

REF2029 STEERING GROUP

Serviced by:	<i>Research and Knowledge Exchange Support Officer</i>
Reports to:	<i>Research and Knowledge Exchange Committee</i>

1. Terms of Reference

- 1.1 Responsible for making recommendations to the Research and Knowledge Exchange Committee on the REF2029 submission in line with Marjon 2030 and with an emphasis on maximising the benefit of REF2029 to Plymouth Marjon University.
- 1.2 Responsible for coordinating REF2029 around units of assessment (UoA) including identifying staff contributing to the volume measure in each UoA, selection of outputs and impact case studies, and preparation of People, Culture and Environment (PCE) statements in line with the strategic plan.
- 1.3 Responsible for identifying and commissioning external advice and services where relevant in relation to the REF2029 submission and monitoring progress.
- 1.4 Accountable for ensuring effective communication with staff and other relevant committees to support robustness, transparency and inclusivity in decision making and ensuring a closed feedback loop.
- 1.5 Accountable for ensuring the REF2029 code of practice is applied robustly, transparently and fairly in the identification of staff with significant responsibility for research, research independence and the selection of outputs.
- 1.6 Accountable for reviewing equality impact assessments to ensure the consistent application of the REF2029 code of practice promotes inclusivity and avoids discrimination.
- 1.7 Accountable for ensuring the steering group follows and stays abreast of all guidance for REF2029, engages in appropriate policy updates and aligns to best practice indicators from REF2021.
- 1.8 To ensure that the above duties are carried out with due regard to equality and diversity thereby avoiding discrimination, challenging systemic barriers that perpetuate inequalities and promoting inclusion.

Membership

The composition of the REF working group will include:

- Dean of Research and Knowledge Exchange (Chair)
- Dean of Place and Social Purpose
- Three Academic Directors Research and Knowledge Exchange
- Research Impact Lead
- Representative of the Library

- Director of People and Organisational Development (or nominee)
- A Department Academic Director (to represent the Departmental Director's group)
- In attendance: Research and Knowledge Exchange Support Officer (Secretary)
- The working group reserves the right to co-opt members for fixed term periods as appropriate and/or additional members may be invited for specific items, including, where appropriate, including external advisors

Operation

This group will convene regularly, with meetings scheduled at least 3 times per year and additional sessions as needed in response to key milestones in the REF cycle.

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