



Department of Governance

GLASGOW CALEDONIAN UNIVERSITY		
UNIVERSITY RESEARCH COMMITTEE		
Minutes of the meeting held on 5 April 2017		
Present:	Ms J. Broadhurst, Dr G. Cassidy, Professor C. Donaldson (Chair), Professor R. Emmanuel, Dr L. Gray, Professor J. Harris, Professor B. Hughes, Professor S. Hutchinson, Dr P. Martin, Mr B. Oyemomi (<i>vice</i> Mr C. Daisley), Professor O. Pahl, Professor B. Steves, Professor J Woodburn	
In attendance:	Mr P Woods (Secretary)	
Apologies:	Mr M. Anderson, Professor R. Baker, Professor I. Cameron, Professor J. Lennon, Professor A. Morgan	
WELCOME		
The Chair welcomed Dr Dane Lukic to his first meeting of the Committee as the GCU London research lead.		
MINUTES		
016.106	Considered	The unconfirmed minutes of the meeting held on 25 January 2017 (REC16/26/01).
016.107	Resolved	That the minutes be approved as a correct record.
MATTERS ARISING		
REF CONSULTATION RESPONSE (arising on 016.084)		
016.108	Reported	By the Chair that the responses had been submitted to HEFCE.
PGRS REVIEW OF EMPLOYMENT REQUIREMENTS UPDATE (arising on 016.085)		
016.109	Reported	By Dr Gray that the Working Group had met and he was drafting a document for discussion at the next meeting. There would be a further update after these discussions.
016.110	Reported	By Professor Steves, in response to a request for clarification, that due to change in procedure in the Finance Office, studentship stipends would now be paid via

		<p>Accounts Payable and not payroll. The Graduate School would provide any student who required evidence of income for administrative purposes with a letter detailing their payment entitlement. This was available on request at the moment but would be routine procedure in the future.</p> <p>Any student employed e.g. to do teaching would be paid via payroll as normal.</p>
UNIVERSITY INNOVATION FUND (arising on 016.090)		
016.111	Reported	By the Chair that response submitted to the Scottish Funding Council
PHD STUDENTSHIP PROCESS REFRESH (arising on 016.094)		
016.112	Reported	By Professor Steves that there were 29 studentships and these were being advertised on the website and at <i>FindaPhD.com</i> . The aim was to have the selection process completed by mid June.
016.113	Discussion	Members raised the issue that the process at GCU was still much later than at other HEIs.
016.114	Resolved	That a similar timeline process to that of Carnegie is drafted for University PhD studentships (Action: Director Graduate School/URC Secretary).
ATHENA SWAN (Arising on 016.099)		
016.115	Reported	By the Chair that it had been agreed with the DVC Academic that Athena Swan was catered for elsewhere and did not require being a standing item.
RESEARCH DATA MANAGEMENT		
016.116	Considered	A proposal to revisit the Research Data Management Policy paper approved by URC 2014 (REC14/04/2).
016.117	Reported	By the Chair that there were a number of drivers for revisiting this document, previously approved by URC inn 2014. These were the publication of the <i>RCUK Concordat on Open Research Data</i> and the University Information Governance Committee's review of the Data Policy Framework.
016.118	Discussion	<p>Members recognized the need to firm up the University's policy in this area particularly to address funder requirements.</p> <p>Mr Ruthven informed members that distilling a policy from this document would be a longer term strategic project and he proposed that a working group of stakeholders is formed to take it forward. The stakeholders could comprise the Library, Research Office Information Services, Department of Governance and the Graduate School.</p> <p>Members enquired if this would affect the training in open access data management, which the University was expected to comply with by September 2017.</p> <p>It was agreed that there was no need to delay training and it could be done in parallel to policy development.</p>
016.119	Resolved	That the working group is formed along the lines proposed above (Action: URC)

		Secretary).
AUTHORSHIP GUIDELINES REFRESH		
016.120	Considered	The requirements of authorship guidelines in 2017 by reviewing the 2011 guidelines (REC10/15/2).
016.121	Reported	By the Chair that the guidelines were from 2011 and were being brought to the Committee for review.
016.122	Discussion	<p>Members discussed various subject specific models for authorship and approaches in other HEIs. Members reported other HEIs as having mechanisms such as pre-agreements wherein the IPR and other elements such as research data can be assigned to the University on case by case basis. Otherwise the default position would be that IPR and copyright would belong to the student.</p> <p>Some members thought that expanding the use of pre-agreements should be considered, particularly in the case of University funded studentships.</p> <p>Members also noted that waivers granting copyright to publishers were accepted as normal practice.</p>
016.123	Resolved	<ol style="list-style-type: none"> 1. That the guidelines be refreshed. 2. That pre-agreement practice is further explored. <p>(Action: PVCR/URC Secretary)</p>
RESEARCH INTEGRITY: IMPLEMENTATING THE PRINCIPLES of UUK CONCORDAT on RESEARCH INTEGRITY		
016.124	Considered	The 2016 GCU Research Integrity statement with annotated comments from UKRIO (REC15/42/3).
016.125	Reported	By the Chair that feedback had been received from UKRIO (comments included in this version) and would be updated on that basis.
016.126	Resolved	Members provide the Chair with any other comments as appropriate.
GCU RESEARCH CENTRE APPROVAL AND RENEWAL PROCESS		
016.127	Considered	GCU Research Centres Approval and Renewal Process (REC16/27/01).
016.128	Reported	By the Chair that the intention was to have a relatively light touch process as is set out.
016.129	Discussion	<p>Members asked if this process was more focused on renewal rather than approval of new centres.</p> <p>The Chair responded that it was intentionally limiting to avoid proliferation of centres without reference to the University's strategic direction but it did allow for approval of new centres as well. Some of the "centres" that had existed previously were better described as research groups.</p> <p>Members also asked if groups would be corralled under centres or within themes. The Chair replied that it could be either.</p>

016.130	Resolved	That the process be approved for submission to the Executive Board. (Action: PVCR)
PROPOSED CARNEGIE CALEDONIAN SCHOLARSHIPS PROCESS		
016.131	Considered	A proposed process for the annual consideration of Carnegie Caledonian Scholarship applications (REC16/27/01).
016.132	Reported	By Professor Steves that there had been a meeting of the panel for this year's process and 3 applications had been chosen for submission. Following that meeting the proposed process had been drafted in order to proceduralise Carnegie applications within the University.
016.133	Discussion	Members asked if GCU London students were allowed to submit. Professor Steves replied that the Carnegie criteria would not be that specific so it would have to be clarified with them directly.
016.134	Resolved	That the eligibility criteria is clarified with Carnegie Trust. (Action: Director of Graduate School).
LIVE ISSUES		
016.135	Considered	Other issues to report not otherwise dealt with on the agenda.
Pure		
016.136	Reported	By Mr. Ruthven that there was a strategic project to upgrade workflows and this would be completed by July 2017. There was currently a Pure relaunch ongoing and this would involve an increased number of staff licenses and provision of training for staff. The backlog of publications in the repository was now pre 2014 only and all REF relevant outputs had been validated.
016.137	Resolved	Any technical queries should be sent to the repository mailbox.
PRES/CROS/PIRLS – Research Surveys		
016.138	Reported	By Professor Steves that PRES was now open and CROS and PIRLS were due shortly. She noted concerns of PGR students that Strategy and Planning had emailed PRES to their student emails whereas most PGRS were using staff email. She informed members that S&P were now aware of this and that there would be an email from the Graduate School to relevant staff (e.g. supervisors) asking them to encourage PGRS to complete PRES.
016.139	Resolved	That the update be noted.
RESEARCH DEGREES SUBCOMMITTEE		

016.140	Received	Minutes of the meeting held on 23 November 2016 (RDC16/12/01)
SCHOOL RESEARCH COMMITTEES		
016.141	Received	<ol style="list-style-type: none"> 1. SHLS Research Committee minutes 8 December 2016 (HLSRC16/06/1) 2. SEBE Research Committee minutes 28th September 2016 (SEBE RC 15/16). 3. GSBS Research Committee minutes 26 October 2016 (GSBSRC/16/01). 4. GSBS Research Committee minutes 14 December 2016 (GSBSRC/16/05).

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