

Guidelines for School Research Committee Terms of Reference



These are a guide and may be varied as appropriate for the Committee. Terms of Reference are submitted to the ARC for endorsement.

Membership

- Minimum of three academic staff, including:
 - Degree Research Leader/s
 - School Ethics Adviser
 - Nominated Chair (who may be one of the above)
 - Research Co-ordinator or Dean of Research (*shared across Committees*)
 - Dean of Research (ex officio) (*means s/he can attend any meeting as a member if desired*)
- Plus the following if appropriate:
- Head of School
 - Member of another School Research Committee
 - Seconded members as required

The Chair (or other nominated member) is to be a member of the ARC.

Meetings

As required, but no less than four times per year.

A minimum of three members (other than the applicant) must approve a research application. This includes applications both endorsed at School level for submission to the ARC and those approved under delegation from the ARC.

Terms of Reference

The purpose of the School Research Committee is to foster a research culture, develop research capacity, and co-ordinate and support research activities within the School. The Committee is to:

- 1 Promote CPIT's research objectives and strategies and ensure research policies and procedures are adhered to.
- 2 Encourage and facilitate collaborative research relationships and activities with industry and interdisciplinary colleagues.
- 3 Ensure opportunities to disseminate research findings are available.
- 4 Maintain a register of approved research plans for School researchers.
- 5 Approve projects/programs, including those under delegation from the ARC; provide copies of applications and approvals to the ARC as required; receive progress reports from researchers.
- 6 Refer research requiring ethics approval to the ARC Ethics Subcommittee and ensure clearance is obtained from any other relevant body (eg using animals).
- 7 Ensure appropriate consultation occurs for research involving Maori or any specific group of people.
- 8 Approve student research under delegation from the ARC and ensure ethics approval is obtained as required; maintain records of approvals.
- 9 Consider whether applications for internal grants are appropriate and endorse applications prior to submitting to the ARC for approval.
- 10 Allocate research funding available from the School budget.
- 11 Ensure the research that external grant applications are based on is approved, and that applications are referred to the Dean of Research for budget review and institutional sign off before submission to the funding body.
- 12 Maintain records of School research activities, Committee meetings and decisions.
- 13 Review these Terms of Reference on a two yearly basis.

Reporting

Two reports per year are submitted to the Academic Research Committee using the template provided. As required to the Faculty Board, Head of School/Dean, and any other relevant group.