

University Research Institutes and University Research Centres Policy

Section 1 - Purpose / Objectives

(1) The purpose of this policy is to provide guidance and structure around the establishment, management and review of University Research Institutes and University Research Centres (hereafter referred to as Institutes and Centres).

Section 2 - Scope / Application

(2) This policy applies to University Research Institutes and University Research Centres.

(3) This policy does not apply to the management, review and establishment of:

- a. Cooperative Research Centres;
- b. Centres of Excellence;
- c. Institutes or Centres that are a separate legal entity; or
- d. Other University bodies that are named Centre or Institute but that are not established under this policy and whose primary or sole function or activity is not the conduct of research or research training.

Section 3 - Definitions

(4) Nil

Section 4 - Policy Statement

(5) The University has identified a number of themes that should underpin its research initiatives, including to:

- a. develop multidisciplinary approaches to teaching and learning and research;
- b. focus research in areas of significance in which Victoria University has existing or wishes to develop strength and strategic advantage;
- c. develop translational research with and for the benefit of industry, government and the community.

(6) One of the mechanisms to give effect to these goals is the establishment of Institutes and Centres.

(7) Institutes and Centres:

- a. provide the critical mass and leadership to build research capacity and capabilities across the University, and advance one or more areas of strategic priority for the University;
- b. strategically aggregate, coordinate and focus diverse research activities and resources so as to build research excellence, prestige and esteem that benefits the University;
- c. operate in areas where the University seeks to establish or maintain a strategic research advantage, and

normally they undertake research in areas in which the University displays significant research strength and excellence.

(8) As strategic vehicles, Institutes and Centres are a key vehicle for the inculcation of a vibrant and flourishing research culture, disseminating best research practice throughout the University, helping to further raise the University's research performance and enabling it to meet its long-term research targets. A further motivation for their establishment is their capacity to act as an interface between the University's teaching and learning and research activities, helping to ensure best practice in both and that each informs the other.

(9) To maximise their strategic role and ensure greater harmony and uniformity in their administration and management, Institutes and Centres will operate according to the following policies:

Institutes and Centres to be Research Only Bodies

(10) The activities of Institutes and Centres will be limited to the conduct of research, the dissemination of research findings and outcomes and advocacy for their adoption to the academy and to relevant industry, community and government groups. Research training (including Higher Degree by Research student supervision and supervision of honours students) is considered research for the purposes of this policy.

(11) Institutes and Centres will not administer teaching and learning programmes leading to a recognised award. However, Institutes and Centres can create and deliver customised and specialist non-award courses that deliver outcomes from their research, raise revenue and/or promote the Institute or Centre. In addition, Institutes and Centres are also encouraged to support the teaching and learning function of the University by engaging in activities such as Institute and Centre staff delivering guest lectures, conducting master classes and providing research opportunities for students enrolled in bachelors programmes.

The Difference between Institutes and Centres

(12) Institutes and Centres have the following differentiating features:

- a. Their Scale (see clause (13)): Institutes are normally expected to have a larger Scale than Centres.
- b. The scope of the research questions that are examined: In terms of this differentiating characteristic, Institutes will normally be required to be defined by a research paradigm that is broad and interdisciplinary, focusing on multiple aspects of a research question or problem, manifesting in multiple research programmes. Centres can, on the other hand, apply themselves in a more focused manner, to a single research area or question, manifesting in a single research programme.

Institutes and Centres: Scale

(13) Scale refers to the size of an Institute or Centre, and it is one of the differentiating features (see clause (12)). Normally, the Scale required of an Institute will be greater than in the case of a Centre. The [University Research Institutes and University Research Centres Procedures](#) outline the Scale associated with and required of Institutes and Centres as well as any method developed to determine Scale.

Organisational 'Home'

(14) Institutes and Centres will be organisationally situated in a 'Home'. Information on the Home will be outlined in the [University Research Institutes and University Research Centres Procedures](#).

Institutes and Centres to operate across the University

(15) Given their strategic role as a mechanism to build University research capacity and strength, Institutes and Centres will be required to deliver and undertake research (where feasible or desirable) with their Home and with

organisational units across the University.

Establishment

(16) Institutes or Centres will be established by following and fulfilling relevant requirements and establishment procedures. The relevant requirements and procedures are specified in the [University Research Institutes and University Research Centres Procedures](#) .

Institute and Centre Governance

(17) Institutes and Centres will be subject to the University governance requirements and processes that apply to their Home.

Institute and Centre Management

(18) The University will establish requirements and processes for the management of Institutes and Centres, which are outlined in the [University Research Institutes and University Research Centres Procedures](#) .

Institute and Centre Reviews

(19) Institutes and Centres will be required to undergo a review of their operations and performance during every fifth year of operation. However, it is within the discretion of the Vice-Chancellor (or delegate) to call for a review at any time.

(20) The process, criteria and other requirements to be followed and considered in a review are detailed in the [University Research Institutes and University Research Centres Procedures](#) .

Institute and Centre Annual Report

(21) University Institutes and Centres must prepare an Annual Report for submission by 5 September of each full year of operation.

(22) The information required in an Annual Report and the process/requirements for approval and dissemination are outlined in the [University Research Institutes and University Research Centres Procedures](#) .

Reclassification or Disestablishment of Institutes and Centres

(23) Normally, an Institute or Centre will be Disestablished or Reclassified following a recommendation arising from a review (see clauses (19) and (20)). Where a recommendation is made and accepted for a Centre or Institute to be Reclassified, it will be a requirement to follow the establishment provisions outlined in clauses (16) and (17) of this policy.

Institute and Centre Membership

(24) A Member of an Institute or Centre is a person who formally participates in and contributes to the research undertaken by an Institute or Centre, after meeting certain criteria and eligibility requirements.

(25) The criteria and eligibility requirements are outlined in the [University Research Institutes and University Research Centres Procedures](#) .

Member of more than one Institute

(26) A person may be a Member of more than one Institute or Centre.

Members and Attribution of Research

(27) Research publications produced and competitive research income earned (won) by a Member will be attributed to an Institute or Centre in accordance with the relevant provisions outlined in the [University Research Institutes and University Research Centres Procedures](#) .

Institutes, Centres and Higher Degree by Research Students

Enrolment

(28) Higher Degree by Research Students may receive supervision, research training and support under the auspices and direction of an Institute or Centre and its Members. However, enrolment and administrative support related to this will be provided by a College.

Higher Degree by Research Students: Load and Completions

(29) HDR student load and completions can be claimed by an Institute or Centre according to the methodology outlined in the [University Research Institutes and University Research Centres Procedures](#) .

(30) Publications produced and competitive research income earned by HDR Students will be attributed following the methodology developed under the auspices of clause (27).

Higher Degree by Research Student: Administrative and Management Costs

(31) In cases where a Higher Degree by Research student receives supervision from an Institute or Centre, the enrolling College will be entitled to claim some payment from the Institute or Centre for the costs associated with the administration and management associated with that student's management and enrolment. The method to be used for the recovery of costs is outlined in the [University Research Institutes and University Research Centres Procedures](#) .

Nomenclature

(32) Normally, the use of the term:

- a. Institute, University Institute or University Research Institute
- b. Centre, University Centre or University Research Centre

will be restricted to bodies that have been established as such under the auspices of this policy.

Section 5 - Procedures

(33) See [University Research Institutes and University Research Centres Procedures](#).

Section 6 - Guidelines

(34) VU Institute and Centre Review Schedule

Status and Details

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