

RESEARCH & KNOWLEDGE EXCHANGE COMMITTEE (RKEC) - TERMS OF REFERENCE

Purpose

Research & Knowledge Exchange Committee is responsible to Academic Board for the oversight and management of research and knowledge exchange activity within the institution, including ensuring compliance with legislative, regulatory and funding obligations.

Reports to

Academic Board

Sub-committees

Research Degrees Committee

Occurrence

At least three times a year

TERMS OF REFERENCE

- 1 To implement the University's Mission, Vision, and Values as they relate to Research and Knowledge Exchange (RKE).
- 2 To monitor and evaluate the effectiveness of the University's policies and procedures relating to development of the research and knowledge exchange culture and environment.
- 3 To work with academic departments in refining, testing, and monitoring departmental RKE environment plans including a suite of performance indicators against which to monitor progress.
- 4 To monitor RKE centre development via RKE environment plans incorporating an agreed suite of performance indicators.
- 5 To advise the Academic Board on all matters relating to Research and Knowledge Exchange strategic policies, planning and delivery.
- 6 To co-ordinate institutional activity in order to secure performance in external points of audit, such as the Research Excellence Framework.

- 7 To oversee the academic standards and quality of the Research Degree Programmes reported from the University's Research Degrees Committee which shall have responsibility for:
 - 7.1 Monitoring and reviewing the processes regarding the admission, registration, supervision and progress of research students.
 - 7.2 Ensuring compliance with the required external guidance and codes of practice for Postgraduate Research Programmes.
- 8 To report annually to Academic Board on how it has fulfilled its obligations set out above.

MEMBERSHIP

Chair	Pro Vice-Chancellor Research & Knowledge Exchange
Deputy Chair	Head of Postgraduate Research
	Faculty Deans
	Deputy Vice-Chancellor
	Head of Knowledge Exchange
	Research Centre Leads
	Representative from each department, nominated by faculty Dean

IN ATTENDANCE

Servicing Officer	Chair's nominee
	External Funding Manager
	Strategic Projects Manager
	Research Projects Officer: Research Culture & Environment
	Head of Library and Archives (FX Plus)
	Staff as necessary to conduct the business of the Committee

MEETING PROCEDURES

For procedures relating to meeting dates, circulation of meeting papers, quorum, decisions, and record keeping refer to the [Falmouth University Standard Meeting Procedures](#).

Approved by
Academic Board on 22 October 2025

Annex: Guiding principles and behaviours for Academic Board and its sub-committees (attached)

ANNEX

Guiding principles and behaviours for Academic Board and its sub-committees

We are united by our commitment to the [Mission, Vision and Values](#) and long-term success and academic reputation of Falmouth University. We model a balanced culture of cohesion and challenge in our meetings, and foster a vibrant, respectful environment that nurtures academic excellence, creativity, innovation and progress, and values every perspective. This is characterised by the following guiding principles and behaviours which are underpinned by our values (**Creative, Achieve, Respectful, Sharing**).

PRINCIPLES

- **Academic standards** – upholding and advancing the quality of teaching, research, knowledge exchange and scholarship is central to our work. We listen to our community and our industry stakeholders, and we critically reflect and utilise data-driven insights to proactively address challenges and recognise successes. We role model and promote a culture of continuous improvement and enhancement.
- **People-centric** – we care about the experience, wellbeing and outcomes of our diverse students and staff. We are a close-knit community and are conscious of the impact our decisions and actions may have across different groups and teams, inside and outside of the University. We ensure there are opportunities for students and staff to engage with academic governance and for their perspectives to have influence.
- **Future-focussed** – change is constant. We are always on the lookout for opportunities and remain vigilant of threats as we navigate a fast-changing and complex external environment. We ensure that decisions align with the Mission, Vision and Values, and our [Learning & Teaching Philosophy](#) and [Research & Knowledge Exchange Philosophy](#) guide our thinking and the development of the academic activities of the University.
- **Responsible** – we understand and take seriously our responsibilities, including our regulatory, legal, and other formal obligations. We ensure our ways of working are legal, ethical, fair and compliant, and seek and test assurance with regard to University compliance. We role model Values-aligned behaviours, both in meetings and throughout broader University activities.
- **Transparent** – we are open, clear and transparent in our communications, fostering trust, cooperation and collaboration. We ensure that decisions are appropriately communicated to those impacted.

BEHAVIOURS

- **Engaged** – we prepare thoroughly for each meeting, listen actively, and contribute meaningfully. We actively respond to actions assigned to us in meetings, embrace opportunities to participate in projects beyond meetings, and actively develop our understanding of the breadth of the University's academic activities and the context we operate within.
- **Curious** – we speak out if we have questions or concerns. By seeking further insight, we broaden perspectives, gain a deeper grasp of the issues before us, and enhance the quality of decisions and outcomes.
- **Constructive** – we share our individual perspectives, insights and experiences in a thoughtful and pragmatic manner. We navigate complex issues with empathy and understanding, and ensure our contributions are solutions focused.
- **Open-minded** – we value different perspectives, and welcome constructive feedback and challenge. By remaining receptive to alternative approaches and ideas, we create an environment where everyone feels safe to engage in meaningful, respectful discussion and debate, supporting an inclusive and collaborative culture.
- **Cohesive** – debate is healthy. In situations where there are opposing views in meetings, we remain mindful of the wider context and understand the importance of achieving consensus and presenting a unified stance after decisions have been taken, as well as maintaining the confidentiality of sensitive discussions.