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Purpose and Scope

This procedure covers the principles and process for establishment, management and review of all centres and institutes involving UNSW. The Centres Secretariat in the Research Strategy Office can provide assistance on any aspect of the procedure.

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Correspondence relating to Centres should be addressed to:

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of schools. The Centres Secretariat's feedback should be sought on draft proposals before they are finalised.

4.2 Approval Process

Proposals must be approved by the Dean of each faculty with which the centre is associated (or appropriate DVC, where the Centre is outside of the Faculty structure), the Dean of the faculty in which the centre will formally reside is referred to as the "Presiding Dean". The proposal is forwarded through the Centres Secretariat to the relevant Deputy Vice-Chancellor for consideration. The Deputy Vice-Chancellor will review the proposal and, if approved, will notify the Presiding Dean and the Academic Board via the Policy Advisory Committee (Program and Community Centres), or the Committee on Research (all other centres). The Centres Secretariat will then add the new centre to the UNSW Centres Registry.

If the relevant Deputy Vice-Chancellor does not approve a proposal, he/she will report the reasons back to the Presiding Dean.

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Review committees will be established by the Centres Secretariat on the advice of the Presiding Dean.

Each review committee will be chaired by a Dean (who is not the Presiding Dean) or a relevant associate Dean, and will include at least two members of the academic staff who are broadly familiar with the research/teaching area of the centre but who are not directly connected with the centre. At least one member of the review committee must be external to UNSW.

Each review committee will be assisted by the Centres Secretariat, who will be responsible for coordinating the review, taking minutes during the review, and preparing the draft report and recommendations in close consultation with the committee chair and members of the review committee.

Using the Centre Review Template (Attachment 3), the final report will be presented by the chair of the committee to the Presiding Dean, centre director and the relevant Deputy Vice-Chancellor.

Within two weeks, the centre director and Presiding Dean may provide comments on the recommendations made in the report to the Deputy Vice-Chancellor.

The Deputy Vice-Chancellor will approve/reject the review recommendations and report the outcomes of the review to the Academic Board via the next available Policy Advisory Committee or the next available Committee on Research, respectively, including the decision for the continuation, or disestablishment of the centre as detailed in 6.3 below.

6.3 Review Recommendations

Recommendations arising from the review of a centre may include:

- Continue, in its current form
- Continue, with changes (changes, milestones and timeframe must be specified)
- Be discontinued (reasons must be specified)

Where the review committee recommends that a centre continue with changes or further review, the Centres Secretariat will be responsible for following up the recommendations within the timeframe specified in the review report. The Centres Secretariat may also be able to assist centres in their implementation of certain review recommendations, for example by linking them with mentors in strategic planning where appropriate.

7. Closure of UNSW Centres

Centres may be closed in the following circumstances:

- The Presiding Dean or director may recommend closure of a centre to the relevant Deputy Vice-Chancellor, for example on the grounds that it is no longer financially viable or no longer meets the strategic objectives of UNSW;
- Where it is deemed by a review committee that a centre is no longer functioning adequately, the chair of that committee should recommend the disestablishment of the centre to the relevant Deputy Vice-Chancellor; or
- Where the Centre has seriously breached UNSW policy, procedures or guidelines, or if the centre in any way brings, or has the potential to bring, the reputation of the University into disrepute, the relevant Deputy Vice-Chancellor may close the centre.

In closing a centre, the Deputy Vice-Chancellor must be satisfied that the Presiding Dean and/or the director has a strategy for the closure and has undertaken due diligence in terms of the distribution of centre finances and resources (or management of deficit), including the impact on any staff or students associated with the centre.

Where the Deputy -Vice-Chancellor approves the disestablishment of the centre he/she will notify:

- the Academic Board via the next available Committee on Research or next available Policy Advisory Committee that the centre will be closed; and
- the Centres Secretariat, so that the centre can be removed from the UNSW Centres Registry.

8. UNSW involvement in Commonwealth and/or State Government funded research Centres

8.1 Introduction

Government-funded research centres (eg CRCs and Centres of Excellence) typically support large scale, longer term research in areas not readily covered by individual schools and faculties. Most centres concentrate on multidisciplinary or interdisciplinary fields and bring together similar groups of academics across different schools, faculties, universities and industry. These centres also provide

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- Arrangement for students, their supervision and their intellectual property; and
- Term of agreement and arrangements for termination or wind-up of the centre.

Competitively-awarded Government-funded centres will automatically be assigned UNSW Centre status, in aed

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University (personnel, space, labs, and refurbishments) – unfortunately the indirect infrastructure support is not always apparent to individual staff members who may see only benefits in the direct funding of their own research team. Offsetting the cost to some extent is the fact that the University's involvement in government-funded research centres provides direct performance indicators to the University's competitive research income and contributes indirectly to the Research Block Grant funding received by the University through the Research Training Scheme (RTS) and the Institutional Grants Scheme (IGS).

Some research centres, such as CRCs, also provide considerable secondary research income to the University through contracts and consultancies in the short term and royalties in the longer term.

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Interest in Participation

Regardless of whether the application is to be submitted by UNSW or another institution, as soon as a researcher (or team of researchers) has an interest in

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Appendix A: History

| Version | Authorised by | Approval Date | Effective Date | Sections modified |
|---------|---|-----------------|-----------------|---|
| 1.0 | Deputy Vice-Chancellor (Research) and Deputy Vice-Chancellor (Academic) | 24 October 2008 | 24 October 2008 | Full review of Centres Policy (v2.0 AB05/117) |
| 1.1 | Administrative update, Head Governance Support | 28 March 2011 | 28 March 2011 | 1.1 |

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