.

9. To stimulate research effort throughout the University and to provide the quality assurance and monitoring processes for ensuring high calibre research performance.

10. To seek and to stimulate research that underpins course development, impacts upon the curriculum, and leads to contractual arrangements with industry, commerce and the professions.

11. Through its own functions and those of its Sub-Committees, to ensure compliance with the Regulations of the University relating to the award of its research degrees.

12. To review and, where necessary, revise the regulations for the award of the University's research degrees.

13. To scrutinise, via a purposely appointed panel of experienced researchers, applications for the award of Higher Doctorates and to administer procedures for the examination and conferment of such degrees.

14. To actively consider Equality, Diversity and Inclusion in all decisions made establishing sub-groups as may be required to deliver specific areas of the Committee's remit.

**Monitoring of University-level Risk**
The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.

The objectives are to:

- Continuously develop risk management to raise its profile across the University
- Further integrate risk management into the culture and decision making of the University
- Manage risk, including the University's risk appetite

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

**Membership**

- Pro-Vice Chancellor Research & KE (Chair)
- Director of Research & Enterprise (Deputy Chair)
- Dean of Research Culture & Postgraduate Research
- Chair of Professoriate
- Associate Deans of Research & Knowledge Exchange
- Heads of Research Centres (up to 4 per Faculty)
- Head of Research Degree Student Services (RDSS), Registry Services
- Senior Officer Governance & Integrity (Officer)
- University Librarian
- Associate Director Research Development
- Associate Director Knowledge Exchange & Enterprise
- REF Senior Officer
- Finance representative
- EDI representative

The University of Wolverhampton is committed to ensuring that the makeup of its committees and sub-committees is reflective of the diversity of its staff and student populations. Chairs are responsible for inviting a diverse membership onto the committee/sub-committee. Line managers are responsible for ensuring committee service is recognised in workload allocations.

**Reporting Structure**

Reports to: Academic Board

Receives reports from:

- Committee for Research Impact, Partnerships, and Engagement (CRIPE)
- Committee for Researcher Development and Doctoral Studies (CRDDS)
- Committee for Ethics and Research Integrity (CERI)
- Faculty Research & Innovation Committee (FRIC) x 3

**Frequency**
Minimum 4 x per annum

**Quoracy**
50%

## Committee for Research Impact, Partnerships, and Engagement (CRIPE)

CRIPE provides financial and performance oversight of the University's impact strategy, supports implementation of the public engagement plan, supports knowledge exchange and the commercialisation elements of the research and innovation strategy.

Its work includes but is not limited to funding, publishing, interdisciplinary working, public engagement, knowledge exchange, commercialisation, reputation, equality/diversity/inclusion and other aspects of the research, impact and innovation environment.

**Terms of Reference**

1. To develop and ensure the successful implementation of the University's Research and Scholarship and Business Engagement strategies with reference to associated key performance indicators.

2. To oversee the development of sustainable research and scholarship within the University, in line with the expectations of the national Research Excellence Framework and other sector initiatives and developments.

3. To oversee the development and implementation of the Knowledge Exchange Framework including all KEF impact reviews, the University HEIF strategy, HEIF monitoring returns and data being submitted for the HEBCIS.

4. To advise on the development of university policy around the management and exploitation of intellectual property and oversee IP investments and all licencing spin-out activities.

5. To promote income generation in research and enterprise and to monitor performance against agreed targets.

6. To identify and progress funding opportunities to create the appropriate environment and associated infrastructure.

7. To ensure that research, impact and innovation activities are effectively connected across the University to maximise opportunities to advance strategic objectives in key areas, and that collaboration is fostered.

8. To engender greater internal and external awareness of the full range of research, impact and innovation conducted at the University of Wolverhampton.

9. To inform the University's engagement with relevant national and international bodies and their activities and ensure appropriate representation on such bodies.

10. To encourage opportunities for any/all commercial and enterprising activities.

11. To monitor business incubation, including student incubation.

12. To monitor and guide the University's civic university activities.

13. To oversee and receive reports on all grant funding activity.

**Monitoring of University-level Risk**
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The objectives are to:
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- Further integrate risk management into the culture and decision making of the University

- Manage risk, including the University's risk appetite

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**Membership**

- Director of Research & Enterprise (Chair)
- Dean of Research Culture & Postgraduate Research
- Associate Deans of Research & Knowledge Exchange
- Faculty representatives of Research Centres (2 per Faculty)
- Associate Director Research Development
- Associate Director Knowledge Exchange & Enterprise
- REF Senior Officer
- Research and Knowledge Exchange Marketing Manager
- Strategic Partnerships Manager
- Head of Research Development
- Head of Knowledge Exchange
- Commercialisation Manager
- Commercial Director, UoW Science Park
- Head of Legal and Assurance
- Director, Finance
- ERC Representative
- Strategic Partnerships Officer (Officer)

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**Reporting Structure**

Reports to: University Research & Innovation Committee (URIC)

Receives reports from: KE Panel (name TBC)

**Frequency**
3 x per annum

**Quoracy**
50%

## Knowledge Exchange & Commercialisation Panel (KECP)

**Purpose**

The KECP exists to facilitate the execution of the university's IP strategy by ensuring effective and responsible cultivation and exploitation of the University's IP portfolio and pipeline. The KECP chief responsibility is to critically evaluate innovations and IP assets for their suitability for patent filings or commercialization. The KECP will monitor the activities of the commercialization team and triage process. The KECP will authorise IP filings, consultancy work, and proof of concept spend. The KECP will review innovations with high potential for commercialization and as appropriate recommend for authorization activities such as spinout company formation and IP licensing.

Additionally, the KECP will make recommendations on the maintenance, including divestment, of the University spin-out and IP portfolios.

**Terms of Reference**

1) To facilitate the execution of the university's IP strategy in accordance with the University governance policies and processes.
2) To drive income generation through commercialization and licensing of university owned IP.
3) To identify and progress IP filing opportunities.
4) To identify and progress opportunities for effective proof of concept funding.
5) To identify, progress and monitor opportunities for consultancy projects.
6) To monitor the University's IP portfolio and ensure that IP is effectively managed and maintained in line with the University's IP objectives.
7) To critically evaluate opportunities for creation of spinout companies.
8) To ensure the universities IP portfolio is effectively utilised, by identifying opportunities for IP licensing, and monitoring and managing existing licenses.

**Monitoring of University-level Risk**
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The objectives are to:

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**Membership**: [indicate if there is a specified number of members]

- PVC RKE (Chair)
- Director of the RED
- Associate Director of KE&E
- Commercialisation Manager
- Head of Legal
- University Secretary

**Frequency**
Monthly

**Mode**
Meetings will normally be held virtually, unless requested by the chair with at least 1 weeks' notice.

**Quoracy**
The Committee is considered quorate when at least 50% of members are present. Co-opted members are not counted as part of the quorum.

**Agenda and operation:**

The KECP will meet monthly to review the following agenda items:

1. Previous actions from last meeting
2. Update on university IP priorities and strategy
3. Update on new disclosures
4. Consultancy update (register, projects, revenues, high level reporting)
5. IP licensing update (current and future licenses, revenue projections, license performance)
6. IP portfolio update (current patents, % utilisation, filing plans)
7. Spin-out portfolio update and report (board reports, current status, future plans, shareholding)
8. IP income and budget report.
9. Proposals for review
    a. Amber or Red risk consultancy projects
    b. IP licenses
    c. Spin-out formation
    d. Proof of concept projects
10. Any other business

The panel will normally make recommendations by consensus, but where a vote needs to be taken, in the case of a tie, the chair shall have a casting vote.

The panel must be fully sighted on the approval of related DOI/COI disclosures before approving commercialisation proposals.

Minutes of each meeting will be recorded and submitted to the panel within a week of meeting.

Minutes will not normally be published but will be supplied to those with a legitimate interest and need as determined by the Chair at their sole discretion.

**Approvals and Delegation**

The KECP is ultimately responsible for any commercialisation activity up to and including incorporation of a spin-out.

The KECP will delegate to the RED Director:

- Approval of new IP filings.
- Approval of abandoning in-progress IP filings.
- Approval of IP renewals.
- Approval of IP progression (e.g. into PCT or nationals)
- Approval of consultant enrolments.

- Proof of concept project spend up to £5,000.
- Approval of Low or Medium risk consultancy as per the consultancy RAG rating guidelines
- The KECP will authorise directly:
- Any of the above activities that would require spend outside of the allotted budget for that activity.
- Proof of concept spend above £5,000
- Issuing and managing IP licenses to third parties.
- Establishment of and IP licensing into spin-out companies.
- Divestment of granted IP via lapse, assignment, or other mechanism.

The KECP will escalate for approval:

- Issues relating to spin-outs into which the University has made a direct cash investment.
- Appointment or removal of University Directors

**Specialist advice**

The chair may at their discretion invite an individual to attend a particular meeting to give specialist advice to the panel. Such individuals should not participate in the final decision-making of the panel. It is expected that external partners such as investors will be invited regularly to provide feedback on spinout proposals.

**Declaration of interests**

When a panel member perceives a conflict of interest, e.g. a vested financial or personal interest that is related to the innovation being discussed they shall declare this to the chair. In this case the chair can request at their discretion that the member:

1) Remains in the room but abstains from participating

2) Leaves the room for the discussion

**Reporting**

The KECP will prepare reports:

- The KECP will report to CRIPE. Minutes of every meeting will be shared to review.
- An annual report covering IP commercialisation performance metrics and budgetary matters will be prepared for the final meeting of the financial year.

The KECP will receive reports from:

- The commercialisation team (feasibility spend, IP and/or PoC requests, commercialisation proposals, consultancy, income reports)
- The spin-out board observers (Financial status of companies, business plans, fundraising plans, significant operational issues)

**Review**

The Terms of Reference will be reviewed at the final meeting of the year with any suggested changes recommended to CRIPE for approval.

## Committee for Researcher Development and Doctoral Studies (CRDDS)

The objectives of CRDDS are to develop the strategy for PGR recruitment, and training. To oversee the governance of all research degrees.

To develop the strategy for and oversee researcher development, and to oversee the University's commitments under the HR Excellence in Research award and the Concordat to Support the Development of Research Staff.

**Terms of Reference**

1. To monitor the governance of all research degrees and to disseminate examples of good practice, bringing to the attention of the University Research & Innovation Committee any matters of policy or regulatory review that arise from its powers of scrutiny.
2. To ensure the maintenance of quality and standards for research degree programmes; to consider the introduction of new programmes of study and amendments to programmes of study.
3. To consider and advise on behalf of the University Research & Innovation Committee, on academic issues relating to postgraduate research degree students, in accordance with relevant regulatory frameworks and codes of practice for research degrees.
4. To consider matters and respond to consultations relating to research degree provision.
5. To formulate and implement policy and procedures with regard to all research degrees, including those offered in collaboration with other institutions, or by other institutions whose research degree programmes are accredited by the University of Wolverhampton.
6. To ensure the effective recruitment and admission of PGRs. Reporting on admissions, progression and completion data to the University Research and Innovation Committee, and in addition presenting an annual monitoring report of research degrees provision.
7. To have the following powers, relating to the examination and assessment for and conferment of degrees, to act on behalf of the University:
    a. to oversee the approval of the appointment of internal and external examiners for research degrees.
    b. to ratify examination outcomes for research degrees and to award such degrees.
5. To oversee scholarship and funding matters relating to PGRs, including strategic intelligence relating to Research Councils and other external sponsors, and to determine and implement policy on university-funded scholarships for PGRs.
6. To oversee all matters relating to the needs, welfare and achievements of PGRs and to support PGR activities in consultation with other bodies (including Student's Union) where appropriate.
7. To identify, promote and facilitate innovative approaches to training and professional development of staff and students.
8. To monitor, review and evaluate the Researcher Development Programme, including consideration of feedback from participants.
9. To ensure that the University meets the expectations of all Concordats, including but not limited to the Concordat to Support the Career Development of Researchers, and Codes of Conduct pertaining to researcher development, training, and capability, as well as RCUK's Statement of Expectations for Doctoral Training and RCUK's Statement of Expectations for Research Fellowships and Future Research Leaders.

10. To develop and review action plans in relation to researcher development and highlight any barriers to achievement of the actions, including but not limited to PRES & CEDARS.

11. To take responsibility for the communication and dissemination of activities to Faculties/Schools/Services where applicable and oversee the effective implementation of action plans and recommendations.

12. To oversee attainment of the HR Excellence in Research award and regular review of the criteria.

**Monitoring of University-level Risk**
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The objectives are to:

- Continuously develop risk management to raise its profile across the University
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- Manage risk, including the University's risk appetite

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

**Membership**

- Dean of Research Culture & Postgraduate Research (Chair)
- Head of Organisational Development
- Chair of Professoriate
- Head of Research & Enterprise Governance, Integrity and Systems
- Senior Officer R&E Culture (HREiR representative)
- Associate Deans of Research & Knowledge Exchange
- ECR representative (1 per Faculty)
- Head of Doctoral Studies (1 per Faculty)
- Senior Officer Governance & Integrity
- Representative from Careers Services
- Research Degree Student Services Officer (Officer)

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**Reporting Structure**

Reports to: University Research & Innovation Committee (URIC)

Receives reports from: Researcher Development & Doctoral Studies Boards (RDDSB)

**Frequency**
Minimum 3 x per annum

**Quoracy**
The Committee is considered quorate when at least 50% of members are present. Co-opted members are not counted as part of the quorum.

## Committee for Ethics and Research Integrity (CERI)

CERI's role is to oversee and further develop policies, structures and processes for research integrity and ethics (as appropriate) and review their effectiveness, to develop and oversee implementation of the open research strategy, to oversee development of relevant training in research ethics and integrity, and open research, and to ensure compliance with the Concordat on Research Integrity.

**Terms of Reference**

- To provide advice and make recommendations to Academic Board to enable the University to respond to the emergence of open research, research integrity and ethical issues, whether this response is prompted by the internal environment or external requirements and legislation.
- To prepare, monitor, and review the policies and procedures governing open research, research integrity and ethical scrutiny, in relation to issues which may arise from teaching, research and innovation activities within the University to ensure they are in line with the requirements of relevant professional associations and funding councils.
- To monitor compliance with internal ethical policies/procedures and external regulations/legislation relating to research ethics and governance.
- To oversee the effective and efficient ethical review of University of Wolverhampton research and innovation activity.
- To confirm that the ethics review processes within the University are working effectively and that ethical considerations involving human participants or any other ethically sensitive activities are being adequately addressed at all levels.
- To advise on any high risk and complex issues of an ethical nature referred to it by Faculties, and/or Departments.
- To receive relevant papers/information from external bodies for consideration
- To oversee the appropriate development of staff and systems that support the ethical review and governance of research.
- To monitor the Committee's constitution to ensure compliance with third party requirements.
- To lead on research integrity developments in response to the requirements and recommendations of the Concordat to Support Research Integrity.
- To receive and consider annual research ethics report from each Faculty with a view to offering advice and recommendations as appropriate and to report to the University Research and Innovation Committee on any policy issues or outstanding difficulties identified.
- To promote best practice and encourage consistency in matters of open research, research integrity, ethics and Governance across the University through training and raising awareness.
- To ensure oversight and compliance of sponsorship requirements, audits and inspections by external bodies (e.g. HTA, UKRI).
- To have oversight of the University's evolving guidance on the ethical use of AI in research.

**Monitoring of University-level Risk**

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- Manage risk, including the University's risk appetite

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**Membership**

- Dean of Research Culture & Postgraduate Research (Chair)
- Chairs of the Faculty Ethics Committees
- Chairs of the Faculty Ethics Subject Panels
- A representative from LEAD
- A representative from ICRD
- A Conduct & Appeals representative
- Head of R&E Governance, Integrity and Systems
- Senior Officer Governance & Integrity (Officer)
- Scholarly Communications Representative
- UKRN Lead
- Commercialisation Manager
- Research and Enterprise Contracts Manager

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**Frequency**

Minimum 3x per annum

**Reporting Structure**

Reports to: University Research & Innovation Committee (URIC)

Receives reports from: Faculty Ethics & Research Integrity Committees

**Quoracy**

CERI is considered quorate when there are at least 50% plus one members present. Co-opted members are not counted as part of the quorum.

## Faculty Research & Innovation Committee (FRIC)

**Terms of Reference**

- To formulate, implement and continually review the faculty research strategy that include sub-strategies for Faculty-funded investment in research and the award of research studentships.
- To stimulate research effort throughout the faculty and to provide the quality assurance and monitoring processes for ensuring high calibre research performance and research student supervision.
- To develop, implement and oversee the operation of a faculty research staff mentoring plan and manage monitoring of early career researchers and application through early career support schemes.
- To seek to stimulate research that underpins course development, impacts upon the curriculum, and meets the needs of industry, commerce and the professions.
- To ensure that the Regulations and relevant codes of practice of the University relating to the award of its research degrees are complied with and that the standards of the awards, successful student progression and the interests of students are preserved.
- To ensure the currency of research supervisor training.
- To appoint an individual responsible for overseeing Faculty-based subject-specific and generic research skills provision for research students and for monitoring take-up and effectiveness of this training in liaison with the Dean of Research Culture & PGR.
- To coordinate Faculty preparations for submissions to the Research Excellence Framework (REF) & Knowledge Exchange Framework (KEF).
- To arrange inaugural lectures for newly appointed Faculty professors.
- To establish and keep under review a faculty research seminar programme ensuring that each Faculty provides a vibrant programme covering all areas of its responsibility and that this is widely advertised within the faculty and University;
- To monitor staff and faculty input to ELEMENTS and WIRE.
- To provide a quarterly report via minutes of its activities to the University Research Committee.
- To produce an annual Faculty research & innovation report for external stakeholders and the general public and ensure that research successes are communicated to Marketing and Communications for publicity purposes.
- To formulate, deploy and monitor action plans to ensure that Faculty research procedures are compliant with both the requirements of the University's Athena Swan membership and obligations to relevant Equality and Diversity legislation.
- To manage and monitor research bids, income and surpluses
- To monitor the Researcher Development & Doctoral Studies Board (RDDSB) as a sub-committee of FRIC.
- To monitor the Faculty Ethics and Research Integrity Committee (FERIC) as a sub-committee of FRIC.
- To explore and help develop new research initiatives, including multidisciplinary inter-Departmental and inter-Faculty initiatives
- To proactively help identify partners for specific research objectives and initiatives
- To review and explore funding opportunities from a broad range of agencies (including UKRI, international funding agencies, charities and other organisations)
- To support and enhance engagement with industry, including strategic partnerships and impact
- To review research infrastructure and practice with a view to identifying challenges, improving effectiveness of research and academic staff and minimising internal competition
- To disseminate information regarding policies and opportunities

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**Membership**

- Associate Dean of Research & KE (Chair)
- Dean of Research Culture & Postgraduate Research
- Faculty Head of Doctoral Studies
- Postgraduate Research Tutor(s)
- Chair of the Faculty Ethics & Research Integrity Committee
- Head of each Research Centre
- Designated REF Team member
- Designated Senior Officer Bidding Development
- Research Systems Support Officer
- Library Representatives
- Faculty Research Student Representatives
- Dean of Faculty (ex officio)
- Associate Director Research Development
- Associate Director Knowledge Exchange and Enterprise
- Research Degree Student Services representative
- Research & Enterprise Support Co-ordinator (Officer)

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**Frequency**
Minimum 4x per annum

**Reporting Structure**

Reports to: DAG, Faculty Executive Board, University Research & Innovation Committee (URIC)

Receives reports from: Researcher Development & Doctoral Studies Board and the Faculty Ethics & Research Integrity Committee.

**Quoracy**
The Committee is considered quorate when there are at least 50% plus one members present. Co-opted members are not counted as part of the quorum.

## Faculty Ethics & Research Integrity Committee (FERIC)

**Terms of reference**

- To ensure that the faculty has ethics procedures/infrastructures that are robust and effective.
- To oversee faculty ethical review processes including management and monitoring of the Ethics Subject Panels to ensure that applications are reviewed effectively and rigorously.
- To provide subject specific advice, guidance and training to staff and students on research integrity and ethical issues to ensure that research is undertaken in accordance with the research integrity and ethical Policies, Principles and guidelines that constitute the University of Wolverhampton ethical framework.
- To review and monitor ethical issues associated with undergraduate and postgraduate research projects and staff research.
- To develop ethical procedures within the faculty as necessary to accommodate novel areas of research and to ensure compliance with appropriate external regulatory or legislative requirements.
- To provide advice and make recommendations to the Faculty Research & Innovation Committee to enable the faculty to respond to the emergence of research integrity and ethical issues, whether this response is prompted by the internal or the external environment.
- To disseminate good practice and to ensure that subject specific training and development is provided to staff and students.
- To provide an annual report to the Committee on Open Research & Research Integrity

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- Manage risk, including the University's risk appetite

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**Membership**

- Associate Dean Research and Knowledge Exchange (Chair) or nominee (to be approved by CERI)
- Heads of the Faculty Ethics Subject Panels
- Post Graduate Research Tutor / Head of Doctoral Studies
- Dean of Faculty (*ex-officio*)
- Subject Representatives (least 12 members drawn from departments across the Faculty)
- Lay person member
- Faculty Administrator (Officer)

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**Frequency**:
Minimum 3x per annum

**Reporting Structure**

Reports to: Faculty Research & Innovation Committees & Committee for Ethics & Research Integrity

Receives reports from: Ethics Subject Panels

**Quoracy**

The Faculty Ethics & Research Integrity Committee is considered quorate when there are at least 50% plus one member present. Co-opted members are not counted as part of the quorum.

## Faculty Ethics Subject Panels (ESP)

**Constitution**
The Ethics Subject Panels are constituted to ensure that all research undertaken by staff and students is carried out ethically and responsibly. Subject panels are able to undertake an ethical review of any relevant research project being conducted within the faculty.

Institutional Research and all individual research and scholarship related to learning, teaching and assessment and the student experience within the University undergoes ethical review by the Education Subject Panel.

**Purpose & Scope**
The role of the subject panels is to conduct ethical review of applications for research ethics approval submitted by staff or students. It seeks to ensure that staff, students, and research participants are protected from possible harm and that their rights are both respected and protected.

In alignment with the Concordat to Support Research Integrity the subject panels will take a principles based approach to their decision making:

1) **Independence** – ethics review must operate free from conflicts of interest so that the application of ethics principles and reasoning is neither impeded nor compromised.

2) **Competence** - Ethics review and other processes supporting institutional best practice and sector standards must be consistent, coherent and well-informed.

3) **Facilitation** - Ethics review and other supporting processes must make the facilitation of ethically sound research a priority.

4) **Transparency & Accountability** - Decisions and advice must be open to public scrutiny and responsibilities must be recognised and discharged consistently.

**Terms of reference**
- To consider applications for ethical approval on behalf of the Faculty Ethics & Research Integrity Committee, and to provide an ethics opinion on the research, whether:
    - Approved as proposed
    - Approved subject to conditions
    - Not approved; and to advise on the basis of such ethics opinions.
- To take account of relevant Government legislation and requirements such as the Human Rights Act 1998, the Equality Act 2010, the Prevent Strategy 2011, and the Disclosure and Barring Service in its considerations.
- To take account of legitimate interests of other individuals, bodies and communities, associated with the research and provide reassurance to the public and to outside bodies that their legitimate interests have been protected.
- To exercise powers to require the halting of research if substantive ethical problems are identified as an approved project progresses until such time as any such concerns have been remedied to the satisfaction of the panel.
- To withdraw approval when concerns such as those identified above are not remedied to the satisfaction of the panel.

**Monitoring of University-level Risk**
The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.

The objectives are to:
- Continuously develop risk management to raise its profile across the University
- Further integrate risk management into the culture and decision making of the University
- Manage risk, including the University's risk appetite

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

**The role of reviewers**
Reviewers are expected to perform a thorough review and submit detailed and meaningful comments on each ethics application. Detailed and meaningful comments are defined as those which point out specific issues to be corrected in the application and supporting documentation or specific points for clarification. They must contribute new and relevant information over and above that provided by other reviewers. This does not include comments which are duplicated from other members or limited to statements such as 'I agree with the above'. The decision regarding whether the comments made by a specific member fit with this definition is at the discretion of the Chair.

**Specialist Advice**
The Chair may invite an individual to give specialist advice to the panel. Such individuals however should not participate in the final decision-making of the panel.

**Declaration of Interest**
When a reviewer perceives a conflict of interest – for example, when they have a direct involvement in the research project being reviewed or have had personal dealings with the individual and the application being reviewed– they shall declare this to the Chair. In these circumstances, the reviewer abstains from reviewing the application.

## Researcher Development & Doctoral Studies Board (RDDSB)

**Terms of Reference**

1) On behalf of the Faculty Research & Innovation Committee, to ensure that the Regulations and associated codes of practice relating to the award of research degrees are complied with, and that the standards of the awards and the interests of the students are ensured.

2) The Board monitors and reviews all arrangements for research degrees and aspects of a candidature.

3) To oversee the approval of admission, progression, examination and award of all research degrees and to receive and approve all applications for changes of research students' circumstances including supervision arrangements, study mode, extensions and intermissions:

    - recommend the formal appointment of the candidate's supervisory team and registration of the candidate's field of study and research.
    - recommend the formal appointment of the candidate's examiners.
    - receive reports on the submission of theses and the conferment of awards
    - approve the appointment of new supervisors and monitoring the uptake of mandatory supervisor training.

4) To provide timely and effective monitoring of research student progress, including annual progress reviews and progression stages

5) To monitor e-vision logs to ensure supervisory meetings take place at intervals specified in the research degree regulations.

6) To provide appropriate opportunities for subject-specific research training and personal development of research students and consider student applications to attend conferences.

7) To consider the principles of Athena SWAN in respect of research students and research student supervision.

8) To consider matters relating to postgraduate research degree programmes referred to it by students or their representative bodies.

9) To ensure, on behalf of the Committee for Researcher Development and Doctoral Studies, that the University meets the expectations of all Concordats, including but not limited to the Concordat to Support the Career Development of Researchers, and Codes of Conduct pertaining to researcher development, training, and capability, as well as RCUK's Statement of Expectations for Doctoral Training and RCUK's Statement of Expectations for Research Fellowships and Future Research Leaders.

10) To develop and review faculty level action plans in relation to researcher development and highlight any barriers to achievement of the actions, including but not limited to PRES & CEDARS.

11) To take responsibility for the communication and dissemination of activities to faculty staff and students where applicable and oversee the effective implementation of action plans and recommendations.

**Monitoring of University-level Risk**
The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.

The objectives are to:

- Continuously develop risk management to raise its profile across the University
- Further integrate risk management into the culture and decision making of the University
- Manage risk, including the University's risk appetite

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

**Membership**

- Associate Dean for Research & Knowledge Exchange (Chair)
- Faculty Head of Doctoral Studies (Deputy Chair)
- Faculty Postgraduate Research Tutor(s)
- Faculty Research Support Tutor
- Faculty Research Skills Development Tutor
- At least one active researcher from each subject area covered by the remit of the RDDSB (minimum of 3)
- One member external to the RDDSB (from the RDDSB of another faculty)
- Representative of Research Degree Student Services, Registry (Officer)

The University of Wolverhampton is committed to ensuring that the make up of its committees and sub-committees is reflective of the diversity of its staff and student populations. Chairs are responsible for inviting a diverse membership onto the committee/sub-committee. Line managers are responsible for ensuring committee service is recognised in workload allocations.

**Frequency of Meetings**
Normally 6 per annum (approx. bi-monthly)

**Reporting Structure**
Reports to: Faculty Research & Innovation Committee and the Committee for Researcher Development and Doctoral Studies.

**Quoracy**
6 minimum

## Project Governance Strategic Committee (PGSC)

The Faculty Project Governance Strategic Committee is responsible for approving and reviewing progress of all funded projects.

**Terms of Reference**

1) To monitor the execution of funded projects by receipt of project status reports to ensure the project is on track to deliver delivery of project benefits.
2) To provide strategic and policy guidance to project teams.
3) To review and approve annual work plans and budgets.
4) To forecast and plan RKE targets and support the development and implementation of new projects.
5) To ensure the effective use of resources and minimisation of duplication of resources and effort directed towards a healthy faculty.
6) To sign-off of project documentation, evaluation/assessment and Project Closure Report.
7) To approve Project Change Requests.
8) To ensure that all project risks are being managed.

**Monitoring of University-level Risk**
The University is committed to implementing a risk management framework, to enable an appropriate and proportionate level of risk management across the University and to ensure that the key risk related issues are addressed in a timely fashion.

The objectives are to:
- Continuously develop risk management to raise its profile across the University.
- Further integrate risk management into the culture and decision making of the University
- Manage risk, including the University's risk appetite.

This Committee is responsible for overseeing all risks from the Corporate Risk Register for which the committee is named and reporting back on a quarterly basis in line with Audit Committee deadlines.

**Membership**
- Associate Dean for Research & Knowledge Exchange (Chair)
- Heads of Research Centres
- Head of Project Delivery Support
- Associate Director Research Development
- Associate Director Knowledge Exchange and Enterprise
- REF Senior Officer
- Faculty Management Account
- Assistant Faculty Registrar (Resources)
- R&E Support Coordinator (Officer)

The University of Wolverhampton is committed to ensuring that the makeup of its committees and sub-committees is reflective of the diversity of its staff and student populations. Chairs are responsible for inviting a diverse membership onto the committee/sub-committee. Line managers are responsible for ensuring committee service is recognised in workload allocations.

**Frequency of Meetings**
Normally 2/3 per annum.

**Reporting Structure**
Reports to: Faculty Research & Innovation Committee.

**Quoracy:** 5 minimum