

RESEARCH SUB-COMMITTEE (RSC)

TERMS OF REFERENCE

1. Purpose

The Research Sub-committee (RSC) is responsible for the development of Institute research and innovation.

2. Terms of Reference

- (i) To implement and review, on an ongoing basis, the Institute Research Strategy and advise Academic Council accordingly;
- (ii) To advise the Academic Council on matters relating to institutional, national and international research policy;
- (iii) To communicate its activities, through the Research and Graduate Studies Office, to the wider Institute and externally.
- (iv) Carry out any work assigned to it by Academic Council.

3. Membership

In accordance with the Academic Council Constitution, a committee shall have at least four Academic Council members, at least two of whom shall be elected members, nominated by the Academic Council from its membership:

President: The President is automatically a full member of all committees, sub-committees and working groups of the Academic Council.	1	Ex officio
Vice-President for Academic Affairs and Registrar	1	Ex officio
Head of Research and Graduate Studies	1	Ex officio
Head of Academic Planning and Quality Assurance	1	Ex officio
Head of Innovation and Business Development Manager	1	Ex officio
Representatives from the Research Centres	6	Ex officio
Representatives from the Research Groups	1	Ex officio
Postgraduate Research Student	1	Ex officio
Members of the Academic Council	6	Ex officio / Elected
	2	Elected
Co-Options:	As	-

<ul style="list-style-type: none"> The committee may co-opt members, with the agreement of the Academic Council, as it deems necessary to fulfil its functions. 	required	
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<i>Maximum Membership</i>	<i>21 + co-options</i>
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4. Officers

- Chairperson:** Elected by the sub-committee from the sub-committee membership at first meeting
- Vice Chairperson:** Elected by the sub-committee from the sub-committee membership at first meeting
- Secretariat:** Nominated by the Research and Graduate Studies Office.

5. Meetings

At least five meetings are held per academic year as provided on the Academic Schedule of Meetings. Emergency meetings can be called by the Chairperson or Vice Chairperson if required.

6. Quorum

The quorum will be six members and must include one elected member. If unable to attend members should notify the Chairperson in a timely manner (48 hours in advance of meeting, if possible).

7. Reporting

Minutes of sub-committee meetings will be made available to members of the Academic Council.

8. Review

This sub-committee will be reviewed as necessary.

Document History

Version Number	Date Approved	Approved By	Brief Description
1.00	06/03/2025	Academic Council (AC:DOC:141:05:01	<ul style="list-style-type: none">• Terms of Reference approved.
2.00	2021	Academic Council	<ul style="list-style-type: none">• Terms of Reference approved following the establishment of a new Academic Council (2021-2024)