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Athlone Institute of Technology Research Governance

1. Introduction
Research governance is a process which sets the standards for research, defines mechanisms to deliver the standards and describes monitoring and assessment arrangements. All members of staff and students of the Institute are required to plan and conduct their investigations in accordance with the appropriate regulations/mechanisms of the Institute with integrity and to an appropriate ethical standard.

In regard to research the Academic Council of the Institute is responsible for the research governance. The Academic Council will delegate formulating, developing and reviewing Institute research policy and strategies, the implementation and development of operating systems, application of national research guidelines, research funding applications, student application, progression and examination to the Research Innovation and Enterprise Committee, the office of the VPAA, the Research Innovation and Enterprise Committee, and the Faculty Research Committees as appropriate as indicated in Fig 1. The Academic Council will ultimately be responsible for the approval of any updates or deviations from the approved governance/regulations that may occur, in the development of research practice at the Institute. The responsibility for the upkeep and development of this document lies with the VPAA’s office. In order to ensure this document remains relevant, members of committees will be named by their office/position. Individuals will be named on the Institute website.

Fig 1. Organisation of Research Governance Offices

Research whilst guided by the strategy of the Institute is intertwined between three major elements:

- The academic administration regulation and procedures need to ensure that the standard of research is maintained within the Institute, responsibility of the Graduate School.
- The research itself, responsibility of the Faculty and Research Institutes.
• Commercialisation and technology transfer, responsibility of the Innovation and Enterprise Office.

Please note that this Governance document is a transitional document. It sees research related support functions (inter alia research support, funding, HRS4R, events, research performance, metrics) within the remit of the Graduate School. The appointment in the future of a Vice President for Research may require a further delineation of these functions between the Graduate School and the Office of the Vice President for Research. The remit of the Innovation and Enterprise Office will be commercialisation, technology transfer, industry programmes and enterprise development.

2. Research Governance

2.1 Academic Council

The Regional Technical Colleges Act 1992 specifies that the Institute’s Academic Council is appointed by the Governing Body to assist it in the planning, co-ordinating, developing and overseeing of the educational work of the Institute and to protect, maintain and develop the academic standards of the courses and activities of the Institute. The Academic Council has the responsibility for ensuring the quality of all academic programmes, the learning environment in which those programmes are delivered and the examination and assessment of those programmes leading to final award.

Whilst the role of the Institute’s Academic Council covers a wide range of academic and non-academic decisions; its role in regard to research alone will be indicated here, and as such elements of the terms of reference will be restricted only to its role in the governance of research at the Institute. Further to this the membership and regularity of meetings are defined in the Institute’s Governance/Management Arrangement document (https://www.ait.ie/freedom-of-information/details/governance-management-arrangements) which will be referenced in the appropriate sections.

2.1.1 Academic Council Terms of Reference in regard to Research

The Academic Council acknowledges and supports the work of administrative offices, faculties, departments and individuals in regard to research. Its terms of reference in this regard are to:

• Ensure the Institute is aligned with national policy/procedures.
  o Delegate to relevant offices the task of implementing national policy.
  o Evaluate the proposed changes for the Institute due to national policy changes as presented. Approve, amend or otherwise new or amended research programmes in line with the Institute’s procedure.
  o Approve, amend or otherwise changes to the Institute’s procedures to comply with national policy changes.

• Approve research programmes proposed by Faculties.
• Approve, amend or otherwise, new or amended research programmes in line with the Institute’s procedure.
• Approve, amend or otherwise research student applications and enrolments into the Institute as presented by Graduate School Research Committee (GSRC) (Fig 2).
  o Approve, amend or otherwise standard research student applications.
  o Approve, amend or otherwise alternate methods of entry onto research programmes as indicated in academic regulations.
• Approve, amend or otherwise the progression of research students through programmes (Fig 2).
• Approve, amend or otherwise the appointment of external examiners for research programmes as per the academic regulations.
• Approve or otherwise the outcome of research examination boards.
• Approve, amend or otherwise academic appeals in regard to research in line with the Institute’s procedure.
• Approve, amend or otherwise student/staff disciplinary decisions in line with the Institute’s procedure.
• Note the decisions made by the Research Innovation and Enterprise Committee in line with the Institute’s procedure.

2.1.2 Academic Council Reporting in regard to Research
The Academic Council is the ultimate body in regards to reporting and recording of academic decisions for research. It may also have statutory requirements to report to Governing Body and/or government bodies.

2.1.3 Composition of Academic Council
The composition of Academic Council is defined by the Governing Body of the Institute, in the Institute’s Governance/Management Arrangement document (https://www.ait.ie/freedom-of-information/details/governance-management-arrangements)

2.1.4 Meetings of Academic Council
Meetings of Academic Council take place a minimum of 3 times per academic year and as needed.
2.2 Research Innovation and Enterprise Committee

The Research Innovation and Enterprise Committee (RIEC) of Academic Council has overall responsibility for the development of research, innovation, and enterprise policies and assists Academic Council in its work.

2.2.1 Terms of reference for Research Innovation and Enterprise Committee

The Research Innovation and Enterprise Committee is responsible for:

- advising Academic Council on matters related to research and innovation work in accordance with section 5(c) and section 10(c) of Regional Technical Colleges Act, 1992;
- formulating, developing and reviewing Institute research, innovation and enterprise policy and strategies;
- enabling and encouraging research within the Institute consistent with the mission of the Institute, and regional and national strategies for research, innovation and enterprise;
- further developing and reviewing guidelines and procedures in respect of internal resource allocation for research and advising on the most effective utilisation of the Institute’s research accommodation, facilities and expertise;
• determining and applying performance indicators in relation to the Institute’s research activities;
• formulating, monitoring, and further developing the Institute’s policy in relation to intellectual property rights, patents, copyrights, trademarks, technology transfer licensing, consultancy, commercialisation of research and campus companies;
• advising on legal, ethical and safety issues in relation to research projects;
• monitoring compliance with the Institute rules and regulations relating to the award of postgraduate degrees;
• liaise with other subcommittees of Academic Council and appropriate external institutions, as required;
• carrying out any or all such functions as may be assigned to the subcommittee from time to time by Academic Council and/or Governing Body.

The RIEC may establish subcommittees and working parties, some of whose members may be from outside the Committee or from outside the Institute, with the approval of Academic Council and Governing Body. The Graduate School Research Committee, the Research Ethics Committee and the Intellectual Property Committee have reporting responsibilities to the RIEC.

2.2.2 Reporting of Research innovation and Enterprise Committee
The Research Innovation and Enterprise Committee reports to Academic Council.

2.2.3 Composition of Research innovation and Enterprise Committee

- Ex Officio Membership (9)
  - Chairperson as appointed by EMT
  - Directors of the Research Institutes (3)
  - Director of Innovation and Enterprise
  - Director of Postgraduate Studies
  - Research Manager
  - Technology Transfer and Commercialisation Officer
  - Postgraduate Research Coordinator

- Elected and Appointed Membership (6)
  - 3 Deans of Faculty (or their nominated Head of Department), as nominated by the President.
  - 3 members of academic staff being active researchers (1 from each Faculty), nominated by the active research academic staff and approved by Academic Council.

- Student Membership (2)
  - 2 registered postgraduate research students elected by postgraduate research students.

- Co-opted Membership
  - Contribution from internal or external authorities/ organisations/ individuals may be sought as required. This contribution may be sought in advance of a meeting and/or may be invited to attend the meeting. Co-opted members of the Committee will not have voting rights.
2.2.4 Meetings of the RIEC
At least three meetings of RIEC take place per academic year. The Quality Office provides secretariat to the RIEC.

2.3 Office of the Vice President Academic Affairs
The Vice President of Academic Affairs (VPAA), is a permanent appointment made by the Academic Council. The Vice President leads an office responsible for the academic standards and procedures of the Institute. The essence of the role is to provide an impartial oversight to the application of the Institute’s research procedures, including the appeals/disciplinary process. To maintain the impartiality of the office, the VPAA will not be involved with the decision making research committees, (with the exception of the Institute’s examination board) but may be called upon by the Chair of the Graduate School Research Committee to adjudicate/interpret the application of academic regulations and set up appeals/disciplinary committees as per the Institute’s procedures.

2.3.1 Office of VPAA Terms of Reference in regard to Research
In terms of research within the Institute, the office of Vice President Academic Affairs is supported by the Academic Council, and acknowledges the research work carried out by the Graduate School, Faculties, Research Institutes and individuals in this regard. The terms of reference include but are not limited to:

- Ensuring the academic standard of research is upheld within the Institute.
- Ensuring national and Institute research policy is applied within Institute.
- Evaluating the research procedures.
- Ensuring that research within the Institute is carried out in an ethical mode.
- Ensuring that any proposed research is in line the Institute’s research interests, and does not bring the Institute into disrepute.
- Adjudicating on appeals/disciplinary in line with the Institute’s procedures.
- Maintaining this document.

2.3.2 Office of Vice President Academic Affairs Reporting in regard to Research
The office of the Vice President Academic Affairs will report on research matters to Academic Council in regard to the

- Decisions of the Institute’s research examination boards.
- Outcomes of academics appeals /disciplinary procedures, disputes.
- Any legal, financial, academic issues that will affect the Institute in regards to research that the office has adjudicated on.
- Decisions of the Research Ethics Committee.
- Evaluation of the Institute’s research procedures, application of national research policies.

The office will also relay decisions back to relevant committees/faculties
2.4 Graduate School
The Director of Graduate Studies leads the Graduate School. The Graduate School is responsible for the academic administration of all research students, from application to graduation.

2.4.1 Graduate School Terms of Reference
The Graduate School acknowledges the research work carried out by the Faculties, Research Institutes and individuals and is supported by the office of Vice President Academic Affairs, the Research Innovation and Enterprise Committee and Academic Council. Its terms of reference are:

- Implement national and Institute policy.
- Administrate Graduate School Research Committee (Fig 2), which includes decisions on:
  - Research student applications.
  - Enrolment types.
  - Progression/non progression of research students.
  - External examiners, research examination panels.
  - Aid in the creation of appeals panels.
- Administrate Research Ethics Committee.
- Offer staff and student training programmes.

2.4.2 Graduate School Reporting in regard to Research
The Graduate School reports to the Academic Council for approval of the decisions at the Graduate School Research Committee in regards to:

- Standard and non-standard enrolment.
- The composition of research examination panels.
- External examiners.
- Implementation of National and the Institute’s research policy.
- Aid where necessary in the creation of appeals panels.

The Graduate School will report to the Office of the VPAA in regard to:

- Appeals issues.
- Research student progression decisions.
- Exceptions to the research student progression regulations.
- Research examination Board outcomes.

The Graduate School will report to the Faculties/research supervisors the decisions of the Graduate School Research Committee, via the Associate Deans of Research.

2.4.3 Graduate School Research Committee (GSRC)
The Graduate School is responsible for calling meetings of the GSRC.
2.4.3.1 Terms of reference for GSRC

The Graduate School Research Committee will have the authority to make decisions on:

- Research Student Applications in terms of:
  - Alignment with Institute strategy.
  - Entry qualification including where necessary English language requirements.
  - Institute ability to service the research (facilities, Library etc.).
  - Student/project finance.
  - Adjudicate on disputes between Faculties in regard to cross Faculty research.

The Committee will have the authority to return research student applications to faculties based on the above criteria. They will not be able to return research student applications based on the definition of the project, or the expertise of the supervisor/supervisory panels.

- Enrolment method.

Based on the qualification of the applicant, a decision will be made as to how the student is enrolled.

- Standard: The applicant holds a suitable undergraduate award at 2.1 NQQI Level 8 or above, or non-national equivalent; or at least a second class honours level award in higher graduate programme.
- Qualifier Programme. The Applicant will complete a qualifier programme outlined by the Faculty before enrolment onto a research programme.
- Have the required amount of work experience deemed appropriate for entry to a research programme as indicated in the academic regulations.
- Holds a Professional qualification deemed suitable for entry onto a research programme as defined under the Institute’s APEL policy.

The Committee will have the authority to refuse enrolment based on the above criteria. The Committee will also be able to define changes or request amendments to qualifier programmes. The Committee will also be able to change the enrolment type e.g. professional qualification to qualifier programme.

- Research student progression/non progression
  - Note decisions of Faculty Research Committees to progress individual students for reporting to exam boards.
  - Approve the panels put forward by the Faculty Research Committee to review non-performing research students.
  - Approve panels put forward by Faculty Research Committees to review non-performing students outside normal progression points.
  - Approve, amend or otherwise the outcomes of the non-performing research student panels for reporting to exam boards.
- Approve, amend or otherwise exceptions to the above to allow research student progression, to be reported to examination boards/Academic Council.
- Approve the withdrawal of a research student from the registrar in line with academic regulations.

The Graduate School Research Committee has the authority to approve, amend or reject the decisions of the faculties based on the above criteria, before reporting their decisions to Academic Council/examination boards. If amendments are made they must be relayed to the faculty via the Associate Dean of Research.

- External examiners, research examination panels.

The Graduate School Research Committee will have the authority to approve, amend or reject the external examiners and examination panels put forward by the faculties, prior to submission for approval by Academic Council.

- In line with the Institute’s research appeals policy, the Graduate School Research Committee may be asked to aide in the creation of appeals panels.
- Implementation of National/Institute research policies.

The Graduate School Research Committee will make decisions on the most appropriate way of implementing research policy.

2.4.3.2 Reporting by GSRC

Decisions made by the Graduate School Research Committee are presented to:

- Research Innovation and Enterprise Committee
  - Graduate School Research Committee update.
- Academic Council:
  - Make up of Examination panels for approval.
  - Appeal panels when asked to aid in their formation.
- Examination Boards
  - Research student progression decisions.
  - Examination outcomes.
- Office of Vice President Academic Affairs
  - Application decisions.
  - Appeals of decisions by Graduate School Research Committee.
  - General research appeals panels when asked to aid in their formation.
- Faculties
  - Decisions of the Graduate School Research Committee that do not require approval of Academic Council.
2.4.3.3 Composition of GSRC
The decisions of the Graduate School Research Committee cover all faculties within the Institute, as such representation on the Committee whilst being wide should allow for objective decisions to be made. Hence the Committee will include:

- Director of Graduate Studies (ex officio) chair.
- ADR of each Faculty (Ex Officio).
- Recording secretary.
- Librarian or nominee.
- Research Ethics committee chair or nominee.
- Finance office representative.
- Research student Representative (not admitted for examination decisions and appeals).
- Representative of the registry.

Experts may be seconded to a single Committee sitting with unanimous agreement of the Committee.

2.4.3.4 Meetings of GSRC
- The Graduate School Research Committee will meet a minimum of twice per semester, or as needed.
- Exceptional meetings may be called at the request of the Director of Graduate Studies.
- Minutes of previous meetings will be circulated to Committee members two weeks in advance of the meeting.
- Action items will be dealt with at each meeting
- Minutes of meetings will be taken and approved by members at the following meeting.
- Meetings will be coordinated to align with examination boards and Academic council.
- The quorum for the meeting is a minimum 50% of the panel which must include the chair, recording secretary and at least 2 ADR.

2.4.3.5 Appeals of Decisions made by the Graduate School Research Committee
Appeals in regard to the decisions made by the Graduate School Research Committee can only be made on whether the Committee has exceeded its authority as defined in the terms of reference above or Committee composition. Appeals should be made initially to the Director of Graduate Studies within 10 working days of receipt of the decision. The Director will pass the request to the Vice President Academic Affairs who may make further enquiries, before making a final decision within 10 working days of receipt of the appeal.

2.5 Research Ethics Committee
The Research Ethics Committee reports to the Research Innovation and Enterprise Committee of Academic Council and assists in the realisation of its responsibilities for ethics on postgraduate research carried out across all Faculties and Research Institutes within AIT. This excludes both undergraduate and taught postgraduate programmes.
2.5.1 **Research Ethics Committee Terms of Reference**

The Research Ethics Committee has the following responsibilities:

- Processing of postgraduate research applications for ethical approval (non-taught postgraduate programmes).
- Determining possible ethical issues in same proposed research proposals within the Institute.
- Providing comprehensive and independent review of the ethics of proposed research studies.
- Providing AIT researchers with the resources for understanding and addressing ethically significant problems which might arise in their research study and to be identified by their research supervisors in their research application.
- Providing a timely response to applications for ethical review and taking care not to hinder research without good cause.
- All communication with the Research Ethics Committee goes through the Chair of the Research Ethics Committee.

2.5.2 **Reporting of Research Ethics Committee**

The Research Ethics Committee reports to the Research Innovation and Enterprise Committee of Academic Council.

2.5.3 **Composition of Research Ethics Committee**

The Committee consists of the following members:

- a chairperson and vice-chairperson;
- member(s) with knowledge of and experience in the areas of research, within AIT;
- member(s) with knowledge of and current experience in the professional care, counselling or treatment of people. (e.g. nurse, medical practitioner, clinical psychologist, as appropriate);
- member(s) with training in ethics (e.g. ethicist, philosopher, theologian);
- member(s) with a qualification in law;
- member(s) with training in research methodologies / statistics;
- lay member(s) to constitute one third of total membership;
- committee secretary.

2.5.4 **Meetings of Research Ethics Committee**

- Frequency: Minimum one per term or as required.
- Notice: Notice of all meetings shall be circulated to each member of the Committee, with the agenda and background information, at least five working days before the date of the meeting.
- Quorum: Standard quorum requirements (40% + 1). If a quorum is not present or if during the meeting the numbers present fall below the quorum the Chairperson shall adjourn the meeting. The business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairperson shall appoint.
• Invitation: Non-members or external authorities/organisations/individuals may be invited by the Chairperson to attend individual meetings but will not have voting rights.
• Duration: All meetings shall be of minimum 1 hour duration and maximum 3 hours. Any business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairperson shall appoint.

2.6 Faculties
The faculties and individual supervisors hold the expertise to carry out the research. As such the faculty will make the decision on the suitability of a student to carry out the research, their progression through the research programme and whether the facilities to carry out the research are available. The Faculty will in line with Institute regulations appoint supervisor(s) and supervisory panels, propose examination panels, accommodate viva voce examinations and administer research review panels. All Research students will be aligned to a faculty, for the purpose of application, progression and examination. In order to complete this process, research student applications, and their progression through the research programme will be vetted by the Faculty Research Committee. The outcome of the decisions made on academic research ability will be reported to the Graduate School Research Committee who will review the decisions based on academic regulation, as indicated in Section 2.3. The Faculty will have the responsibility to:

• Apply national and Institute policy
• Adminstrate Faculty Research Committee (Fig 3), which includes decisions on:
  o Research student applications
  o Enrolment types
  o Research student progression/non progression
  o External examiners, research examination panels.
• Form Research review panels for student transfer and non-performing students as per the postgraduate research regulations.

2.6.1 Faculty Research Committee (FRC)
Each Faculty has the responsibility to create a Faculty Research Committee (FRC).

2.6.1.1 Terms of reference for FRC
The Faculty Research Committee will make decisions in regard to:

• How to apply national / Institute research policy.
• Research student applications
  o The suitability of the applicant to carry out the proposed research (which may include qualification, and English language requirements).
  o The expertise of the primary supervisor/supervisory panel to complete the research.
  o The ability of the Faculty to support the research in the form of facilities, finance and support personnel.
  o The alignment of the research with the Institute strategy.
  o Feedback from the Research Ethics Committee.
• Enrolment Type
  o The way in which the student should be enrolled (standard, qualifier programme other).
  o Define the qualifier programme or other enrolment requirements.

• Research student progression
  o Research students should be reviewed at least once a year in line with postgraduate research regulations.
  o All outcomes (positive, negative, or proposals outside academic regulations) of the review must be presented to the GSRC.
  o The review should be informed by the individual study plan of the candidate and include information regarding ECTS awarded for the review period.
  o Each Faculty will define the optimum format of the review.
  o Each Faculty will inform research students of progression formats immediately after enrolment.
  o Faculties wishing for a research student to progress, that fall outside academic regulations must make a formal submission to GSRC indicating the reasons for the default.
  o Faculties that consider a student not to be performing will propose a Research Review panel to GSRC for approval in line with academic regulations. The outcome of the review will initially be reported to FRC prior to reporting to GSRC in line with academic regulation.
  o An extraordinary meeting of FRC may be called on the request of the Dean of Faculty, to review progression outside normal time frames, to constitute a review panel, in line with academic regulations. The outcome of the review will initially be reported to FRC prior to reporting to GSRC in line with academic regulation.

• External examiners/ research examination panels.
  o External examiners/research examination panels proposed by the faculty will initially be vetted by FRC for their suitability based on qualification, expertise and qualification, prior to being presented to GSRC for final approval by Academic Council. (Academic Council may approve examiners retrospectively).

2.6.1.2 Reporting by FRC
• All decisions of the Faculty Research Committee will be reported to the Graduate School Research Committee.
• Outcomes of decisions that affect research students/supervisors should be relayed to them as soon as possible after approval by the relevant Committee / Academic Council.

2.6.1.3 Composition of FRC
The Faculty Research Committee will make decisions on the direction of research within the faculty and Institute, thus where possible the committee should contain senior members of faculty and/or research active staff.
• Dean of Faculty (Chair)
• ADR (Vice Chair)
• Recording secretary
• Heads of Research Institutes aligned with faculty
• Active research staff member nominated by Dean for a one academic year period.

Experts may be seconded to a single Committee sitting with unanimous agreement of the Committee.

2.6.1.4 Meetings of FRC
• The Faculty Research Committee will meet twice per semester, or as needed.
• Exceptional meetings may be called at the request of the Dean of Faculty.
• Minutes of previous meetings will be circulated to committee members two weeks in advance of the meeting.
• Action items will be dealt with at each meeting.
• Minutes of meetings will be taken and approved by members at the following meeting.
• Meetings will be coordinated in advance of Graduate School Research Committee meetings.
• The quorum for the meeting is a minimum 50% of the panel which must include the Chair, ADR and recording secretary.

2.6.1.5 Cross Faculty Research
• Where research crosses Faculty boundaries, each Faculty Research Committee must approve the Research student application.
• Disputes between faculties in regard to cross faculty research will be reviewed by GSRC.

2.6.1.6 Appeals of Decisions made by the Faculty Research Committee
Appeals in regard to the decisions made by the Faculty Research Committee can only be made on whether the Committee has exceeded its authority as defined in the terms of reference above or Committee composition. Appeals should be made initially to the Dean of Faculty within 10 working days of receipt of the decision. The Dean will pass the request to the Director of Graduate Studies who may make further enquiries, before making a final decision within 10 working days of receipt of the appeal. If the issue cannot be resolved it will move to the office of Vice President Academic Affairs.
3. Innovation and Enterprise Office

The Innovation and Enterprise Office is led by the Director of Innovation and Enterprise who is appointed on a permanent basis. It has the responsibility for:

- Technology transfer and enterprise development activities
- Knowledge transfer and commercialisation of AIT innovations.

3.1 Innovation and Enterprise Office Terms of Reference

The Innovation and Enterprise Office acknowledges the research work carried out by the Faculties, Research Institutes and individuals and the support of Academic Council. Its terms of reference are:

- Implement national and Institute Intellectual Property policy.
- Administer the Institute’s Intellectual Property Committee.
- Optimize impact and return and technology transfer of the Institute’s research.
- Partner in a Technology Transfer Consortium led by Maynooth University under Enterprise Ireland’s Technology Transfer Strengthening Initiative.
- Promote the skills required to commercialise the outcomes of research.
- Coordinate Enterprise Ireland Innovation Voucher projects.
- Delivery of incubation, business development supports and access to the resources and expertise of the Institute to knowledge-based start-ups by the Midlands Innovation and Research Centre, including the Enterprise Ireland New Frontiers entrepreneur development programme and ESA Space Solutions Centre Ireland.

3.1.1 Reporting by Innovation and Enterprise Office

The office reports to:

- Research Innovation and Enterprise Committee (RIEC) of Academic Council:
  - Innovation and Enterprise update.
  - IP Committee update.

3.2 Intellectual Property Committee

The IP Committee assists in the realisation of the RIEC’s responsibilities for IP Policy and technology transfer.

3.2.1 Terms of reference for Intellectual Property Committee

The IP Committee is responsible for and decides on or approves the following:

- processing of IP applications submitted using an Invention Disclosure Form;
- assessing the commercial viability of IP and/or inventions and approving support to further develop/commercialise the IP;
- facilitating a fair and equitable return to those involved in commercialisation of their research/work;
- nominating negotiators (if required) with third parties and ensuring a reasonable financial return to the personnel involved (where appropriate) and to AIT; and
• approving the licensing or (on consultation with and/or with the approval of AIT’s Governing Body, where required, or its permitted nominee) assignment of Intellectual Property in whatsoever form and for approving decisions related to the prosecution or defence of patents and other forms of Intellectual Property.

3.2.2 Reporting of Intellectual Property Committee
The IP Committee reports to the Research Innovation and Enterprise Committee (RIEC) of Academic Council, subject to compliance with non-disclosure and other legal agreements.

3.2.3 Composition of Intellectual Property Committee
The IP Committee consists of the following members:

• Ex-Officio:
  o A Dean of Faculty/ A Director of Research Institute;
  o Vice President of Finance and Corporate Affairs (or nominee);
  o Vice President for Research (or nominee);
  o Director of Innovation and Enterprise;
  o Technology Transfer and Commercialisation Officer; and/or
  • Such other members as AIT may nominate and appoint from time to time.

3.2.4 Meetings of Intellectual Property Committee
• Frequency: Minimum one per term.
• Notice: Notice of all meetings shall be circulated to each member of the Committee, with the agenda and background information, at least five working days before the date of the meeting.
• Quorum: 3 - Standard quorum requirements (40% + 1). If a quorum is not present or if during the meeting the numbers present fall below the quorum the Chairperson shall adjourn the meeting. The business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairperson shall appoint.
• Invitation: Non-members or external authorities/organisations/individuals may be invited by the Chairperson to attend individual meetings but will not have voting rights.
• Duration: All meetings shall be of (maximum) 1 hour duration. Any business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairperson shall appoint.

4. Research Institutes.

AIT has three strategic research Institutes in Materials research (MRI), Bioscience research (BRI) and Software research (SRI), along with two Enterprise Ireland funded Technology Gateways – Applied Polymer Technologies (APT) and Connected Media Application Design and Delivery (COMAND) - driving market-informed research in collaboration with industry and academic partners.

Research within the individual research institutes is bound by the regulations and ethics requirements of Athlone Institute of Technology.
Appendix

Useful links

Institute website: www.ait.ie

Standards, Assessments and Awards: www.ait.ie/life-at-ait/registry/student-policies

Student Policies www.ait.ie/life-at-ait/registry/student-policies

Institute’s Examination, Regulations and Procedures document: https://www.ait.ie/life-at-.../examinations/exam-procedures-regulations


Institute’s accreditation of prior learning policy. www.ait.ie/faculties/department-of...learning/prior-learning

