REF 2029
Research Excellence Framework

University of Huddersfield
Yorkshire roots. Global reach.

Code of Practice

University of Huddersfield

September 2026

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Part 1: Introduction

1.1 How your CoP supports the principles of:

Robustness

Explain how the policies and processes set out in the CoP ensure that contracts identified as contributing to the volume measure reliably reflect the responsibilities of staff.

This Code of Practice (CoP) ensures that contracts identified as contributing to the volume measure reliably reflect staff responsibilities by implementing a range of robust policies and processes. Firstly, the CoP establishes clear and transparent criteria for contract eligibility, reducing ambiguity and guaranteeing that only those staff whose contracts explicitly require research activity are included. This approach prevents misclassification and ensures that the volume measure is based on actual, documented responsibilities rather than informal or assumed duties.

Additionally, the CoP mandates evidence-based assessment, requiring tangible documentation such as employment contracts and supporting records to verify staff roles. This reliance on verifiable evidence supports consistency and accuracy in classification. The alignment of the CoP with institutional HR policies and relevant legal frameworks, like the Equality Act 2010, further strengthens procedural robustness by embedding fairness and compliance throughout the process.

Opportunities for staff review and feedback are integral to the CoP, enabling individuals to seek clarification or raise concerns about their role classification. This not only promotes transparency but also allows for timely corrections, enhancing reliability. Regular training and guidance for managers and administrators ensure that those applying the CoP are well-informed, promoting consistent interpretation across the institution. Collectively, these measures uphold the principles of robustness, transparency, and equity, ensuring that contracts included in the volume measure accurately reflect formal staff research responsibilities.

Transparency

Detail how the CoP is communicated to all staff, including those on leave of absence or based outside the UK. Ensure accessibility by providing information in various formats and through appropriate channels. Highlight any additional resources (FAQs, web pages) to support staff understanding. An up-to-date version of the CoP should be published and available externally.

The Code of Practice (CoP) will be communicated to all staff through a comprehensive and inclusive strategy that ensures accessibility, clarity, and transparency. To reach all employees—including those on leave of absence or working outside the UK—the following measures are currently being implemented:

- **Multi-channel Dissemination:** The CoP is distributed via official university email to all staff members, with reminders and updates circulated at key points in the REF2029

submission process. For those on leave of absence, communications are also sent to their personal email addresses (where provided) and, where appropriate, by post.

- **Online Accessibility:** An up-to-date version of the CoP will be published on the University's staff channel (intranet) and a dedicated external webpage, ensuring it is accessible to all staff and external stakeholders at any time.
- **Accessible Formats:** To accommodate diverse needs, the CoP will be made available in multiple formats, including accessible PDFs, large print, and screen reader-friendly versions. Staff may also request translations or alternative formats as needed, ensuring compliance with best practice in accessibility and inclusion.
- **Supportive Resources:** A suite of supporting materials are being developed which will include detailed Frequently asked Questions (FAQs), guidance documents, and explainer videos. These resources will be hosted on the University's staff Channel and will be promoted via emails, monthly newsletters and via REF roadshows across the institution. All staff will have access to a dedicated generic email address ref2029@hud.ac.uk and can submit queries via email, this email account is monitored by the Research and Innovation Directorate.
- **Ongoing Engagement:** Regular training sessions and drop-in clinics will be offered, both in-person and virtually, to address questions and promote understanding.

Equity and Inclusion

Explain how decisions about submissions are fair and impartial supporting a diversity of people and research, where diverse contributions are valued and supported.

The Code of Practice (CoP) ensures that all staff, regardless of background or protected characteristics, are considered equitably in the identification of contracts with significant responsibility for research, assessment of research independence, and selection of research outputs. The CoP is explicitly aligned with the University's Equal Opportunities and Diversity Policy and complies with statutory obligations under the Equality Act 2010, reinforcing its commitment to eliminating unlawful and unfair discrimination.

Furthermore, the University actively engages with staff networks such as the LGBTQI+ Staff Network and the Asian Staff Affinity Group and Black Staff Affinity Group.. Comprehensive training is mandated for all advisory or decision-making staff, including refresher modules on Diversity in the Workplace and Unconscious Bias, helping to mitigate potential biases in decision-making. Regular communication and consultation ensure that the process remains transparent, inclusive, and responsive to feedback, thus fostering a culture where everyone has an equal opportunity to contribute to and benefit from the REF2029 submission.

The University of Huddersfield supports fixed-term, part-time and contract research staff through fair, transparent and inclusive employment and research management practices. The University recognises that staff on different contract types may experience distinct barriers to participation, progression and visibility, and will ensure that these considerations are reflected in its REF 2029 Code of Practice and Equality Impact Assessment.

Staff involved in output identification, review and selection will be expected to apply the same principles of equality, fairness, transparency and responsible research assessment to all eligible staff, regardless of contract type, working pattern or employment status. This includes ensuring that part-time working, fixed-term employment, career stage, contract research roles or periods of leave do not result in less favourable treatment within REF-related processes.

The University will promote awareness of these principles through REF governance arrangements, equality, diversity and inclusion training, and guidance for Unit of Assessment leads and decision-making groups. The Equality Impact Assessment will be used to monitor whether fixed-term, part-time and contract research staff are appropriately represented and supported, and to identify and address any potential adverse impacts in a timely and proportionate way.

1.2 Contextualisation within Institutional Policies

The University of Huddersfield inspires and supports outstanding contributions to research, innovation and engagement within an inclusive and enabling environment that promotes excellence with impact at every level of endeavour.

Accordingly, the University is opposed to all forms of unlawful and unfair discrimination and seeks to meet its statutory obligations under the Equality Act 2010 and other relevant primary and secondary legislation.

This Code of Practice is designed to support the University in making its submission to the Research Excellence Framework 2029 to ensure fair and transparent identification of contracts with significant responsibility for research, determining contracts that are research independence and the selection of research output pools.

The Code of Practice is informed by and conforms with the University's Equal Opportunities and Diversity Policy and is consistent in meeting our public sector duties, under the Equality Act 2010, with respect to the REF submission.

The University upholds strong ethics and integrity, along with expectations for Trusted Research and open research practices. These principles ensure the highest standards in areas including data transparency, peer review and publication protocols. This is also demonstrated with being a signatory of DORA and dedicated internal training on the responsible use of research metrics.

To promote an inclusive environment during the REF 2029 preparations, all staff in advisory or decision-making roles will refresh their on-line Diversity in the Workplace training and complete the Unconscious Bias module.

The University will undertake a thorough programme of communications activity to disseminate and explain this Code of Practice throughout the timetable for mock and final exercises.

1.3 Update on Actions since REF 2021

The Action Plan from the University's REF EIA was as follows:

Action from 2021 EIA Action Plan	Progress to date
Provide mentoring and support for all Academic staff studying for doctorates to enable completion in a timely manner (within 6 years of enrolment) in all UOAs	There has been an increased uptake of the coaching and mentoring scheme, with localised schemes available within Schools and Departments. Regular monitoring of PhD progress ensures fewer delays to completion.
Provide mentoring and support for all Academic staff with doctorates to publish work of an international standard	Writing retreats have been developed and within Units of Assessments coordinated by the Unit of Assessment Coordinators. REF Roadshows and tailored mentoring programmes at a central level are being developed during the summer of 2026.
Implement and monitor the University's HR Excellence in Research action plan to support the career development of Research Only staff, particularly those on fixed term contracts	Since the REF2021 submission the University has decided not to continue applying for the HR in Excellence Award. The action plan that was developed is still in use and continues to be assessed against progress via the Early Career Researchers Oversight Group. This decision has provided more flexibility with the support for not only Research Only staff but all Academic Staff at the University and PGR considerations are now being incorporated into the action plan. One example of an initiative is 'Developing your research identity – personal branding for ECRS' which is a new development training opportunity that supports ECRs to align their identity with their research and communicate effectively across

	academic, professional and public platforms.
Monitor the University's aspects of Athena SWAN action plan which are targeted at supporting the career development of female Academic staff, whilst ensuring that male Academic staff also engage in the identification and provision of support programmes appropriate to their needs	The Women's Staff Network was developed in April 2019, offering opportunities for members to inform university policy on equality related issues and topics. The University partners with Aurora (Advance HEs leadership development initiative for women) and Aurora Champions are supported across the institution. The latest development is 'Pathways to Progression: mentoring for academic promotion'. This mentoring programme supports Championing women's academic progress! This scheme is specifically targeted at female academics aspiring for promotion at the University of Huddersfield. It is intended to support the 2026 round of academic promotions. The University of Huddersfield has recently been awarded the Athena Swan Silver Award at institutional level, recognising its sustained and impactful commitment to advancing gender equality.

Final updates will be reported in the SPRE returns for REF 2029.

Part 2: Identifying Staff Contracts with Significant Responsibility for Research (SRR)

2.1 Policies and Procedures

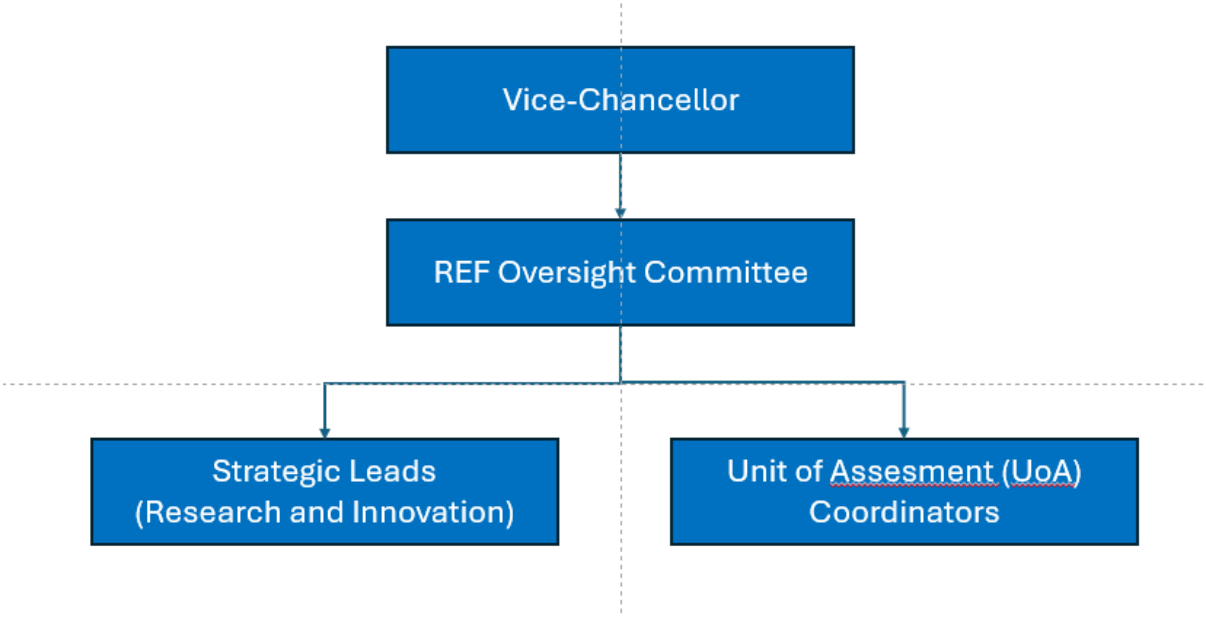
All academic staff contracts at the University are returned to the HESA category of Teaching and Research (ACEMPFUN3) or Research Only (ACEMPFUN2). Staff on practitioner contracts are returned to the HESA category of Teaching Only. The University does not offer teaching only contracts for academic staff.

For the purposes of identifying staff contract with Significant Responsibility for Research (SRR), all academic teaching and research contracts classified for HESA as Teaching and Research (ACEMPFUN3) at the University of Huddersfield and all staff within the category are research active and will be included in the volume measure. This is reflected in the job roles, workload models and actions agreed through Personal Development and Performance Reviews (PDPR). All staff on these contracts are also member(s) of research centres/institutes within University of Huddersfield.

These criteria align directly with paragraph 8.4 of the REF Guidance on Submissions, tailored to meet the expectations of staff as described above.

2.2 Staff, Committees and Training

The formal structure for REF 2029 decision making was agreed by the University Research Committee. The structure is shown below:



Vice-Chancellor

On advice from the REF Oversight Committee the Vice-Chancellor will approve the overall University of Huddersfield REF submission.

REF Oversight Committee

The REF Oversight Committee (REFOC) is chaired by the PVC Research and Innovation and comprises senior staff in the Research and Innovation (RI) Directorate who have shared responsibility for leadership and coordination of the REF submission within the institution. The Director of HR is also a member of the committee together with a representative from the Vice-Chancellor's Office to provide input independent of the Directorate of research and Innovation. The terms of reference for REFOC will be available on the Research and Innovation Staff Channel.

REFOC is responsible for the final decisions regarding the selection of research outputs and engagement and impact case studies, and the approval of the Institution and Unit of Assessment Strategy, People and Research Environment statements. This is to ensure separation of the assessment processes from the selection of outputs and impact case studies to be submitted in each UOA and to remove potential bias.

The Pro Vice-Chancellor (Research and Innovation) is responsible for preparing the Institution Strategy, People and Research Environment statement.

All members of this Committee will be receiving REF specific equality and diversity training.

Strategic Leads (Research and Innovation)

Each of the University's 4 academic Schools has a Strategic Lead (Research and Innovation), SLRI. The role includes responsibility at School level for supporting the preparation of the REF submissions for the relevant Units of Assessment.

In particular, SLRIs will identify those staff on Academic contracts with Significant Responsibility for Research based on the criteria in the Code of Practice and will liaise with line managers and research group leaders regarding staff categorisation.

SLRIs will also identify those staff on Research Only contracts who are Independent Researchers based on the criteria in the Code of Practice and they will liaise with line managers and research group leaders regarding staff categorisation.

SLRIs will decide, with advice from the Unit of Assessment Coordinators, which research outputs and impact case studies will be nominated for submission to the REF Oversight Committee. They will also approve the Unit of Assessment Strategy, People and Research Environment statements.

Where a Unit of Assessment spans more than one School, the relevant Strategic Leads (RI) will work together to reach decisions e.g. UOA3 Allied Health Professions, Dentistry, Nursing and Pharmacy.

All SLRIs will receive REF specific equality and diversity training.

Unit of Assessment Coordinators

The Unit of Assessment Coordinator (UOAC) role is carried out by a senior academic in the appropriate discipline as part of a portfolio of activities including teaching and research. UOACs have been selected by the SLRI and Dean of School, with advice and guidance provided by the Research and Innovation Directorate.

UOACs are responsible for assigning an assessment score to each output within the output pool. They will have taken advice from at least one other academic within the Unit of Assessment (internal Reviewer) or an external advisor. A proportion of the outputs for each output pool will be assessedby an external advisor.

The UOACs are responsible for identifying suitable impact case studies for submission.

They advise the SLRI on the pool of outputs and impact case studies for nomination for submission.

All UOACs will receive REF specific equality and diversity training.

Internal and external assessors are to be made aware of the University's code of practice, in particular matters relating to equality and diversity, through a briefing document which will be issued by HR.

Summary of Advisor and Decision Maker Roles

Area	Advisors	Decision Makers
Significant Responsibility for Research (SRR)	N/A – See Part 2.1	N/A – See Part 2.1
Research Independence	N/A - See Part 3.1	N/A - See Part 3.1
Research Outputs	Academics, Internal and External assessors, UOA Coordinators, SLRIs, Deans	REF Oversight Committee
Impact Case Studies	UOA Coordinators, SLRIs, External assessors	REF Oversight Committee
Institution Strategy, People and Research Environment Statement	Pro Vice-Chancellor R&I	REF Oversight Committee
UOA Strategy, People and Research Environment Statement	UOA Coordinators, SLRIs, Deans	REF Oversight Committee
Requests to Research England for unit reductions in the number of outputs required	Deputy Director R&I	REF Oversight Committee

The University is committed to ensuring equality and diversity has been and will continue to be embedded in all decisions made in relation to the preparation and finalisation of its REF submission, minimising the potential for bias. To support this commitment, all staff involved in advising and making REF related decisions are required to undertake mandatory REF focused equality and diversity training.

The overarching learning objectives for the training sessions and workshops are:

1. To understand the key changes between REF2021 and REF2029
2. To ensure that equality is embedded in all decisions made about REF2029 to minimise the potential for bias
3. To understand how unconscious bias can impact on REF2029 decision making

All members of staff involved in advising and making decisions are required to have completed the e-learning programmes – 'Diversity in the Workplace' and 'Unconscious Bias', which are available via the staff channel (intranet) at https://hud.learnupon.com/users/sign_in . This includes SLRIs, UOACs (and deputies) and members of REFOC.

The 'Unconscious Bias' programme is designed to enable colleagues to explore the concept of unconscious bias and the implications of unchecked bias and thereby develop strategies for recognising and negating its impact. The learning goals for participants are:

- Understand the extent of their own bias
- Appreciate the business case and implications of unconscious bias in the workplace
- Develop awareness via case studies examining bias in the context of specific protected characteristics in the workplace
- Develop goals for implementation of learning after the course

The 'Diversity in the Workplace' programme is designed to provide colleagues with the basic necessary knowledge and understanding of Equal Opportunities law, regulations, and policy as it relates to individual roles and responsibilities. The learning goals for participants are:

- Understand their obligations as they relate to existing Equal Opportunities legislation and regulation
- Be able to demonstrate via a test that they have completed the necessary Equal Opportunities training

A core REF equality, diversity and inclusion (EDI) training package, 'REF 2029 Equality and Diversity', is being developed to provide context in terms of the lessons learned from REF2014 and REF2021. For those with responsibility for identifying staff as RI, assessing outputs for mock REF purposes and selection of outputs for REF submission. This training is mandatory for all staff in the roles of SLRIs, UOACs (and deputies), members of REFOC and is a classroom-based session lasting up to 2 hours delivered jointly by key members of Research & Innovation and Human Resources. The content includes the following:

- Lessons learned from REF 2021
- REF2029 - key changes from REF 2021 and EDI requirements
- The responsibilities of REF decision makers and advisors
- Overview of unconscious bias
- Overview of equalities legislation
- The identification criteria and process for Significant Responsibility for Research (SRR) and Independent Researcher (IR) – EDI aspects
- Overview of equality impact assessment
- Practical REF specific case study examples aimed at the identification of protected characteristic and discrimination types

The materials used for the training will form the basis of a briefing pack, about the code of practice and equality and diversity matters, for internal academic staff and external advisors who are engaged in the assessment of research outputs.

2.3 Appeals

The University of Huddersfield is submitting 100% of staff therefore there is no appeals process, however, where there is a substantive change to the role of an individual classified as having Significant Responsibility for Research (ACEMPFUN 3), arising from promotion, career progression, new research opportunities, or a contractual change that materially alters the nature of their research responsibilities, the individual will be notified of the decision. The individual will have the right to appeal, and any appeal submitted will be considered by the REF Oversight Committee.

2.4 Equality Impact Assessment

The EIA process will feature as an ongoing activity during the remainder of the REF preparation period, and the University Equality, Diversity and Inclusivity Enhancement Committee will maintain oversight of EIA outcomes throughout this time, as well as the REF Oversight Committee.

Part 3: Determining Research Independence

3.1 Policies and Procedures

The contracts at the University of Huddersfield that are in scope for consideration for research independence (RI) are those staff contracts returned to HESA in the research only employment function category (ACEMPFUN2) who may be on a permanent, fixed-term or part-time staff Research Only contract.

For the REF 2029 submission, contracts classified as Research Only will be returned to the HESA Staff survey in 2025/26 and 2026/27 under ACEMPFUN2. For mock REF exercises the pool will be those on the payroll at the time of the exercise.

Research Assistants will be excluded from the REF on the basis that they have been employed explicitly to carry out the research of others and are returned in HESA as RESAST. All contracts that are classified for HESA as Research Only (ACEMPFUN2) at the University of Huddersfield are research active and have research independence. This is reflected in the job roles, workload models and actions agreed through Personal Development and Performance Reviews (PDPR). All staff on these contracts are also member(s) of research centres/institutes within University of Huddersfield.

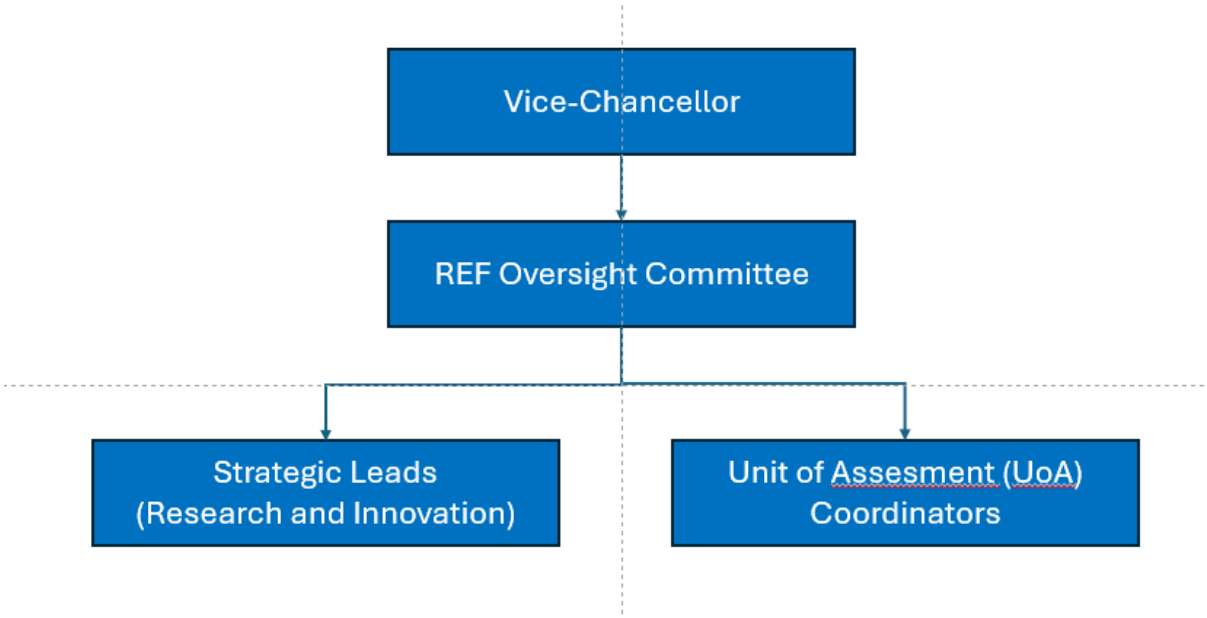
A member of staff is not deemed to have undertaken independent research purely on the basis that they are named on one or more research outputs.

The criteria to be used for the identification of staff who are independent researchers are based on those specified in section 9 of the REF Guidance on Submissions.

https://2029.ref.ac.uk/publication/research-fellowships/The staff identification process for each of the relevant volume measure years will be passed to the University REF Oversight Committee (REFOC) and Unit of Assessment Coordinators (UOACs).

3.2 Staff, Committees and Training

The formal structure for REF 2029 decision making was agreed by the University Research Committee. The structure is shown below:



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REFOC is responsible for the final decisions regarding the selection of research outputs and engagement and impact case studies, and the approval of the Institution and Unit of Assessment Strategy, People and Research Environment statements. This is to ensure separation of the assessment processes from the selection of outputs and impact case studies to be submitted in each UOA and to remove potential bias.

The Pro Vice-Chancellor Research and Innovation is responsible for preparing the Institution Strategy, People and Research Environment statement.

All members of this Committee will be receiving REF specific equality and diversity training.

Strategic Leads (Research and Innovation)

Each of the University's 4academic Schools has a Strategic Lead (Research and Innovation), SLRI. The role includes responsibility at School level for supporting the preparation of the REF submissions for the relevant Units of Assessment.

SLRIs will decide, with advice from the Unit of Assessment Coordinators, which research outputs and impact case studies will be nominated for submission to the REF Oversight Committee. They will also approve the Unit of Assessment Strategy, People and Research Environment statements.

Where a Unit of Assessment spans more than one School, the relevant Strategic Leads (RI) will work together to reach decisions e.g. UOA3 Allied Health Professions, Dentistry, Nursing and Pharmacy.

All SLRIs will receive REF specific equality and diversity training.

Unit of Assessment Coordinators

The Unit of Assessment Coordinator (UOAC) role is carried out by a senior academic in the appropriate discipline as part of a portfolio of activities including teaching and research. UOACs have been selected by the SLRI and Dean of School, with advice and guidance provided by the Research and Innovation Directorate.

UOACs are responsible for assigning an assessment score to each output within the output pool. They will have taken advice from at least one other academic within the Unit of Assessment (internal Reviewer) or an external advisor. A proportion of the outputs for each output pool will have had assessment by an external advisor.

The UOACs are responsible for identifying suitable impact case studies for submission.

They advise the SLRI on the pool of outputs and impact case studies for nomination for submission.

All UOACs will receive REF specific equality and diversity training.

Internal and external assessors are to be made aware of the University's code of practice, in particular matters relating to equality and diversity, through a briefing document which will be issued by HR.

Summary of Advisor and Decision Maker Roles

Area	Advisors	Decision Makers
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Research Outputs	Academics, Internal and External assessors, UOA Coordinators, SLRIs, Deans	REF Oversight Committee
Impact Case Studies	UOA Coordinators, SLRIs, External assessors	REF Oversight Committee
Institution Strategy, People and Research Environment Statement	Pro Vice-Chancellor R&I	REF Oversight Committee
UOA Strategy, People and Research Environment Statement	UOA Coordinators, SLRIs, Deans	REF Oversight Committee
Requests to Research England for unit reductions in the number of outputs required	Deputy Director R&I	REF Oversight Committee

The University is committed to ensuring equality and diversity has been and will continue to be embedded in all decisions made in relation to the preparation and finalisation of its REF submission, minimising the potential for bias. To support this commitment, all staff involved in advising and making REF related decisions are required to undertake mandatory REF focused equality and diversity training.

The overarching learning objectives for the training sessions and workshops are:

- To understand the key changes between REF2021 and REF2029
- To ensure that equality is embedded in all decisions made about REF2029 to minimise the potential for bias
- To understand how unconscious bias can impact on REF2029 decision making

All members of staff involved in advising and making decisions are required to have completed the e-learning programmes – 'Diversity in the Workplace' and 'Unconscious Bias', which are available via the staff channel (intranet) at https://hud.learnupon.com/users/sign_in . This includes SLRIs, UOACs (and deputies), members of REFOC, the REF Appeals Panel.

The 'Unconscious Bias' programme is designed to enable colleagues to explore the concept of unconscious bias and the implications of unchecked bias and thereby develop strategies for recognising and negating its impact. The learning goals for participants are:

- Understand the extent of their own bias
- Appreciate the business case and implications of unconscious bias in the workplace
- Develop awareness via case studies examining bias in the context of specific protected characteristics in the workplace
- Develop goals for implementation of learning after the course

The ‘Diversity in the Workplace’ programme is designed to provide colleagues with the basic necessary knowledge and understanding of Equal Opportunities law, regulations, and policy as it relates to individual roles and responsibilities. The learning goals for participants are:

- Understand their obligations as they relate to existing Equal Opportunities legislation and regulation
- Be able to demonstrate via a test that they have completed the necessary Equal Opportunities training

A core REF equality, diversity and inclusion (EDI) training package, ‘REF 2029 Equality and Diversity’, is being developed to provide context in terms of the lessons learned from REF2014 and REF2021. For those with responsibility for identifying staff as RI, assessing outputs for mock REF purposes and selection of outputs for REF submission. This training is mandatory for all staff in the roles of SLRIs, UOACs (and deputies), members of REFOC and is a classroom based session lasting up to 2 hours delivered jointly by key members of Research & Innovation and Human Resources. The content includes the following:

- Lessons learned from REF 2021
- REF2029 - key changes from REF 2021 and EDI requirements
- The responsibilities of REF decision makers and advisors
- Overview of unconscious bias
- Overview of equalities legislation
- The identification criteria and process for Significant Responsibility for Research (SRR) and Independent Researcher (IR) – EDI aspects
- Overview of equality impact assessment
- Practical REF specific case study examples aimed at the identification of protected characteristic and discrimination types

The materials used for the training will form the basis of a briefing pack, about the code of practice and equality and diversity matters, for internal academic staff and external advisors who are engaged in the assessment of research outputs.

3.3 Appeals

The University of Huddersfield is submitting 100% of staff therefore there is no appeals process, however, where there is a substantive change to the role of an individual classified as having Research Independence (ACEMPFUN 2), arising from promotion, career progression, new research opportunities, or a contractual change that materially alters the nature of their research responsibilities, the individual will be notified of the decision. The individual will have the right to appeal, and any appeal submitted will be considered by the REF Oversight Committee.

3.4 Equality Impact Assessment (EIA)

The EIA process will feature as an ongoing activity during the remainder of the REF preparation period, and the University Equality, Diversity and Inclusivity Enhancement

Committee will maintain oversight of EIA outcomes throughout this time, as well as the REF Oversight Committee.

Part 4: Allocating Contracts to UoAs

4.1 Policies and Procedures

Since REF 2021, the University has transitioned, with some research areas no longer existing.

For HESA returns and mapping contracts to the REFUOA2029 field, the Research and Innovation Directorate determines the individual/contract to one of 11 Units of Assessment (UoAs), based on research interests and intellectual fit. These UoAs span all four Main Panels.

This ongoing mapping is shared with UoACs, SLRIs, and REF Oversight Committee.

Alignment to a UoA is determined solely by this mapping.

Individuals working across disciplines are encouraged to collaborate closely with other centres, institutes and individuals, although they must choose one primary research centre as their main affiliation which best fits their research interests.

It is acknowledged that the HESA Cost Centre to which a contract may be assigned may not always correspond with the Unit of Assessment alignment. For each contract's alignment to a UoA (REFUOA2029 field), a comprehensive rationale will be provided. This process also applies in cases of dual contracts, where the FTE associated with each contract (CONFTE) is aligned to different UoAs.

RI and HR Directorate collaborate to submit the HESA staff return accurately, including REFUOA2029 and CONFTE fields.

4.2 Staff, Committees and Training

The decision to move a member of staff/contract from one UoA to another will be taken by the REF Oversight Committee. The UoA Co-Ordinator's of the two relevant units will discuss the rationale for this decision and will then submit the proposal to the REF Oversight Committee for final decision making. The researcher's view can also be taken into account if they have an opinion.

Decisions on UoA alignment can be considered at any point within the annual cycle, usually prompted by a new member of staff joining the institution, but are only formalised annually each August/September as part of the HESA staff return.

4.3 Equality Impact Assessment (EIA)

For this element of the Code of Practice the University determines the allocation to UoAs at a central organisational level. As all academic contracts classified under ACADEMFUN3 are identified as having Significant Responsibility for Research and the allocation of the Unit of Assessment is based upon research fit, and that the concentration is on the allocation of Research Independence and the EIA of this element, the University feels that conducting an EIA for this aspect is considered unnecessary.

If the EIA is required we will use the same process as outlined in point 3.4.

Part 5: Selecting Outputs

5.1 Policies and Procedures

The process for the selection of research outputs has been developed by the REF Oversight Committee (REFOC) in collaboration with the Strategic Leads (Research and Innovation). Draft criteria and processes have been developed and are to be trialled during the Mock REF 2026 which is being undertaken from April to September.

The University uses a research information management system (Pure) as their output repository, information on publications is harvested directly from Scopus, and all academics returned to HESA as Teaching and Research or Research Only have an account and have responsibility for keeping their publication record up to date. A dedicated team of experts within Research and Innovation Directorate are responsible for ensuring compliance with Open Access and ensuring all relevant metadata is captured.

Staff who have a Pure account have been requested to submit up to five outputs (irrespective of output type) into the University's research information system (Pure), reducing the number nominated to take account of double weighting where appropriate. This is part of the Mock REF 2026 exercise. This includes portfolio (multi-component) outputs, data-sets, contract research outputs including reports and patents.

There are no restrictions on the types of outputs that can be submitted for consideration and review and encompasses the wide variety of types covered throughout the University depending on the research subject area, these will include non-textual outputs (i.e. compositions, software, performances, artefacts etc), policy reports, books, book chapters and multi-component submissions. Research and Innovation can provide additional guidance on the types of outputs that can be submitted and Pure has templates for all relevant output types considered within the REF submission.

For all other types of staff including technicians and professional service staff a request will be sent out for declaration of outputs that they deem require consideration and review for an output pool. Research and Innovation Directorate staff will support these staff to enter the outputs within Pure, on their behalf, and ensure that these are fed to the relevant reviewers and liaise with UoACs in this process. Eligibility of submission of these outputs will be checked via a collaboration of Research and Innovation and Human Resources Directorates and ensure they comply with the following criteria:

- a minimum of 0.2 FTE for at least 12 months continuous employment (as defined by Section 210 of the Employment Rights Act 1996 (ERA 1996). This may include a sequence of consecutive contracts and
- the role descriptor includes an explicit expectation of research activity (in line with the REF definition of research) within the role. 'Research activity' is not restricted by profession and an eligible employment relationship may be with any staff member who undertakes, enables or supports research

The pool of outputs submitted by staff will be checked for eligibility, assessed locally based on originality, significance and rigour, and assigned a star rating based on the REF criteria.

The process for selection of outputs will utilise peer review with discipline-based experts within and outside the University. The UOA Coordinator (UOAC) and the Strategic Lead (RI) will agree the names of two internal members of academic staff, or one internal and one external, to review the self-nominated outputs.

Review templates have been designed by the UoACs based on specific questions for the research subject area as well as the key comments on Originality, Significance and Rigour. The UOAC will review the assessments of quality to determine and enter a predicted star rating for each output into Pure. To avoid conflicts of interest, for outputs nominated by the UOA Coordinator themselves, the Strategic Lead (RI) or Deputy UOA Coordinator will assign star ratings and agree the name of the external reviewer.

As part of the proposal template for each output a dedicated question has been applied requesting whether the proposer feels the output is interdisciplinary. In such cases outputs will be crossed referred to the other relevant UoAs for consideration and review. All outputs marked as interdisciplinary will be reported to the REF Oversight Committee for final consideration to consider overlaps in terms of the research strategies of UoAs. If the output proposer has not indicated the output is interdisciplinary and the reviewer highlights that these may be considered within another Unit of Assessment it is the responsibility of the UOACs in each UOA to discuss this and it to be reviewed in both UoAs for consideration for submission to the respective output pools as long as it can be demonstrated the fit within the strategy of that UoA, research being undertaken within that UoA and the quality of the output

The University follows a responsible metrics policy and is a DORA signatory. Research outputs are evaluated by expert judgement; metrics are not used as substitutes.

The primary criterion in the selection of outputs will be quality, guided by the rules relating to the output eligibility of the maximum of five outputs for submission by any one author within a Unit of Assessment.

REFOC will consider an initial selection of outputs for each UOA based on quality. Decisions on which outputs to put forward to the final submission will take the following into account:

- Maximising the number of Open Access compliant outputs to ensure that no more than 5% per UOA are non-compliant (or 1 for UOAs where the total number required is 20 or less)
- The fit with the strategy in each UOA and its Strategy, People and Research Environment statement.
- Where outputs have been assessed as the same quality, but not all are needed to meet the total number required (2.5/FTE unless unit reductions have been sought and approved), REFOC will ensure that the diversity of the staff is represented as far as possible, and is a true representation of the research being undertaken within the relevant UoA and their research strategy.

Once the Mock REF 2026 exercise has been completed, staff will be able to propose outputs for review on an ongoing basis, regular reports and reviews will be presented to the REFOC for consideration.

The University does not anticipate submitting more than five outputs with a substantive link to a staff member within a UoA, if this occurs we will provide an explanation within the required statement in the SPRE narrative.

British Sign Language

The University of Huddersfield will ensure that outputs produced in British Sign Language (BSL) are considered fairly and consistently within its output selection processes. BSL outputs will be assessed according to the same principles of quality, eligibility, transparency and responsible research assessment as other output types, with no disadvantage arising from the language or format of the output.

The University will make clear within its Code of Practice that panels and decision-making groups must recognise BSL as a legitimate language and mode of research communication. Where specialist knowledge is required to support fair consideration of a BSL output, appropriate expertise, guidance or translation support will be sought to ensure that the output can be reviewed on an equivalent basis.

Relevant staff involved in output identification, review and selection will be briefed on this requirement as part of REF 2029 equality, diversity and inclusion training. The Equality Impact Assessment will also consider, where applicable, whether procedures create any barriers for BSL outputs or for researchers who use BSL, and any identified risks will be addressed through proportionate mitigations.

Former Members of Staff

The University of Huddersfield will consider for submission outputs produced by staff who resign or retire during the REF period. Outputs produced by staff whose fixed-term contracts end during the REF period will also be considered, in accordance with the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002. The University will similarly consider outputs produced by staff who leave through a voluntary severance scheme or take voluntary redundancy. Outputs produced by staff who are made compulsorily redundant during the REF period will not be included in the University's

submission; however, where an output is co-authored with current University staff, it may remain within the submission pool. Outputs produced by staff dismissed on grounds of research misconduct will not be included. Where such an output is co-authored with other University staff and its integrity has not been called into question through the misconduct process, it may remain within the submission corpus. Subject to these provisions, the University will consider outputs produced by leavers during their period of employment and within the applicable two- or five-year window following their departure, as specified in paragraph 6.5.1 of the CKU Guidance.

For eligible former members of staff, the UOAC will identify which outputs should be included in the output pool and arrange for the assessment and rating entry into Pure as described above. RI trained staff alongside members of HR Directorate will check the eligibility of these to ensure compliance with the following criteria:

- a minimum of 0.2 FTE for at least 12 months continuous employment (as defined by Section 210 of the Employment Rights Act 1996 (ERA 1996). This may include a sequence of consecutive contracts and
- the role descriptor includes an explicit expectation of research activity (in line with the REF definition of research) within the role. 'Research activity' is not restricted by profession and an eligible employment relationship may be with any staff member who undertakes, enables or supports research

Exclusions

Outputs sole-authored by, or where the only substantive link to the institutions is through the following groups, will not be eligible for submission:

- postgraduate research students (including PhD theses)
- visiting or honorary staff
- staff on teaching only contracts (that is, those returned to the HESA Staff record as ACEMPFUN.01)
- individuals employed on academic or other contracts with no explicit expectation of research within the job role, technical teaching or support only contract

5.2 Staff, Committees and Training

The overall governance structure is described in section 2.2. A particularly important aspect of relevance to research output selection is the training for internal and external assessors, who will be sent a briefing pack about the code of practice and equality and diversity matters by HR. They will also be guided to the DORA principles, and any queries will be handled by Research and Innovation via the contact email REF2029@hud.ac.uk

Specific training on equality, diversity and inclusion related aspects for REFOC in the selection of outputs to be submitted in each UOA will be provided in the form of a briefing

from the Director of HR ahead of mock REF 2026 and the final submission in November 2028.

All staff involved in the reviewing of outputs will attend the internal the training course 'Introduction to Responsible Metrics and Research Assessment' as a mandatory requirement**.**

5.3 Equality Impact Assessment (EIA)

An EIA of the draft outputs selection process will be carried out in the Summer of 2026. In addition to mandatory equality and diversity training for SLRIs, UOACs (and deputies) and the REF Oversight Committee, there will also be an equality and diversity briefing provided to all internal and external assessors.

As the selection of outputs is decoupled the trial of how to administer the EIA for this element of the submission will be tested.

An analysis of the outputs selected by protected characteristic of the linked author e.g. gender, ethnicity will be reviewed by the REF Oversight Committee after the mock REF planned in 2026 and throughout the final exercise. After the submission deadline, an EIA will be submitted to Research England. This will include an examination of the distribution of outputs in all UOAs.

Part 6: Appendices

6.1 Equality Impact Assessment

Question	Response
Name of policy/funding activity/event being assessed	REF 2029 Code of Practice
Summary of aims and objectives of the policy/funding activity/event	To categorise the processes for identifying contracts for SRR, IR and selection of outputs for REF 2029
What involvement and consultation has been done in relation to the policy	Produced by stakeholders from across the University, consultation and dissemination is ongoing with the wider university community
Who is affected by the policy/funding activity/event?	All academic staff with contracts eligible for inclusion (c. 600 individuals)
What are the arrangements for the monitoring and reviewing the actual impact of the policy/funding activity/event?	Reports, which will include EIAs where relevant, will be developed and presented to relevant governance structures including the REF Oversight Committee, University Research Committee, School Research Committees, University Leadership Team.

Protected Characteristic Group	Is there potential for positive of	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g.

	negative impact?		adjustment to policy)
Disability	Positive	EIA to be conducted for RI and output pool selections. Discussions and agreements on next steps of how to address any imbalances to be discussed with UOACs, SLRIs and REFOC and then formalised. EIA data to be provided for SRR although this will not affect this element of the submission and no action will be required (see part 2)	
Gender Reassignment		Data is collected via Human Resources however this element is not disclosed by staff and therefore due to this this information will not be reported or disseminated	
Marriage or civil partnership		Data is collected via Human Resources however this element is not disclosed by staff and therefore due to this this information will not be reported or disseminated	
Pregnancy and maternity	Positive	Due to the decoupling of staff from outputs, any reduction in hours, flexible working hours or periods of absence will not affect an individual's expectation to produce outputs for a UoA pool	
Race	Positive	EIA to be conducted for RI and output pool selections. Discussions and agreements on next steps of how to address any imbalances to be discussed with UOACs, SLRIs and REFOC and then formalised. EIA data to be provided for SRR although this will not affect this element of the submission and no action will be required (see part 2)	
Religion and belief	Neutral	EIA to be conducted but due to the sensitivities around this data and dependent upon the size of a UoA this may not be	

		presented at this level but at university level only	
Sexual orientation	Neutral	EIA to be conducted but due to the sensitivities around this data and dependent upon the size of a UoA this may not be presented at this level but at university level only	
Sex (gender)	Positive	EIA to be conducted for RI and output pool selections. Discussions and agreements on next steps of how to address any imbalances to be discussed with UOACs, SLRIs and REFOC and then formalised. EIA data to be provided for SRR although this will not affect this element of the submission and no action will be required (see part 2)	
Age	Neutral	EIA to be conducted for RI and output pool selections. Discussions and agreements on next steps of how to address any imbalances to be discussed with UOACs, SLRIs and REFOC and then formalised. EIA data to be provided for SRR although this will not affect this element of the submission and no action will be required (see part 2)	
Additional aspect (not covered by protected characteristic)	None		

Evaluation:

Question	Explanation/justification	
Is it possible the proposed change in policy, funding activity or event could discriminate or unfairly disadvantage people?	The aim of the Code is to positively promote robustness, transparency and equity & inclusion and therefore although there may be the potential for disadvantaging people, this transparent approach should have a positive outturn	
Final Decision:	**Tick the relevant box**	**Include any explanation/justification required**
No barriers identified, therefore activity will **proceed**	✓	
You can decide to **stop** the policy or practice at some point because the data shows bias towards one or more groups		The Code of Practice is a requirement by Research England for submission to the Research Excellence Framework, therefore cannot be stopped. Please see point 3 below for alternative option.
You can **adapt or change** the policy in a way which you think will eliminate the bias	✓	This is an active document and as such there will be the opportunity to revisit the COP throughout the REF 2029 cycle. If this is required a request will be placed with Research England for such amendments and additional approval.
Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.	✓	

Will this EIA be published* Yes/Not required (*EIAs should be published alongside relevant funding activities e.g. calls and events:	Yes
Date completed:	May 2026
Review date (if applicable):	

6.2 Referenced Material in the CoP

Nothing was referenced directly within this document.