

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

Knowledge Exchange Steering Group

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
	Director of Academic Innovation & Quality
	Head of Knowledge Exchange
	Research Centre Leads
	Representative from each department, nominated by faculty Dean

IN ATTENDANCE

Servicing Officer	Executive Projects Officer
	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 12 September 2023