

BUV SENATE

Research Committee
Terms of Reference

Doc. Ref.:01/2022/RC/BUV-SENATE

Approved by: Senate

Approved Date: 5th April 2023

Effective Date: 5th April 2023

Version No: 2.0



RESEARCH COMMITTEE TERMS OF REFERENCE

1. Authority of the Committee

The Research Committee is a committee of the Senate, and will provide reports, recommendations and/or advice to the Senate on the development of the Strategic Plan in relation to research and knowledge exchange/transfer. The Committee is also responsible for industry engagement for developing policies and initiatives concerning the maintenance, growth, promotion and enhancement of related activities and the University's research activity (including scholarship, knowledge transfer and the creation and exploitation of new knowledge) within the overall context of the current Strategic Plan.

The Committee will have the power to appoint sub-committees and workgroups as needed.

2. Duties of the Committee

- i. To engage with the research landscape across the higher education sector and its funding bodies, partners and users, so as to inform research policy and planning within the University.
- ii. To identify opportunities for knowledge exchange and industry engagement with research and the wider University, and to identify potential sources of funding, and research partners from the Vietnam and overseas, so as to inform policy and planning within the University.
- iii. To formulate and implement University research strategies and associated policies according to the commitments made in the Strategic Plan and to ensure that appropriate staff development is made available to support these activities.
- iv. To formulate and implement University knowledge exchange, strategies and implementation plans according to the commitments made in the Strategic Plan.
- v. To identify opportunities by which the University is able to achieve its knowledge exchange goals and to measure progress against these goals, including:
 - the development of products and services leading to knowledge exchange;
 - the development of mechanisms to support and deliver high added-value consultancy and knowledge exchange;

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- the creation, exploitation and dissemination of innovative approaches to industry engagement;
 - the development of mechanisms to assist in new knowledge creation and transfer.
- vi. To advise the Vice Chancellor & President or their representative on the appropriate strategic utilisation and distribution of funding in support of research and external engagement and, on behalf of Senate, to monitor and report back on the outcomes achieved.
 - vii. To consider reports from the Learning and Teaching committee, research teams and relevant central services relating to the achievement of University and local research plans and to report to Senate accordingly.
 - viii. To receive progress reports from the Learning and Teaching Committee, Centres and other internal bodies as relevant on their acquisition and use of external project funding in support of innovation and employer engagement and on their achievement of the funded outcomes.
 - ix. To advise as required by Senate on the configuration and content of any returns and statements on research and on knowledge exchange and industry engagement made to external bodies.
 - x. To disseminate good practice in the preparation of bids for external funding.
 - xi. To review and approve research related policies developed by the Centre for Research & Innovation.

3. Membership

The membership for **meetings** of the Committee shall comprise:

Appointed members:

- Chair
- Head of the Centre for Research & Innovation
- Up to FIVE BUV academic staff members nominated by the Chair of the research committee. Members nominated should be drawn from a wide range of disciplines at BUV, representing input from all Schools. The number of appointed internal members shall at no point be fewer than the number of external representatives in the research committee.

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- Up to FIVE external representatives from relevant industries nominated by the BUV Academic Leadership team, or the Vice-Chancellor of British University Vietnam and approved by a full vote of the Research Committee.
 - The term 'relevant industries' refer to those industries in which British University Vietnam provides graduates.
 - 'Academic Leadership team' refer to the Chief Academic Officer, Dean, or representatives of the Disciplines of British University Vietnam. The Academic Leadership Team Leaders and the Vice-Chancellor & President can nominate any number of external representatives to the Research Committee, with the Research Committee maintaining the responsibility for the final selection of up to FIVE external representatives from the nomination list.
- Secretary of Senate and Committees.

Nominated members shall serve for a term of two years.

If a member of the research committee is unable to discharge their duties for a period of longer than six weeks, the Chair may nominate a temporary representative to act in their place until they are able to return.

4. Quorum

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair and when at least one half of those members present are BUV academic staff members. Where quorum is not reached, meetings may be adjourned until a time determined by the Chair.

5. Appointment of Chair

The Chair of the Committee shall be nominated by the Vice Chancellor. The Chair has the casting vote in committee deliberations.

The Chair shall nominate an Acting Chair if they are unable to attend a scheduled meeting.

6. Removal of a member from office

The Chair may terminate a person's membership for misconduct following consultation with the Deputy Vice-Chancellor.

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7. Meetings

The Committee shall determine its schedule of meetings following the requirements of Senate and meet as scheduled or required.

Committee decisions may be made either at a meeting of the committee, or by email, with any decisions being agreed by at least a quorum of members.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda. If the Chair or Committee deems the member to have a conflict of interest in a matter before the Committee, the member will be excused from committee discussions and deliberations on that matter.

A calendar of meetings must be supplied to Senate at the start of each academic year. There will be at least four meetings per academic year, and at least one per semester. Meetings will be scheduled prior to the date of the Senate meeting in that semester. The Chair may call additional meeting(s) of the Committee whenever deemed necessary.

8. Observers

Observers are welcome with the Chair's permission and provided they advise the Secretary in advance. Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in a closed session.

9. Committee Reporting

The Research Committee will report to the Senate.

10. Agendas and Minutes

Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar equipment to meetings to enable the viewing of documentation online.

Responsibility for maintaining appropriate records management for the Committee rests with the Secretary under the direction of the Chair. All Committee documentation shall be retained and shelved appropriately.

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11. Evaluation and Review

To ensure the Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the Senate, along with any information that the Senate requests to facilitate its review of the Committee's performance and its membership.

The Academic Compliance Office shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to the Senate.

12. Related Documents

N/A

13. Document Responsibilities

Policy Owner : Senate
Policy Delegate : Research Committee

14. Approval Details

Approving Authority : Senate
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