

RESEARCH COMMITTEE - TERMS OF REFERENCE

Terms of Reference

The Research Committee is a sub-committee of Academic Board and has the following responsibilities:

1. Developing Arden University's research strategy.
2. Identifying and approving partners for the delivery Research Degree qualifications.
3. Developing internal strategies and policies to ensure that any research degree qualifications are delivered in accordance with awarding body requirements and recommendations.
4. Ensuring that relevant regulations and codes of practice (in particular the QAA Quality Code and the awarding body regulations and codes of practice for research degrees) are fully considered in the development of Research Degree Programmes.
5. Setting standards for entry requirements to research degrees offered by Arden University in accordance with awarding body requirements.
6. Examining recommendations for research degree registration and transfer and making recommendations to awarding bodies.
7. Receiving and considering monitoring reports from Directors of Studies on the progress of registered candidates, and reporting such progress to the relevant awarding body.
8. Overseeing the running of; research methodology training programmes for new research degree candidates and others; transferable skills development programmes and processes for all research degree candidates, and establishing and overseeing training for new research degree supervisors.
9. Monitoring the overall performance of Arden University's provision in terms of the enrolment, progression, withdrawal and completion of candidates.
10. Encouraging research degree activity within Arden University, (including the registration of academics, for part-time research degrees).
11. Encouraging and assisting academic tutors and candidates/potential candidates to take advantage of any opportunities for internal studentships or other internal funding for research degree study, and act as a quality check stage in respect of such applications prior to submission.
12. Ensuring that progress and reporting to external research degree sponsoring establishments is both accurate and timely.
13. Providing a formal annual review and report to Arden University's Academic Board:
 - a) any substantive changes to the provision for research degree candidates;
 - b) a summary of the performance of candidates' through the year in terms of enrolment, progression, withdrawal and completions;
 - c) a synopsis of Examining Board reports for examinations held through the year, and any consideration of the reports by the awarding bodies.
14. Monitoring, making recommendations, and receiving reports from any research centres which exist within Arden University.
15. To monitor review cases of plagiarism in respect of any publications approved by the Research Committee.
16. Devising and overseeing a publications policy for academic tutors and students designated as research active within Arden University.
17. Providing reports on research degrees activity and related developments within Arden University as required by Arden University's Academic Board and Senior Management & Planning Team.
18. To receive reports from the Ethics Committee on the outcomes of ethics committee meetings
19. To report as required to the Academic Board a review of ethical approval policy and processes

Composition

- Chair: Arden University's Research Co-ordinator
- Academic Board Nominee
- One Academic Programme Director
- Research active academic tutor (Business & Management)
- Research active academic tutor (Finance & Law)
- Research active academic tutor (Computing & Media)
- Research active academic tutor (Health & Psychology)

Quorum

At least 50% of members.

Last approved by Academic Board: 14th December 2017