

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

RESEARCH COMMITTEE

To be held on Monday, 2nd February, 2009 at 2:15pm in room T101

AGENDA

- | | | |
|-------------|--|--------------------------|
| I | Procedures for the conduct of meetings
(Annex XIV of the School's Standing Orders)
To note | Appendix A |
| II | Minutes of the last meeting
To approve | Appendix B |
| III | Matters arising
To discuss | |
| IV | RAE 2008 – the outcome
To receive a report from the Chair | Appendix C |
| V | RAE 2008 – return of outputs & missing items | Appendix D |
| VI | <i>Pathways to Excellence</i> – Proposals for the
development of the ESRC postgraduate training
network
To discuss a paper from the ESRC and the School's bid
for recognition | Appendix E |
| VII | Annual research programmes review
To approve | Appendix F |
| VIII | Research student training provision
To receive an update from the
Research Skills Trainer & Co-ordinator | |
| IX | Bloomsbury PhD studentships – the outcome
To note awards to:
Economics Department (with LSHTM) &
Development Studies Department (with Birkbeck) | Appendix G
Appendix H |
| X | Research strategy revision – the way forward
To receive an update from the Chair | Appendix I |
| XI | Committee review
To not a paper from the Registrar & Secretary
and Deputy Secretary | Appendix J |

XII	Background document on research ethics documents From the information Compliance Manager	Appendix Ki
	Using personal data in research: code of practice for SOAS staff and students [draft 5] To approve a draft paper from the Information Compliance Manager	Appendix K
	SOAS research ethics policy [draft 3] To approve a draft paper from the Information Compliance Manager	Appendix L
	Procedure for the ethical review of SOAS research projects [draft 1] To consider a draft paper from the Information Compliance Manager	Appendix M
	SOAS policy for the investigation of allegations of Research misconduct To consider a draft paper from the Information Compliance Manager	Appendix N
XIII	Any other business	

[NB: The meeting originally scheduled for 02 February 2009 was moved to 11 February 2009 due to snow]

These minutes are for information only. Any corrections to the minutes will be recorded in the minutes of the subsequent meeting of the committee.

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

RESEARCH COMMITTEE

Held on Wednesday 11th February, at 10:00am in Room 116

MINUTES

Members: Professor G Furniss (Chair)
Mr A Abreu
Professor I Brown
Professor M Craven
Professor R Fardon
Professor MJ Hutt
Dr C Lapavitsas
Ms K Oatey (Secretary)
Dr I Standish
Mrs S Yates

In attendance: Mr P Garrod
Mr N Martland (representing Mr D Perrow)
Dr D Thomas
Mr R Whiteing

Apologies: Dr M Bentham
Professor H Bernstein
Professor A Gerstle
Professor U Kratz
Mr D Perrow
Professor N Rao

1. **Procedures for the conduct of meetings (Annex XIV of the School's Standing Orders)**
 - 1.1 The procedures for the conduct of meetings were **NOTED**.
2. **Minutes of the previous meeting**
 - 2.1 The minutes of the previous meeting were **APPROVED**.
3. **Matters arising**
 - 3.1 *Minute 3.2* – The Dean of the Faculty of Arts & Humanities reported that the Faculty's share of funds from full economic costing (fEC) grants were allocated on a case by case basis through a process of negotiation between the Dean, the

Head of Department and the Principal Investigator. The Deans of Languages & Cultures and Law & Social Sciences indicated that they were still considering procedures in the faculties.

4. RAE 2008 – the outcome

- 4.1 The Chair presented a report on RAE 2008 and the future of research in SOAS. The document had already been considered by Executive Board and would also be presented to Academic Board and circulated to Faculty Management Groups and Heads of Department. A meeting of the members of internal RAE panels would be convened in March to reflect on the lessons learnt from RAE 2008.

5. RAE 2008 – return of outputs and missing items

- 5.1 The list of missing items was **NOTED**.

6. *Pathways to Excellence* – Proposals for the development of the ESRC postgraduate training network

- 6.1 The Chair reported that the document had already been considered by Executive Board and stressed that it was crucially important that the School gained recognition as a Doctoral Training Centre (DTC).

- 6.2 The Committee **NOTED** figures from the Registry which showed that, as at 1st December, 2008, the School had 169.5 full-time equivalent research student numbers in seven ESRC research subject areas.

- 6.3 The Committee **AGREED** the formation of a working party to consider in detail the implications of the consultation document and to devise a framework of research training within the School that met the ESRC criteria.

- 6.4 The membership of the working party was **AGREED** as follows:

Chair, Professor Richard Fardon, Head of Department, Anthropology
Secretary, Dr Desmond Thomas, Research Skills Training Co-ordinator
Associate Deans for Research
Research Tutors

- 6.5 The Chair thanked Professor Fardon and Dr Thomas for volunteering for the respective roles of Chair and Secretary to the working party.

- 6.6 It was **AGREED** that the Chair would also attend the first meeting of the working party.

7. Annual research programmes review

- 7.1 The review process was **APPROVED**. Reviews of 2007/08 would be undertaken this term with summary reports to come to the next meeting of Research Committee. Reviews of 2008/09 would be undertaken in the first term of the 2009/10 session.

8. Research student training provision

- 8.1 The Research Skills Co-ordinator reported that he would be able to present to the next meeting of Research Committee (1) an overview of current discipline/faculty-specific research skills training resulting from interviews with Research Tutors and (2) the responses from a survey of MPhil students giving feedback on research skills training. The aim was to define the scope of future generic skills training to feed into separate training programmes for MPhil and post fieldwork students/early career researchers.

9. Bloomsbury PhD studentships – the outcome

- 9.1 The awards to the Economics Department (with LSHTM) and Development Studies (with Birkbeck) were **NOTED**.
- 9.2 The Chair reported that the studentships had been advertised in the press.

10. Research strategy revision – the way forward

- 10.1 The Chair reported that the strategy needed to be revised in light of the outcome of RAE 2008 and the proposed formation of a newly organised Research & Enterprise Office.
- 10.2 The Committee **AGREED** the formation of a working party to consider and prepare a revised research strategy by summer 2009.
- 10.3 The membership of the working party was **AGREED** as follows:

Chair, Professor Graham Furniss, Pro Director
Secretary, Ms Kathryn Oatey, Research Manager
Deans
Associate Deans for Research

11. Committee review

- 11.1 The Chair presented a paper from the Registrar and Secretary and asked members of the committee to send their views to the Research Manager by 19th February, 2008. The Research Manager would then collate the comments and forward them to the Secretariat & Planning Officer.

12. Research ethics documents

- 12.1 The Information Compliance Manager presented four draft papers for consideration and approval.
- 12.2 The paper, *Using personal data in research: code of practice for SOAS staff & students [draft 5]*, was **APPROVED**.
- 12.3 The *SOAS research ethics policy [draft 3]* was **APPROVED**.

- 12.4 The committee considered the *Procedure for the ethical review of SOAS research projects [draft 1]*. The Chair asked members of the committee to forward their comments to the Information Compliance Manager. It was **AGREED** that the Information Compliance Manager would submit a revised version incorporating feedback to Research Committee in term three for approval.
- 12.5 The committee considered the *SOAS policy for the investigation of allegations of research misconduct*. The Chair asked members of the committee to forward their comments to the Information Compliance Manager. It was **AGREED** that the Information Compliance Manager would then revise the paper in the light of these comments, submit it to the Faculty Research Committees for further comment and to the UKRIO and the SOAS Human Resources Department. A revised version incorporating all the feedback would be submitted to Research Committee in term three.

13 Any other business

- 13.1 The Chair tabled two papers in addition to the published agenda.
- 13.1 The committee **NOTED** the Secretary of State's grant announcement letter of 21st January, 2009 (appendix O).
- 13.2 It was **AGREED** that the Associate Deans for Research would report back to the next meeting of Research Committee on recommendation 1.3.4 of the Departmental Programme Review of Languages & Cultures of Africa (appendix P).

The next meeting will be held on Thursday, 30th April 2009, at 1:15pm in room 116

ACTION POINTS

Minute 4.1

Research Manager to convene a meeting in March of the members of the internal RAE panels.

Minute 6.5

Research Skills Training Co-ordinator and Head of the Department of Anthropology to convene a meeting of the ESRC DTU Recognition Working Party. The Pro-Director will attend the first meeting on 26th February.

Minute 7.1

Research Committee Secretary to circulate instructions and forms to Research Tutors for the completion of research programme reviews.

Minute 8.1

Research Skills Co-ordinator to report to next meeting of Research Committee on research student training provision.

Minute 10.3

Research Manager to convene a meeting of the Research Strategy Working Party in March.

Minute 11.1

Research Manager to collate the committee's comments on committee review and forward them to the Secretariat & Planning Officer, by the end of February.

Minute 12.3

Information Compliance Manager to submit the *SOAS research ethics policy* to Academic Board for approval.

Minute 12.4

Information Compliance Manager to submit a revised version of the *Procedure for the ethical review of SOAS research projects* to the next meeting of Research Committee.

Minute 12.5

Information Compliance Manager to submit a revised version of the *SOAS policy for the investigation of allegations of research misconduct* to the next meeting of Research Committee.

Minute 13.2

Associate Deans for Research to report to the next meeting of Research Committee on recommendation 1.3.4 of the Departmental Programme Review of Languages & Cultures of Africa.