

RESEARCH MANAGEMENT COMMITTEE (DUBAI)

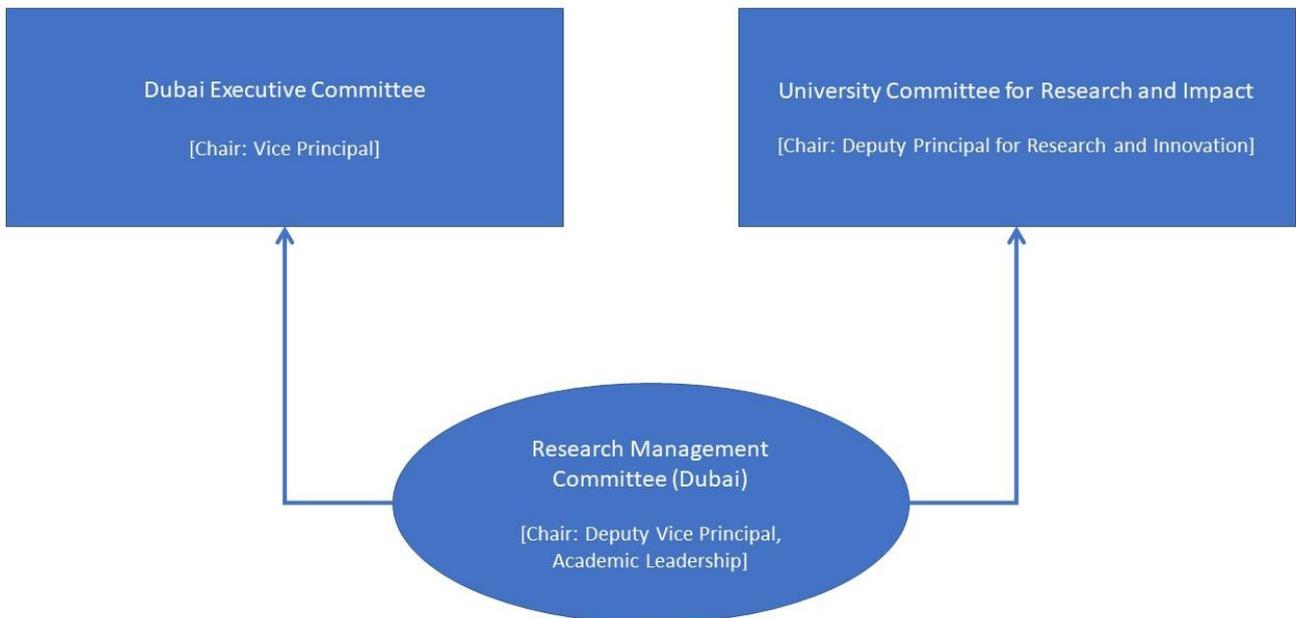
Terms of Reference

1 Establishment

- a) As detailed in the Senate Statement of Primary Responsibilities and Delegations, the University Committee for Research and Innovation (UCRI) is responsible on behalf of the Senate for research governance and standards including researcher conduct; research ethics; research information and data management; research student supervision and training; and access to research publications and datasets.
- b) As detailed in the Senate Statement of Primary Responsibilities and Delegations, the University Committee for Research and Innovation (UCRI) is responsible on behalf of the Senate to consider and make recommendations on academic quality assurance and enhancement reviews with respect to research programmes of study.
- c) UCRI established the Research Management Committee (Dubai) [RMC (D)] as one of its sub-committees to maintain oversight of the University’s research and innovation activities in Dubai.

2 Reporting

- a) The RMC (D) will submit reports following each of its meetings to the UCRI and the Dubai Executive Committee [DEC].



- b) The RMC (D) is responsible for the submission of research performance reports to the Knowledge and Human Development Association (KHDA) and the Ministry of Higher Education (MoHE).

Note:

The UCRI reports to both the University Executive and the Senate on matters of strategy and policy.

3 Purpose	
<ul style="list-style-type: none"> a) to oversee research activities on the Dubai Campus of Heriot-Watt University b) to promote the development of a research base/strategy for the Dubai Campus of Heriot-Watt University c) to promote research opportunities for both Staff and Students 	
4 Remit	
<ul style="list-style-type: none"> a) to advise the DEC on matters relating to research and Postgraduate Research Studies b) to advise the DEC and UCRI on research opportunities and developments in the UAE c) to advise UCRI on matters related to local research ethics principles d) to be responsible for the operation and delivery of postgraduate research programmes in Dubai with reference to the appropriate School structure e) to ensure that operations relating to research are carried out with reference to the appropriate School framework. 	
5 Composition	Membership 2022/2023
<p>Chair – Deputy Vice Principal, Academic Leadership</p> <p>Associate Directors of Research from Schools in Dubai <i>(the representative should also be a member of the relevant School Research Committee)</i></p> <p>School of Energy, Geoscience, Infrastructure and Society School of Engineering & Physical Sciences School of Social Sciences School of Mathematical and Computer Sciences School of Textiles and Design</p> <p>Professional Services Finance Business Partner Academic Development Coordinator Business Partner – Postgraduate Admissions Academic Operations Manager Registry & Academic Support Directorate</p> <p>Student Representation Postgraduate Research Student Representative</p> <p>In attendance Director of CESC Clerk to the Committee Clerk to the University Committee for Research and Innovation Business Development Director</p>	<p>Professor Tadhg O’Donovan</p> <p>Dr Mustafa Batikha Dr Rehan Ahmed Dr Mercedes Sheen Dr Hadj Batatia Dima Alkawadri</p> <p>Erum Ahmer Dr James Wilson Alexandr Leonets Sinto Placid</p> <p>TBC</p> <p>Professor Lynne Jack Judy Anieny Phil Rowsby Shona Bushnell</p>
6 Chair and Vice-Chair	
<ul style="list-style-type: none"> a) The Chair of RMC (D) is the Deputy Vice Principal for Academic Leadership. b) A Deputy Chair of RMC (D) is drawn from amongst the Committee Members and approved by the Deputy Vice Principal (Academic Leadership). c) In the absence of both the Chair and the Deputy Chair from any given meeting, those members present shall appoint one of their number as Acting Chair. 	

7 Equality and Diversity in Membership

- a) The Committee exercises its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working groups.
- b) The Committee will also act to promote equality of opportunity for all colleagues who are involved in carrying out its business.

8 Quorum and Voting

- a) The quorum necessary to transact business is three members, who are members of staff, representing at least three Schools.
- b) All members of RMC (D) are entitled to vote in any vote of the Committee.
- c) A person invited to be 'in attendance' at one or more meetings of RMC (D) is not entitled to vote.
- d) The Chair has a deliberative vote and a casting vote.

9 Attendance at meetings

- a) Members of RMC (D) who are unable to attend should send a nominee and inform the Clerk accordingly.
- b) The RMC (D) may co-opt members as appropriate for a specified period of time, and report such co-options to the UCRI at the earliest opportunity.
- c) In addition to the members, and those normally 'in attendance', other colleagues may, from time to time, be invited to attend meetings on an ad-hoc basis for particular agenda items, and invited to contribute to discussions at the discretion of the Chair.
- d) The RMC (D) maintains a record of attendance at each of its meetings and reports this information in accordance with the Attendance Policy for Senators and Committee Members.

10 Forward Planning

- a) The RMC (D) sets its meeting dates to take place a minimum of 4 weeks before UCRI meetings.
- b) The RMC (D) maintains a list of Standing Agenda Items and an annual schedule of activities.
- c) The RMC (D) sets dates for its ordinary meetings one year in advance.
- d) The annual year-end self-assessment includes:
 - reviewing its performance in fulfilling its Remit;
 - considering possible modifications to its Terms of Reference;
 - reviewing the composition (including the gender balance of its membership); and
 - submitting recommendations thereon to the UCRI.

11 Culture of Operation

In fulfilling its Terms of Reference, the RMC (D) shall follow the principles agreed by the Senate to enhance academic governance by:

- a) closer alignment between the decision-making structure and the University's strategic objectives, to ensure that the decision-making structures are fit for the delivery of the strategy;
- b) a more efficient approach to the decision-making process, leading to clearer lines of reporting and accountability, a reduction in time taken to reach business-critical decisions, and high quality outcomes;

- c) minimisation of business considered by numerous different groups and with appropriate accountability for decisions taken;
- d) an assumption that decisions will be reached by consensus wherever possible;
- e) an assumption that each Committee will address business internationally;
- f) appropriate delineation between governance and management;
- g) the papers coming forward to committees should contain clear, evidence-based proposals for consideration;
- h) greater use should be made of IT facilities to reduce the amount of paper being circulated, with members of committees and others being able to access committee papers on a local intranet with appropriate access authorisation; and
- i) effective communication of decisions to all relevant parties throughout the University.

12 Sub-committees and Short-life working groups of the Committee

None at date of these Terms of Reference.

13 Frequency of meetings

- a) The RMC (D) normally meets five times per year.
- b) Additional meetings (including meetings held in conjunction with other bodies) may be required – with the approval by the Chair – for more detailed consideration of particular items.
- c) Changes to arrangements, such as cancellation, rescheduling or additional meetings will be notified to members by the Clerk as soon as possible, and normally within not less than five working days of the scheduled meeting date.

14 Lifespan and Effectiveness of the Committee

This is an established Committee of UCRI and its lifespan is ongoing.

RMC (D) will be included in any assessments and formal reviews of effectiveness of UCRI and its sub-committees.

15 Actions that may be taken by the Committee

The Committee may:

- Note
- Receive
- Consider
- Recommend

16 Minutes

- a) Minutes of each meeting are distributed to members within two weeks of the meeting. The Chair approves the content of minutes before release.
- b) The minutes are presented to the next ordinary meeting of UCRI, with any matters for consideration and/or approval highlighted in a cover paper.
- c) The RMC (D)'s agenda and minutes, which are FOISA compliant, shall be available for publication on request.
- d) Agendas, minutes and papers are held electronically by the Clerk to RMC (D).
- e) RMC (D) has traditional/formal minutes in accordance with internal University guidance on style, and requirements regarding Data Protection and Freedom of Information legislation.
- f) The papers and minutes should be copied to the Head of Heritage and Information Governance for archive purposes.

17 Resources

Clerk and administrative support	Research Administrator/Coordinator (Dubai)
Meetings	Normally 5 meetings per year

Version	Amendments	Approved by
V1	First draft	University Committee for Research and Innovation on 15 March 2023