SOAS, UNIVERSITY OF LONDON
RESEARCH AND ENTERPRISE COMMITTEE

To be held on Wednesday, 18th February 2015 at 10:00am in Room 116

AGENDA

Please note that items marked with an Asterisk are for note and will NOT be discussed unless the Secretary is informed at least 24 hours in advance of the REC that you wish to do so and the asterisk will be removed.

I   Minutes
To note: Minutes of the meeting held on 22nd October 2014 previously circulated

II   Action taken
To receive: Updates on action taken

III   Matters Arising

IV   REF
To recommend: a REF paper from the Pro-Director Research to the Academic Board.

Appendix A

V   Review of Leave (Sabbatical, Post-probationary, post-parental)
To recommend: a Review of Leave paper from the Pro-Director Research to the Academic Board.

Appendix B

VI   Revised Research Ethics Policy, Procedure, Consent forms, risk assessment and ethical clearance form for UG/PGT
To approve

Appendix C

VII   External Professional Activity
To note: Report from Enterprise Manager

Appendix D

VIII   Approach to ESRC doctoral training recognition
To consider: an oral report from Richard Fardon and Silke Blohm. Paper for reference.

Appendix E

IX   Annual programme reviews on PGRs programmes
To note

Appendix F

X   ESRC Strategic Plan*
To note

Appendix G

IX   R&E report*
To receive: Report from the Research Finance Manager, Research Manager and Enterprise Manager

Appendix H

X   Centenary Research Themes*
To receive:

Appendix I

XI   **Postgraduate Research Matters***
To receive: Report from the Director of Doctoral School

<div align="right">**Appendix J**</div>

XII   **Research Ethics***
To note: Report from the Research Ethics Panel

<div align="right">**Appendix K**</div>

XIII   **Research Fish***
To note: Report from the Research Manager

<div align="right">**Appendix L**</div>

XIV   **Report to recommend new members to the REP**

To recommend: the report to appoint new members to the REP from the Pro-Director Research to the Academic Board.

<div align="right">**Appendix M**</div>

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

RESEARCH & ENTERPRISE COMMITTEE

Held on Wednesday, 18th February 2015 at 10.00am in Room 116

MINUTES

Members: Professor Richard Black (Chair)

Ms Silke Blohm
Professor Matt Craven
Dr Ayman El-Desouky
Professor Richard Fardon
Dr Rachel V Harrison
Professor Stephen Hopgood
Dr Yoriko Otomo
Professor Anne Pauwels
Dr Mandy Sadan
Mr Mohamed Taha
Professor Harry West

In Attendance: Mr Marcus Cerny
Dr Alex Lewis (Secretary)
Ms Louise Roberts
Mr Robert Whiteing

Apologies: Professor Nirmala Rao
Mr John Robinson
Professor Gurharpal Singh

1   Minutes

The minutes of the previous meeting, held on 22nd October 2014, were **approved**.

2   Action taken

(i)   Minute 3 – The Research Manager **reported** that she had met with the Associate Deans of Research to discuss the internal peer review of applications for external funding. The Committee **noted** that each Faculty had its own arrangements and that new processes would become embedded by the implementation of the School-wide formal application approval process.

The Committee **noted** that, in order to avoid individuals being unreasonably burdened by requests to review proposals, it was necessary to increase the pool of colleagues willing to act as reviewers and to ensure a less ad hoc, more systematic approach to the allocation of such work.

(ii) Minute 4 – The Research Manager **reported** that, as part of the new external research funding application approval process, applicants will, unless they request otherwise, automatically opt in to sharing their successful applications with colleagues.

(iii) Minute 5 – The Committee **noted** that a report on the review of the SOAS Journals would be presented at the next meeting.

(iv) Minute 6 – The Committee **noted** that the distinction between personal research plans and the Staff Development Review (SDR) had been made clear in the wording of the personal research plans.

3 Matters Arising

The Pro-Director (Research & Enterprise) reported that:

- SOAS had joined the CHASE (Consortium of the Humanities and the Arts South-East England) Doctoral Training Partnership.

- Professor Zongie Wu, the Director of the Institute of Cross-Cultural Studies at Zhejiang University and Professor at the Centre for Intangible Cultural Heritage Studies and the Centre of Contemporary Chinese Discourse Studies, had been awarded a SOAS Centenary Fellowship and would be resident at the School until the end of March 2015. It was **noted** that efforts could be made to give greater publicity to the Centenary Research Fellows.

- Professor Laura Hein, a specialist in the twentieth-century history of Japan at Northwestern University, is to be invited to take up a Centenary Fellowship from January 2016 to study the role of SOAS in training Japanese linguists during World War II.

- There would be a gap between Easter and the end of the year during which no Centenary Fellow had been appointed and that nominations from colleagues were welcome.

- A Digital Support Officer had been appointed by the Library to administer the e-prints repository, SOAS Research Online and that a manager would be appointed shortly.

4 REF

The Pro-Director (Research & Enterprise) presented an analysis of and response to the outcome of the REF 2014.

The Committee **approved** the paper subject to the following amendments:

- An additional comment on the School's decision not to request the double weighting of monographs, particularly in the History unit of assessment, should be included.

Not applying double weighting in History had a considerably adverse effect on the ranking of the department.

- Section 27 vi "Research leave": should be amended to read "1 term after 8").

- Section 28 iv "New academic appointments": should be amended to require a change in the standard template for academic job advertisements such that it no longer included the form of words "maintain our RAE/REF standing".

Following a discussion about the strategy of the School it was questioned whether it was advantageous to submit to the area studies unit of assessment. It was **agreed** that the Pro-Director (Research & Enterprise) would:

- Undertake a review of comparator institutions and their area studies submissions.

- Commission an external review by an appropriate "critical friend".

- With the ADR of the Faculty of Languages & Cultures, conduct an analysis of those staff submitted to the area studies units of assessment in REF 2014 to see to which units of assessment they might otherwise be submitted in future.

5 Review of Leave (Sabbatical, Post-probationary, post-parental)

The Pro-Director (Research & Enterprise) presented a Review of Leave paper.

The Committee **recommends** the paper to Academic Board with the inclusion of an appendix of comments from Heads of Department.

6 Revised Research Ethics Policy, Procedure, Consent Forms, Risk Assessment and Ethical Clearance Form for UG/PGT

The Research Manager and the Head of the Doctoral School presented the revised Research Ethics Policy, Procedure, Consent Forms, Risk Assessment and Ethical Clearance Form for UG/PGT.

The Committee noted that:

- The suite of papers that had been presented represented the most comprehensive overhaul of ethics policy ever undertaken by the School.

- The policies set out in the papers applied to all primary research, not only externally funded research, and enterprise activity at the School.

The documents were **approved** on the understanding that comments and feedback from staff and students were welcome.

It was **agreed** that the Research Manager would report on the implementation plan at the next meeting of the Committee.

7 External Professional Activity

The Enterprise Manager presented an update on the external professional activity policy.

It was **noted** that increasing the level of external professional activity required strong departmental leadership to encourage colleagues to channel consultancy projects through the School.

It was **agreed** that the Enterprise Manager would identify "champions" to promote the benefits and services provided by the Enterprise Office.

8 Approach to ESRC for doctoral training recognition

The Head of the Doctoral School **reported** that:

- The ESRC aspired to reduce the number of Doctoral Training Programmes (DTPs) from 21 to 15.

- The ESRC's emphases for DTPs were advanced training, inter-institutional and interdisciplinary.

- The timescale for applications was a September call with a closing date in early 2016 and that wheels were in motion for SOAS to make a submission.

9 Annual programme review of PGR programmes

The Committee **noted** the Doctoral School Summary 2013-14.

The Committee **noted** the Head of the Doctoral School's request that there was an urgent need to improve management information reporting tools in relation to PGR programmes. It was **agreed** that the Doctoral School Manager would discuss this with the Director of the Research & Enterprise Office.

10 ESRC Strategic Plan

The Committee **noted** the ESRC Strategic Plan.

11 Research & Enterprise Report

The Committee **received** the Research & Enterprise Report.

12 Centenary Research Themes

The Committee **received** an update on the Centenary Research Themes.

12 Postgraduate Research Matters

The Committee **received** the report from the Head of the Doctoral School.

13   Research Ethics

The Committee **noted** the report from the Research Ethics Panel.

14   Research Fish

The Committee **noted** the report from the Research Manager.

15   Report to recommend new members to the Research Ethics Panel

The Committee **recommended** the report to appoint of an external Lay person and research student to the Research Ethics Panel from the Pro-Director Research to the Academic Board.

Minute	Item	Action	Deadline	By
2 (iii)	Action taken	A report on the review of SOAS Journals to be presented at next meeting	20/05/2015	SB
3	Matters Arising	Enhance publicity of SOAS Centenary Fellows	20/05/2015	RB/AL
3	Matters Arising	Invite Laura Hein to become the SOAS Centenary fellow January 2016	31/03/2015	AL
4	REF	Minor amendments to the REF paper	23/02/2015	RB
4	REF	Review of comparator institutions and their area studies submission	20/05/2015	RB
4	REF	External review of possible future area studies submission by SOAS	20/05/2015	RB
4	REF	Conduct analysis of those staff submitted to area studies units of assessment in REF 2014	20/05/2015	RH/RB
5	Review of Leave	Add appendix of HoDs comments	23/02/2015	RB
6	Research Ethics Policy	Implementation plan to be presented to next meeting of the Committee	20/05/2015	AL
7	External Professional Activity	Identify "champions" to promote the benefits and services provided by the Enterprise Office	20/05/2015	LR
9	Annual Programme Review of PGR Programmes	Discuss the need to improve management information reporting tools in relation to PGR programmes	20/05/2015	SB/MC