



Senate

Paper Title	REF Code of Practice
Outcome requested	Senate is asked to note the update on the REF Code of Practice.
Points for Senate members to note and further information	<ol style="list-style-type: none">1) Finalised guidance on the REF 2021 submission process and requirements for the institutional REF Code of Practice were issued on the 31st January 2019. Work is therefore underway to revise the interim Code of Practice (approved at the December 2018 meeting of Senate) in light of this information.2) The Code of Practice requires Senate approval prior to the national submission deadline of 07 June 2019.3) An extraordinary meeting of Senate will be convened in mid-May to approve the REF Code of Practice.
Questions for Senate to consider	
Regulatory/statutory reference points	The Code of Practice is required for submission to REF 2021.
Strategy and risk	REF outcomes will affect reputation, research income, recruitment and retention of staff, partnership development.
Reporting/consideration route for the paper	The Code of Practice will be considered by the REF Strategy Group and EDI Committees before requiring final approval at Senate in May.
Authors	Dr Emma Hare, Head of Research Strategy and Policy and Executive Officer (Research)
Sponsor	Professor Adrian Smith, Deputy Vice Principal (Research Excellence)

REF Code of Practice

In December 2018, Senate discussed and approved the interim REF Code of Practice. It was noted at the time that once final guidance was issued to institutions, the Code of Practice would be updated and finalised.

Final guidance was issued on the 31st January 2019 and so work is currently underway to make the necessary revisions to the Code of Practice to bring it in line with the guidance. As part of this process, the updated Code of Practice will be considered by the REF Strategy Group and EDI Committees before requiring final approval at Senate.

As the Code of Practice must be submitted to the UK REF team by 07 June 2019 Senate members will be asked to attend an additional meeting of Senate in mid-May. The date will be confirmed nearer the time, however it is hoped this will be during the week commencing 13 May 2019. Failure to meet the deadline of 07 June 2019 will render Queen Mary ineligible to submit to REF 2021.

Given the strict time-frame within which Queen Mary must revise and submit the Code of Practice Senate will be asked to approve the Code of Practice at the additional meeting. The papers will be circulated as far in advance as possible, with a coversheet explaining the changes made from the interim version.