

Research and Knowledge Transfer Committee Membership and Terms of Reference

Current Version	Previous Reviews	Next Review
14/07/16	18/10/12	2019

1 Membership

Chair

Director, Academic

Manager of Research and Knowledge Transfer

Director, Corporate

Director, Education and Applied Research

Chair, Human Ethics Subcommittee

Heads of Department (two)

Department Research Committee Chair (two)

Co-opted member(s) as required (ex officio)

The Chair may be an independent chair or a member of the Committee as determined by the Academic Director and Chief Executive. The Heads of Department are selected from those departments delivering degrees and will be appointed by the Director, Education and Applied Research. The Department Research Committee Chairs will be appointed by the Research Development Committee.

2 Terms of Reference

The Research and Knowledge Transfer Research Committee (RKTC), is a sub-committee of Academic Board and its purpose is to provide governance and direction over research matters including:

- Endorse strategy, research goals and targets for approval by the Academic Board.
- Provide assurance to Council, via the Academic Board, of the quality, quantity and compliance of Ara Institute of Canterbury¹ activity.

To achieve this, the Committee will:

- a. Provide leadership and direction that strengthens excellence in research and knowledge transfer aligned with strategic plans and targets of Ara.
- b. Develop, monitor, review and report on the Operational Research Plan of Ara.
- c. Approve Departmental Operational Plans.
- d. Approve criteria for eligibility for Internal Research Grants.
- e. Receive reports and report to Academic Board on:

¹ From herein referred to as Ara

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- i. Investment in research and technology transfer, including research grants, resources outputs and progress against Department research plans.
- ii. Compliance with the Education Act, TEC, NZQA and policies of Ara.
- f. Endorse policies related to Research and Knowledge Transfer and forward to the Academic Board for formal approval.
- g. Raise issues and provide advice to Ara managers and relevant external bodies on matters related to research, including the Performance Based Research Fund (PBRF).
- h. Approve a programme of work for the Research Development Committee.
- i. Endorse Terms of Reference for Department Research Committees.

3 Reporting Requirements

Report at least biannually on its responsibility to the Academic Board.

4 Quorum

Minimum of 6 members.

5 Frequency of Meetings

Minimum of four meetings per year.

Research Development Forum

1.1 Membership

Manager Research (Chair)
 Chairs of Department Research Committees
 Learning Design (Research)
 Academic Capability Development
 Heads of Department (two)
 Other co-opted member(s) as required

The Heads of Department are appointed by the Director, Education and Applied Research, from those departments delivering degrees, excluding the Heads of Department represented on the Research & Knowledge Transfer Committee. Where degree delivery is a new activity in a Department, a joint Department Research Committee may be formed with the Department Research Committee which has similar research activity. The Human Ethics Subcommittee will appoint a representative, who may be an existing member of the committee.

1.2 Terms of Reference

The Research Development Forum is an operational group tasked with ensuring the successful development of a research culture at Ara. They make recommendations to Research and Knowledge Transfer Committee on research processes, provide monitoring and review of research conducted by staff and students and ensure the sharing and dissemination of good practice.

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To achieve this, the Research Development Forum will:

- a. Provide a forum for discussion of emerging ideas and issues, stakeholders' needs and expectations, to inform planning and recommend strategic priorities for research and technology transfer.
- b. Provide advice and receive mandate from the Research & Knowledge Transfer Committee to achieve excellence in research and aligned with Ara's strategies.
- c. Monitor, review and report to Research & Knowledge Transfer Committee on the Department Operational Research Plans.
- d. Monitor, review and make recommendations to Research & Knowledge Transfer Committee on procedures and criteria for approving staff and student research projects (including ethics approval and consultation with Māori).

1.3 Reporting Requirements

Report to Research and Knowledge Transfer Committee twice a year.

1.4 Quorum

Minimum of half the membership plus one.

1.5 Frequency of Meetings

Minimum of six meetings per year.

Human Ethics Subcommittee

1.1 Membership

Manager of Research and Knowledge Transfer

Representative from each Department Research Committee

Person with legal knowledge

Person from the General Public

Other co-opted member(s) as required

One representative will have the knowledge to provide expert Māori advice. One representative will have in-depth expertise in ethics (Chair), One representative will have familiarity with health.

1.2 Terms of Reference

To be read in conjunction with APP804 Research Ethics policy.

- a. Consider all Ara research projects that involve human subjects to ensure that the rights and interests of research project participants, Ara staff and students are protected. For the avoidance of doubt, this applies to all research involving human subjects, whether or not it has previously been approved by another ethics committee or is being conducted by researchers external to Ara.
- b. Consider and/or recommend delegations related to ethics approval.
- c. The Subcommittee will forward endorsement (or not) of each project requiring ethics approval to the Research and Knowledge Transfer Committee. Projects will not be approved until ethics endorsement is provided. Refer Delegations, attached to APP803 Research and Knowledge Transfer policy.
- d. A report on the activities of the Human Ethics Subcommittee will be prepared for inclusion in the Research and Knowledge Transfer Committee's formal report to the combined Board/committees meeting; other reporting on an "as needed" basis.

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1.3 Quorum

Minimum of half the membership plus one.

1.4 Frequency of Meetings

Minimum of six meetings per year.

1.5 Notes related to Human Ethics Subcommittee

- *At least three members must consider an application before recommending approval to the Research and Knowledge Transfer Committee; the Department delegate on the Research and Knowledge Transfer Committee may attend the meeting when any proposal from their Department is being considered or consult with the Human Ethics Subcommittee Chair beforehand; the applicant may also attend the meeting when their proposal is being considered.*
- *Research projects will not be formally approved until the Human Ethics Subcommittee has given its endorsement.*
- *Records of Human Ethics Subcommittee discussions and decisions made are to be maintained, with outcomes recorded as part of the central file related to the particular project.*
- *No member of the Human Ethics Subcommittee may approve their own research.*
- *Any ethical issues outside the expertise of the Human Ethics Subcommittee are to be considered by an appropriate ethics body, as part of the approval process.*
- *Any animal related research must be approved by an animal ethics committee, as required by the Animal Health Act, 1999.*

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