

Monash University Policy

Policy Title	Centres and Institutes Policy
Date Effective	16-June-2010
Review Date	16-June-2013
Policy Owner	Senior Deputy Vice-Chancellor and Deputy Vice-Chancellor (Research) and Deputy Vice-Chancellor (Education)
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	researchpolicy@monash.edu
Scope	<p>All Monash faculty, campus and university-level centres and institutes on all campuses.</p> <p>Centres and institutes with significant external funding may differ in several key requirements and these are outlined in the accompanying procedures.</p> <p>Separate guidelines exist to govern the situation in which the University wishes to consider membership or a shareholding in any centre or institute that constitutes a separate legal entity.</p>
Purpose	The purpose of this policy and its accompanying procedures is to specify the criteria for the establishment of centres and institutes at Monash University and procedures for their governance, operation and review.
POLICY STATEMENT	

The role of centres and institutes is to advance the excellence and impact of education and research at Monash University. Specifically centres and institutes transcend traditional disciplinary and departmental boundaries and:

- enable the development of critical mass and focus for education and research activities in theme areas and contemporary issues and challenges; and
- enhance the external profile of such activities at Monash.

Centres

Centres may be established within faculties, at university level or at campuses with independent budgets. In faculties centres may reside in departments, schools or at faculty level. These centres are referred to in the accompanying procedures as 'faculty centres' and will be the overall responsibility of one or more designated faculties.

The case for establishing a new centre must meet the following minimum criteria:

- the potential to fulfil a research and/or education need not currently met by existing structures and to enhance the strategic aspirations of the University;
- a track record of high-level performance amongst potential centre members of relevance to the centre's aspirations;

- a business plan that makes the case for the proposed centre's ability to advance excellence and impact in research and/or education.

Faculties and campuses may also set additional criteria for establishment within their own disciplinary contexts.

Institutes

In addition to fulfilling the minimum requirements of centres, as set out above, a proposed institute will demonstrate the potential to:

- encompass a greater scope in its core activities than a typical centre;
- be multi-disciplinary in its focus;
- advance one or more areas of strategic priority for the University;
- take a lead university role in government, industry and international engagement;
- lead the development of research and/or education capacity in its field at international and regional campuses.

Institutes may be established as physical or virtual entities to provide leadership of research and education effort. Structures will vary depending on the institute but will be designed to maximise collaboration within and external to the University. An institute may be established from inception or may provide a framework for bringing together existing interrelated entities. Institutes may contain centres.

Generally institutes will be established at university level. Faculties and campuses may establish institutes in areas of high strategic priority but must demonstrate broad engagement through collaboration within and external to the University and incorporate other faculties and external stakeholders in their governance structures.

Establishment and operation of centres and institutes

Centres and institutes falling under the scope of this policy must comply with the requirements for application and approval, governance, review and disestablishment of such entities as outlined in the accompanying procedures.

Some centres and institutes are established at Monash through the award of grant funding or a significant partnership with an external agency, often as a result of a competitive submission or tender process. Where significant external relationships and/or funding are involved, the requirements for establishment, performance, governance and review will be driven, at least in part, by these external parties. While these centres and institutes would be required to meet the minimum criteria for Monash centres and institutes, there are also likely to be additional requirements set down by the funding or partner organisations.

Other groupings, such as networks or initiatives, may be established at the discretion of faculties. Where there is an aspiration for centre or institute status these groupings may be used as interim structures while an appropriate business plan is being developed. These entities may not use the term centre or institute until criteria and procedures laid down in this policy and procedure are met and Academic Board approval is gained.

Supporting Procedures	Centres and Institutes Procedures
Responsibility for implementation	Office of the Senior Deputy Vice-Chancellor and Deputy Vice-Chancellor (Research) Office of the Deputy Vice-Chancellor (Education) Pro Vice-Chancellors (Campuses) Deans

	Heads of academic unit Monash Research Committee Monash Education Committee Monash International Committee Faculty Centres Committees Campus Centres Committees Research Graduate School Committee Centre/institute directors
Status	Revised
Approval Body	Name: Academic Board Meeting: 3-2010 Date: 16-June-2010 Agenda item: 13.1
Endorsement Body	Academic Quality and Standards policies Name: Education Committee Meeting: 3-2010 Date: 19-May-2010 Agenda item: 8.1.1 Name: Monash Research Committee Meeting: 2-2010 Date: 30-March-2010 Agenda item: 9.1 Name: International Committee Meeting: 2-2010 Date: 12-May-2010 Agenda item: 14.1
Definitions	
Legislation Mandating Compliance	
Related Policies	Research Platforms Policy and Procedures (forthcoming)
Related Documents	University Framework for Legal Structures