



Research Excellence Framework 2014

SOAS Code of Practice

November 2012

Research Excellence Framework 2014

Code of Practice on the Selection of Staff

Purpose and Aim

1. This Code of Practice is intended to meet, with respect to SOAS, the requirement of the funding bodies and REF for an internal Code of Practice, as specified in REF 02.2011 July 2011 *Assessment Framework and Guidance on Submissions*, §§ 39-43 and Part 4, §§187-232.

2. SOAS aims to submit to the REF 2014 all eligible staff who are conducting excellent research, including those whose ability to produce four outputs or work productively throughout the assessment period has been constrained for reasons covered by equality legislation. The selection of staff will be consistent with the research quality criteria laid down for each Unit of Assessment (UoA) and the provisions made with respect to individual staff circumstances.

3. The Code is conceived as a guide to the way in which decisions are to be made within the School. It is intended to provide a clear, consistent and appropriate basis for preparing submissions to the REF and the selection of staff for inclusion. It describes how the requirements of equality legislation will be met with respect to age, disability, gender reassignment, marriage and civil partnership, political opinion, pregnancy and maternity, race, religion and belief including non-belief, sex (including breastfeeding, additional paternity leave and adoption leave), sexual orientation, Welsh language, and part-time working and fixed-term employment (see REF 02.2011 'Part 4: Codes of Practice on the Selection of Staff'). In all aspects of this policy and its implementation, express consideration will be given to equality and diversity issues in order to promote equality, comply with legislation and avoid discrimination whilst maintaining the excellent quality of submissions.

4. SOAS commits itself to conducting equality impact assessments on its policies and processes for selecting staff for the REF.

5. The REF process is subject to the requirements of the various laws concerning data confidentiality and handling. The School's Retention Schedule regarding the REF has been updated in May 2012. One copy of the submissions will be retained permanently in the archives. Data related to complex special circumstances will be retained for one year after submission. All other records will be retained for 5 years after submission.

6. The Code has been approved by the Executive Board of the School and reported to the Research & Enterprise Committee. Staff were invited to comment on this Code.

The Process of Selection and Submission

Procedure for identifying eligible staff

7. The collection of all data required by the REF is coordinated by the Research Policy Officer who liaises with all members of the REF Administrative Committee. It is the responsibility of the REF Administrative Group to ensure that information concerning individual members of staff and their publications are suitably collected, collated and entered on the School's REF database. The REF Administrative Group is to report directly to the REF Director.

The Research Policy Officer will request every September from the School's Human Resources department the list of all staff on a 'research' or a 'research and teaching' contract of at least 0.2 FTE.

8. On the basis of the list of staff provided by the Human Resources department, each member of eligible academic staff is requested:
- i. to submit details of at least four items of research for submission to the REF;
 - ii. to indicate to the School's Diversity Advisor, Deborah Viney, on the form provided whether there are any 'individual staff circumstances' which have prevented him / her from publishing four suitable pieces of work for submission. See below, §10 Individual Staff Circumstances. This information will be kept confidential – the members of internal UoA panels will only be told when special circumstances apply and the reduction in outputs which has been agreed;
 - iii. it is the responsibility of individual members of staff to provide a copy of their outputs when requested by the Research Policy Officer, either for external or internal assessment, or for the REF itself.

See Annex A for the current membership of the REF Administrative Committee.

Procedure for selecting staff

9. Firstly, internal and external assessments of the quality of outputs will be carried out between April 2010 and May 2013. The Internal UoA Panels, taking into account: 1) these internal and external assessments of staff publications, 2) the required number of publications according to individual circumstances, 3) other factors such as the overall balance or the subject profile of a submission, will make recommendations to the SOAS REF Panel in late May 2013 regarding the inclusion of staff into submissions. Subsequently, the SOAS REF Panel, which is a sub-group of the Research & Enterprise Committee, will receive and review those recommendations regarding the inclusion of staff into submissions with a view to taking a final decision in June 2013.

The Executive Board and the Research & Enterprise Committee will regularly receive reports on progress.

See Annex A for the current membership of the above-mentioned panels along with the REF Administrative Group.

Internal UoA Panels

10. Under the chairmanship of the REF Director or the relevant Dean, Internal Unit of Assessment (UoA) Panels have been formed for each of the Units of Assessment to which the School will be submitting in the REF 2014. Although the School will be making ten submissions, there are twelve Internal UoA Panels because a multiple submission will be requested in one case and, in the other case, two panels were created for convenience in an especially large submission.

Membership

11. Each of these Internal UoA Panels consists of at least five individuals:
- the REF Director;
 - the Dean;
 - the Associate Dean for Research of the relevant Faculty;
 - the Head of Department (or Heads of Departments where the UoA covers more than one SOAS department);
 - at least one academic with experience of a related REF or RAE panel. In the absence of such academic, the presence of a senior, research-experienced academic will be sought.

The composition of the panels will be reviewed annually in September and additional members may be recruited in order to improve the representation of women and minority groups. All chairs will have to attend REF-related training in Equality and Diversity.

See Annex A for the current membership of the Internal UoA Panels.

Roles

12. The responsibilities of the Internal UoA Panels are to:

- i. undertake an internal assessment of individual submissions; publications are to be allocated for grading to Internal UoA Panels members or other senior or experienced staff in research assessment.
- ii. seek external advice on the assessment of submissions; external advisors will be briefed about the SOAS Code of Practice and will be given guidance about the starred levels and the appropriate degree of comment on individual submissions.
- iii. assess to which UoA individuals would best be submitted, and which individuals ought to be cross-referred to other sub-panels; and to refer individual cases if necessary for consideration by other Internal UoA Panels.
- iv. exceptionally consider any academics from outside SOAS who might be given contractual status at SOAS in recognition of their role in the research culture of the UoA.
- v. take account of all relevant issues relating to equality and diversity.
- vi. make an assessment of the individual submissions for each UoA on the basis of the above-mentioned internal and external assessments.
- vii. provide feedback (via the Head of Department) as and when appropriate to each member of staff eligible for submission to the REF.
- viii. make recommendations to the SOAS REF Panel regarding the inclusion of staff into submissions
- ix. oversee and assist with the drafting of the 'impact' and 'environment' sections of the submission to their UoA.

The SOAS REF Panel

Membership

13. The SOAS REF Panel is a sub-group of the Research & Enterprise Committee (REC). The SOAS REF Panel will meet for the purposes of the REF with an enlarged membership to include the Diversity Advisor and a senior, research assessment-experienced member of staff per faculty. The composition of the panels will be reviewed annually in September and additional members may be recruited in order to improve the representation of women and minority groups. All panel members will have to attend REF-related training in Equality and Diversity.

See Annex A for the current membership of the SOAS REF Panel.

Roles

14. The SOAS REF Panel has the following responsibilities:

- i. The Internal UoA Panels are to report and make recommendations on the inclusion of staff through the REF Director to the SOAS REF Panel. On the basis of these reports and recommendations, the SOAS REF Panel will decide which members of staff are to be submitted to the REF, to which UoAs, and where a suitable 'cut-off point' might be made in the best interests of the School.
- ii. The SOAS REF Panel will report on inclusions and exclusions to the Executive Board and to the REC.
- iii. The SOAS REF Panel will refer to the Dean for feedback any staff who are, in June 2013, definitely not to be submitted.
- iv. The SOAS REF Panel will ratify the Internal UoA Panels' templates with respect to the 'impact' and 'environment' sections of each UoA submission.
- v. On the basis of both research output, merit and the likely financial implications for the School, the SOAS REF Panel will make recommendations to the relevant Dean and hence to Executive Board concerning the retention or, exceptionally, the addition of members of staff contributing to the research culture of the UoA who would not otherwise be employed by SOAS at the time of the REF deadline.

- vi. Executive Board will consider and decide upon any such recommendations in the light of the then prevailing School Faculty plans.

Appeals

15. The reasons behind the final decision not to include a staff member's outputs will be made available in writing to the individual concerned in June 2013. Prior to June 2013, regular feedback will be given to staff from a member of the relevant internal REF panel. If a staff member is concerned that the assessment process has been carried out unfairly, second opinions may be sought prior to June 2013. Any decision to not include, communicated in June 2013, should not come as a surprise to the individual concerned.

Reasons for rejection may concern the quantity (insufficient number of suitable outputs) or the quality (in terms of starred levels of grading), or may relate to the overall balance of the submission or the subject profile of the submission itself. As mentioned above, the SOAS REF Panel will refer to the Deans for feedback any staff who are not to be submitted.

16. Following that final feedback, should any academic member of staff wish to appeal against their non-submission to the REF, he/she has the right to appeal to the School's Pro-Director (L&T), who will not have been involved in the earlier process. The Pro-Director (L&T) will request the appropriate appeals panel, Social Sciences or Arts & Humanities, to consider the case afresh. If a member of the appeals panel concerned with a particular appeal has been involved in any way in the initial decision of non-submission, he/she will be temporarily excluded from the appeals panel. The appeals panel will make their decision known to the Pro-Director who will then inform the appellant within a month of appealing. Following an appeal, any change in submission will be reported to the SOAS REF Panel and the REC at the next opportunity.

See Annex A for the current membership of the REF Appeals Panels.

17. Any such appeal will ordinarily need to be completed and submitted no later than 14 July 2013. If any panel decision occurs too late for this deadline, an appeal must be submitted within seven working days of receipt of the decision by the staff member of the feedback from the Dean. This applies to any new member of staff who will join SOAS after July 2013.

Individual Staff Circumstances

18. As a measure to support equality and diversity, the School will consider a defined number of individual circumstances that may have significantly

constrained the academic's ability to produce four outputs or to work productively throughout the assessment period. The quality of publications of staff with such circumstances will be assessed in the same manner than those of staff without special circumstances.

Eligible Individual Staff Circumstances

19. The following list enumerates individual staff circumstances which may have prevented the publication of four suitable pieces of work for REF submission:

- Qualifying as an Early Career Researcher
- Part-time working
- Maternity, paternity or adoption leave. Note that maternity leave may involve related constraints on an individual's ability to conduct research in addition to the defined period of maternity leave itself. Constraints related to pregnancy or maternity will indeed be considered in addition to a clearly defined period of maternity leave. These may include but are not limited to: medical issues associated with pregnancy or maternity; health and safety restrictions in field work during pregnancy or breastfeeding; constraints on the ability to travel to undertake fieldwork due to pregnancy or breastfeeding.
- Secondments or career breaks outside of the higher education sector, and in which the individual did not undertake academic research
- Disability
- Ill health or injury
- Mental health conditions
- Childcare or other caring responsibilities
- Gender reassignment
- Other circumstances relating to the protected characteristics described in the Equality Act 2010. Cf. 'Assessment Framework and Guidance on Submissions', §§ 187-201.

Procedures related to individual staff circumstances

20. The School has put in place procedures to enable staff to disclose their circumstances in an appropriate and confidential manner.

- i. All staff eligible for selection will be asked to complete a form about their individual circumstances, if any. Calls will be issued in September 2011, September 2012, June 2013 and September 2013. In order to ensure the appropriate level of confidentiality, this process will be managed centrally. Consequently, all such forms should be returned to the School's Diversity Advisor, Deborah Viney, College Buildings, Room 108.
- ii. Once the School's Diversity Advisor has collected the forms reporting individual staff circumstances:
 - She will, in collaboration with the Research Policy Officer, determine the number of outputs to be submitted for those circumstances that are clearly defined ('simple'). This will be done following the criteria and working methods of each panel. The list of staff and respective reduction in outputs will be submitted for approval to the REF Special Circumstances Working Group.
 - Circumstances that are deemed 'complex', or circumstances that combine clearly defined and 'complex' circumstances, will be directly referred to the REF Special Circumstances Working Group consisting of the REF Director, a representative of HR, the School's Diversity Advisor, the SOAS UCU Equality & Diversity Officer and the Research Policy Officer, who will make a judgement on the appropriate reduction in the number of outputs submitted, in light of worked examples provided by the Equality Challenge Unit.

See Annex A for the current membership of the REF Special Circumstances Working Group.

21. The Research Policy Officer will report only the respective reductions in outputs to all Internal UoA Panels who will consider individual submissions accordingly. No details of the cases will ever be submitted to the Internal UoA Panels or the SOAS REF Panel. All data related to these cases will be destroyed one year after submission to the REF in November 2013.

22. The School is committed to supporting its fixed-term and part-time staff, including contract research staff, in relation to equality and diversity in the same manner as its full-time staff. All research and research & teaching staff with a valid contract on the census date will be considered for eligibility, whether or not their contract is permanent or fractional. Those with fractional

contracts will be automatically considered for a potential reduction in output according to the rules of part-time working described in the *Panel Criteria and Working Methods*, page 11.

Training

23. The School's Equality and Diversity Officer, Ms Deborah Viney, will provide training on equality and diversity. That training will be tailored to the REF processes according to the ECU guidance provided in its *Handbook for Trainers*, and will include examples of worked case studies that are used to decide on the reduction in outputs of a staff with special circumstances. The following individuals will be required to undertake the training:

- Those who will handle appeals, i.e. the School's Pro-Director (L&T) or her delegate
- The members of the SOAS REF panel
- The chairs of the Internal UoA Panels; other members will be encouraged to undertake the training
- The members of the REF Special Circumstances Working Group

See Annex A for the current membership.

Training sessions will be offered in May and September 2012, January and April 2013.

Equality Impact Assessments

24. The School will conduct equality impact assessments (EIA) on its policies and procedures for selecting staff for the REF. This will include a comparative, quantitative report on the diversity characteristics of 1) all eligible staff; 2) of those submitted and not submitted for the REF; 3) of those submitted with less than four outputs.

25. Our Diversity Advisor will request a list of all staff on 'research' or 'research and teaching' contracts of at least 0.2 FTE from the Human Resources Department. She will then proceed to an analysis of data on staff who are eligible for selection in respect of all the protected characteristics for which data is available. Such analysis will be conducted at the level of UoAs as well as at the level of the institution. On that occasion, the School's Diversity Advisor will endeavour to determine whether the School's staff selection policy for the REF may have a differential impact on particular groups. In order to do this, she will consult with various staff groups. The Diversity Advisor will report her findings to the SOAS REF Panel who will meet to review the EIAs and take measures to prevent discrimination.

Since the inclusion of staff is very unlikely to be known before June 2013, the first EIA will be completed in July 2013. A second one will be conducted in the autumn of 2013 when preparing the final submission. However, the School has conducted the initial stages of an EIA on selection policy by carrying out a preliminary analysis of its eligible staff with regards to age, gender, ethnic group and disability; See Annex B. This will form the baseline on which additional EIAs will be carried out once all eligible staff will have been definitely selected (June 2013).

26. By involving staff with various protected characteristics in informing the equality impact assessments, the School is committing itself to best practice in the area of diversity and equality (see HEFCE REF 02.2011). All Equality Impact Assessments will be made public after the REF 2014 submissions have been made.

Dissemination of the present Code of Practice

27. The SOAS Code of Practice aims at making its REF preparations and submissions fair. Transparency will be achieved through the following programme of dissemination:

- the Code of Practice is being made public in an easily accessible format (Font Size 12)
- hardcopies were distributed to all academic staff in the last week of October 2011
- electronic copies were sent to all academic staff via e-mail in October 2011
- it was drawn to the attention of staff absent from work by a hard copy in their pigeon hole
- it was made available in December 2011 on SOAS Research web pages and was updated in July 2012
- it was publicised in the December 2011 issue of SOAS E-News sent electronically to all staff
- it was officially launched at an internal REF Q&A event on the 18th and 20th of October 2011; to be repeated on 30 October 2012
- it has been discussed at the School's Equality & Diversity Committee on 25th October 2011

After distribution, the Research Policy Officer will go to departmental meetings to lead Q&A sessions specifically on the Code of Practice.

Annex A

REF-related Panel Membership 2011-2012

All staff listed below have been selected on the basis of the position they hold in the School (Pro-Director, Deans, Assistant Deans for Research, Heads of Department, department-designated REF representative) or their extensive experience of research assessment/management (senior members). Given the relatively small size of the School, the majority of its research-experienced staff will be involved with the REF preparations at one stage or another.

The REF authorities require the naming of individuals occupying posts involved in the activity of REF preparations. Names given in this version of the Code of Practice are correct as of July 2012. With changes of role and movement of staff any revisions will be incorporated every September into a new version.

1. SOAS REF Panel

Role: The SOAS REF Panel is a sub-group of the Research and Enterprise Committee. This group will consider the recommendations of the Internal UoA Panels and take decisions on inclusion and exclusion of staff from submission, will review particularly difficult cases of inclusion, will take into account strategic issues, and will consider the components of each UoA submission. See §14 for a detailed list of its roles.

Membership:

Chair: Pro-Director (Research & Enterprise) and REF Director: Professor Graham Furniss

Ex-officio Members: Faculty Deans: Professors Gurharpal Singh, Matthew Craven and Anne Pauwels

Associate Deans for Research of each Faculty: Drs Rachel Harrison, Deborah Johnston and Andrea Janku

One RAE/REF-experienced staff per Faculty: Professors Richard Fardon, Charles Tripp and Andrew Gerstle.

In attendance:

REO Director, Tony Doherty

Research Policy Officer, Alexandra Leduc-Pagel

Diversity Advisor: Deborah Viney

2. UoA Internal Panels

Role: Although the School will be making ten submissions, there are twelve Internal UoA Panels because a multiple submission will be requested in one case and, in the other case, two panels were created for convenience in an

especially large submission. These are chaired by the relevant Dean. These Internal UoA Panels meet once a term initially. Meetings will become more frequent as the REF deadline draws nearer. See §12 for a detailed list of its roles.

Membership: Each UoA internal panel is chaired by the relevant Dean and includes the REF Director, Associate Dean, Head of Department and RAE-experienced staff where available. In attendance are also the Research Manager, the Research Policy Officer, the relevant funding officer.

The variable elements of membership are as follows (the initial number refers to the HEFCE sub-panel numbering system):

19- Business and Management Studies

M. Craven (Dean), D. Johnston (ADR), Christine Oughton (HoD), Laurence Harris, Laurence Smith (senior members)

20- Law

M. Craven, D. Johnston, Paul Koehler (HoD), Diamond Ashiagbor and Amanda Perry-Kessaris (senior members)

21- Politics and International Studies

M. Craven, D. Johnston, Fiona Adamson (HoD), Charles Tripp (senior member)

24- Anthropology and Development Studies

A request for multiple submissions to this UoA has been accepted and it is therefore operating through two distinct panels:

a) Anthropology: G. Singh, Andrea Janku (ADR), David Mosse (HoD), R. Fardon (REF representative); Harry West, Caroline Osella (senior members)

b) Development Studies: M. Craven (Deans); D. Johnston (ADR), Chris Cramer, Chris Bramall (HoDs); Colin Poulton, Ben Fine, Jens Lerche (REF representatives)

27- Area Studies

This large submission will be prepared by two distinct internal sub-panels which will be reunited in the spring of 2013:

a) Asian Studies: Andrew Gerstle (Chair), Rachel Harrison (ADR), Andrew Lo and Dana Healy (HoDs), Michael Hutt and Michel Hockx (senior members)

b) Middle Eastern and African Studies: Graham Furniss (chair), R. Harrison, Wen-chin Ouyang and Martin Orwin (HoDs)

28- Modern Languages and Linguistics

A. Pauwels (Dean), R. Harrison, Irina Nikolaeva (HoD), Peter Austin (REF representative), Phil Jaggar (senior member)

30- History

G. Singh (Dean), A. Janku (ADR), John Parker (HoD), Richard Reid (senior member)

33- Theology and Religious Studies

G. Singh (Dean), A. Janku (ADR), C. Zene (HoD), Lucia Dolce (REF delegate), Ulrich Pagel, Catherine Hezser (senior members)

34- Art and Design: History, Practice and Theory

G Singh (Dean), A. Janku (ADR), Timon Screech (HoD), Anna Contadini (senior member)

35- Music, Drama, Dance and Performing Arts

G. Singh, A. Janku (ADR), Richard Widdess (HoD), Owen Wright (REF delegate)

3. REF Special Circumstances Working Group

Role: This group will approve the recommended reduction in outputs of staff with simple special circumstances. It will also decide on the appropriate reduction in outputs of staff with complex special circumstances. All decisions regarding reduction in outputs will be communicated by the Research Policy Officer to the Internal UoA Panels.

Membership:

Chair and REF Director: Prof. Graham Furniss

Representative of HR: Seema Sanyal

Diversity Advisor: Deborah Viney

SOAS UCU Equality & Diversity Officer: Prof. Nadjie Al-Ali

Research Policy Officer: Alexandra Leduc-Pagel

4. REF Appeals Panels

Role: There are two panels considering appeals: one for the Social Sciences and one for the Arts & Humanities. These panels will examine the case of the members of staff who have lodge an appeal against their exclusion from the REF submission. They will make their decision known to the School's Pro-Director (L&T) who will then inform the appellant.

Membership:

Note: The appeals panels are composed of heads of department. At the time of considering an appeal, the appellant's specific head of department will however be temporarily excluded from the panel, having been involved in the initial decision that led to an exclusion and its subsequent appeal.

1) Social Sciences: Prof. Christine Oughton, Dr Paul Koehler, Dr Fiona Adamson, Prof. Chris Cramer, Prof. Chris Bramall and Prof. David Mosse.

2) Arts & Humanities: Prof. Richard Widdess, Prof. Timon Screech, Dr Cosimo Zene, Dr John Parker, Prof. Irina Nikolaeva, Dr Wen-chin Ouyang, Dr Martin Orwin, Dr Dana Healy, Dr Andrew Lo.

5. REF Administrative Group

Role: An administrative group for the REF has been established to manage the data requirements that we will need to provide. The Research Information Officer will liaise with all administrative staff whose data will be required for each submission. This group, chaired by the Research Policy Officer, will meet once a term initially, but meetings will become more frequent as the deadline draws nearer.

Membership:

Research Policy Officer and chair: Alexandra Leduc-Pagel
Research and Enterprise Office Finance Manager: Anne Perkins
Senior Financial Accountant: Richard Lucas
Fees & Scholarships Manager: Philippa Smith
Head of Planning: Alison Hartrey
Human Resources Project Co-ordinator: Simon Gwynne
Library E-repository Support Officer: Huei-Lan Liu
Diversity Advisor: Deborah Viney

Annex B

Diversity and Equality Data on Staff Eligible to REF 2014

Census Date: 27 July 2012

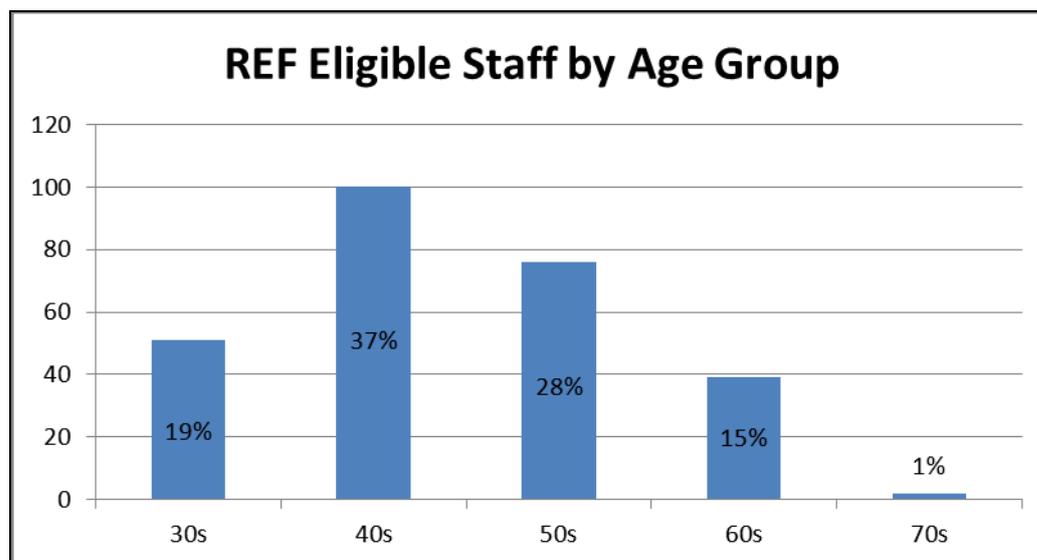
The graphs below outline the distribution, in terms of diversity and equality, of the 268 members of staff eligible to the REF 2014 as of 27 July 2012. It shows what proportion of current SOAS REF eligible staff:

- 1) are of what age group;
- 2) have any impairment (disability);
- 3) are from which ethnic groups;
- 4) are of which genders.

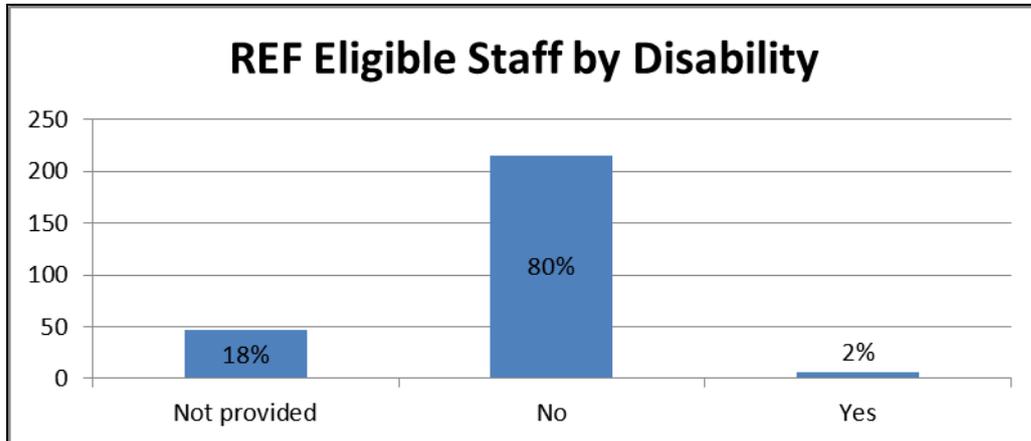
Only category A staff are considered. They are defined by the *Assessment Framework and Guidance on Submissions*, p. 17, as follows: "Category A staff are defined as academic staff with a contract of employment of 0.2 FTE or greater and on the payroll of the submitting HEI on the census date (31 October 2013), and whose primary employment function is to undertake either 'research only' or 'teaching and research'".

The procedure for identifying eligible staff is explained above, §7.

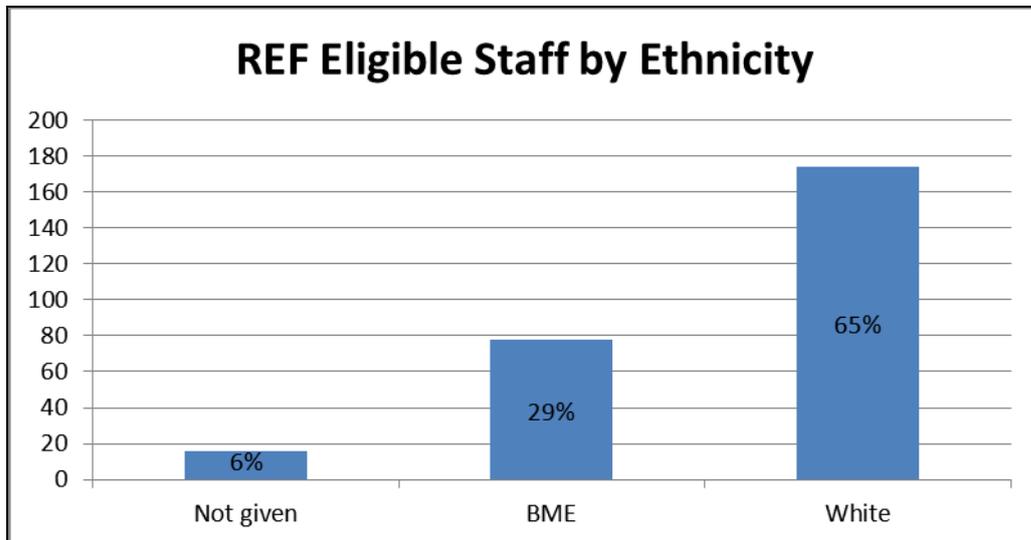
- 1) The first graph presents the age groups and the distribution of eligible staff.



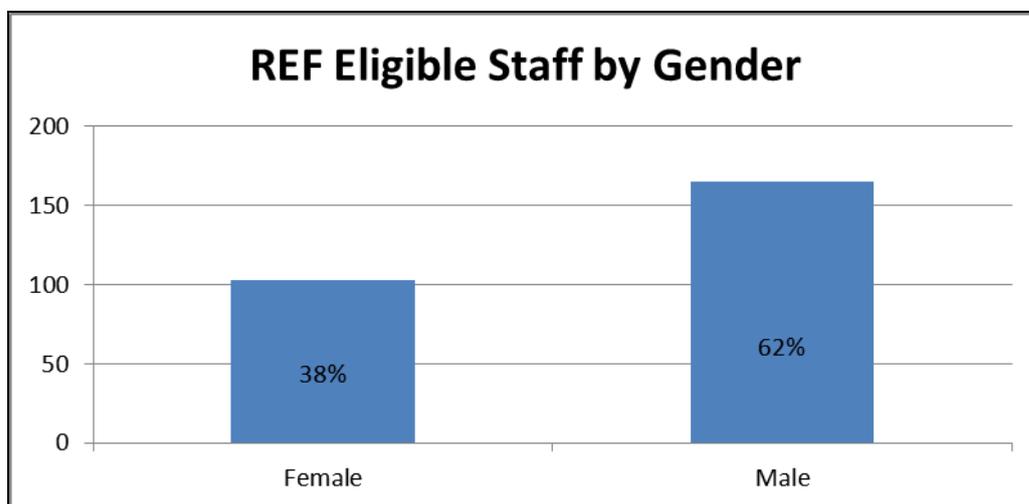
2) The second graph presents the data according to impairment (disability).



3) The third graph presents the distribution according to the established summary of ethnicity categories (i.e. "Black & Minority Ethnic [BME]" and "White").



4) The final graph presents the gender distribution of eligible staff.



Annex C

Timetable of Events

Date	REF National Timetable	SOAS Timetable
July 2011	Publication of <i>Guidance</i>	Distribution of <i>Guidance</i> to internal panels
September 2011		RPO requests list of eligible staff from HR
October 2011		Meeting of working group on special circumstances Publication of draft CoP Q&A session CoP discussed at Equality and Diversity Committee Call for special circumstances applications
December 2011		New internal REF webpages including draft CoP and special circumstances form
February 2012	Publication of <i>Panel Criteria</i>	Distribution of <i>Panel Criteria</i> to internal panels
March 2012		ECU training on special circumstances Individual circumstances meeting
May 2012	HESA data provided	REF Equality training provided
June 2012		Individual circumstances meeting
July 2012	31: Submission of CoP	CoP updated on website Review of available HESA data
August 2012		First letters on reduction of outputs to be sent Draft environment templates to be circulated to ADRs
September 2012	Pilot submission system	Impact case study review Update on publications Multiple submissions request Review of research income Revise panel membership and modify CoP
October 2012		30: Q&A session Showcase of impact case

		<p>studies</p> <p>Preparation of Survey of Intentions</p> <p>Call for individual circumstances</p> <p>Website update</p>
November 2012		<p>REF Newsletter distribution</p> <p>CoP hardcopies distribution</p>
December 2012	<p>Survey of Intentions</p> <p>Multiple submissions request</p> <p>Request for security clearance</p>	<p>Submission of Survey of Intentions</p>
January 2013	<p>Submission system</p>	<p>REF Equality training</p> <p>Impact case study review</p> <p>RPO to customise system</p> <p>HR to upload data on system</p> <p>RPO to upload publication data on system</p> <p>Draft environment templates to be circulated to internal panels</p>
February 2013		<p>Update on publications</p> <p>Other directorates to agree schedule for uploading data</p>
March 2013		<p>Ongoing upload of data</p>
April 2013	<p>HESA data provided</p>	<p>REF Equality training</p> <p>Impact case study review</p>
May 2013		<p>Call for individual circumstances</p> <p>Review of HESA data</p> <p>Final review of environment templates</p>
June 2013		<p>Individual circumstances meeting</p> <p>Final selection of staff and official confirmation letters</p> <p>IEA on selection of staff and REF panel meeting to review</p>
July 2013	<p>31: partial end of assessment period</p>	<p>14: deadline for appeals</p> <p>IEA</p> <p>Impact case study review</p>
August 2013		<p>Final update on publications</p> <p>Environment data review</p>
September 2013		<p>Call for individual circumstances, targeting</p>

School of Oriental and African Studies
REF 2014 - Code of Practice

		new staff Revise panel membership and modify CoP
October 2013	31: Census date	Final check of eligible staff with HR Individual circumstances meeting
November 2013	29: Submission deadline	22: Final submission IEA on final submission REF panel to review IEAs
December 2013	31: Publication date deadline	
January 2014	31: Deadline for sending actual publications	
December 2014	Results	

For further details on any aspect of SOAS REF preparations, please contact our Research Policy Officer, Alexandra Leduc-Pagel (al25@soas.ac.uk or extension 4118).

Annex D

List of Abbreviations

CoP	Code of Practice
ECR	Early career researcher
ECU	Equality challenge unit
EIA	Equality impact assessment
FTE	Full-time equivalent
HEFCE	Higher Education Funding Council for England
RAE	Research Assessment Exercise
REC	Research & Enterprise Committee
REF	Research Excellence Framework
REO	Research & Enterprise Office
RPO	[SOAS] Research Policy Officer
UoA	Unit of assessment