

## **Terms of reference for the Research Committee at Roskilde University<sup>1</sup>**

---

### **Constitution**

1. Pro-rector establishes a committee called the Research Committee (hereinafter referred to as the Committee).

(2). The Committee consists of:

- 1) Pro-rector, who is chairman of the Committee.
- 2) 2 representatives of each of the departments' research committees, appointed among their scientific staff members.
- 3) 3 representatives of the Academic Council, appointed from among its members. One scientific staff member, one technical-administrative staff member and one student member shall be appointed.
- 4) 1 representative for each of the PhD committees, appointed among their PhD student members.

(3). Membership of the Committee is a four-year term for members appointed in accordance with section 1(2), items 2-4.

(4). Membership of the Committee for members appointed cf. section 1(2) items 2-4 is contingent on their membership of their appointing bodies. Members shall be responsible for informing the Committee of any cessation of their membership.

(5). An alternate shall be appointed for each member, cf. section 1 (2), except for members appointed cf. section 1(2), item 4.

### **Purpose**

2. The purpose of the Committee is to advise on research-related matters and to act as a link between the research environments and between the research environments and the university.

(2). The Committee is tasked with:

- 1) Channelling knowledge and advising on research-related matters.
- 2) Spark debate on research-related topics.
- 3) Discuss research-related matters of general and strategic importance to the university's operations and development. Examples are the university's:
  - a. Research organization.
  - b. Research prioritisation in relation to its overall strategy and the departments' research strategies.
  - c. Strategic research initiatives.

---

<sup>1</sup> This document is an English translation of *Kommissorium for Forskningsudvalget ved Roskilde Universitet*. In case of discrepancy, the Danish version takes precedence.

---

- d. PhD strategy and overall framework for the PhD programme.
- e. Research policy

### **Meetings**

**3.** The Committee conducts its affairs in meetings.

(2). The Committee holds 5 ordinary meetings annually.

(3). Meeting invitations, agendas and relevant supporting material for the meetings are sent to members with 8 days' notice if possible.

(4). If circumstances require it or if a matter at hand is particularly urgent, the Chairman may convene extraordinary meetings.

**4.** The Committee's meeting material, including agendas and minutes of decisions, shall as far as possible be made available on the university's website.

(2). The Committee informs the university's employees about the Committee's activities by participating in other relevant councils, boards, and committees.

**5.** The Committee may determine its rules of procedure.

### **Attendance and alternates**

**6.** Members appointed in accordance with section 1(2) items 2-3 are obliged to attend the Committee's meetings. Members appointed in accordance with section 1(2) item 4 have a joint obligation for two of them to attend the Committee's meetings.

(2). If a member is prevented from attending a meeting, the member shall summon their alternate, if appointed, and inform the secretariat of the Committee accordingly.

(3). In case of a member's long-term absence, the member's membership is transferred to his/her alternate, if appointed, at the discretion of the Chairman. If there is no alternate in the event of a member's long-term absence, a new member shall be appointed, cf. section 1(2), at the Chairman's discretion.

Roskilde University, April 16<sup>th</sup>, 2025

Peter Kjær, Pro-rector.