PROCESSES REGARDING INTERNAL CENTRES FOR RESEARCH AND RESEARCH TRAINING

Under the Centres and Institutes for Research and Research Training Policy (https://policy.unimelb.edu.au/MPF1020), the details of Centres and Institutes is maintained by the University Secretary subject to the oversight of University Executive. Research, Innovation and Commercialisation (RIC) is responsible for providing the University Executive secretariat with any updates to that list. Below are the current processes for the main areas of activity regarding **internal** Centres for Research and Research Training: establishment, disestablishment, review and other amendments. The flow charts identify the relative roles of Centres, Academic Divisions, the Deputy Vice-Chancellor (Research), Research, Innovation and Commercialisation, the Office of the Vice Chancellor and the University Secretary.

**Current process for Establishment of Centres for Research and Research Training**

1. **Proposed Centre personnel and Academic Division Research Office**
   - Complete Appendix C found at https://policy.unimelb.edu.au/MPF1020#section-3

2. **Template is emailed to the DVCR (dvc-research@unimelb.edu.au), cc’ing Jennifer Steen (jennifer.steen@unimelb.edu.au).**
   - The DVCR will then review the details and after internal consultation, provides in-principle agreement for the Centre proposal development to proceed, or a recommendation not to proceed.

3. **Recommendation is communicated back to the proposed Centre leadership and the Dean of the Academic Division.**
   - A meeting with Centre proponents and DVCR or delegate may be held.

4. **Centre leadership and Academic Division then complete a business plan containing the information listed here https://policy.unimelb.edu.au/MPF1020#section-3.**
   - Further guidance may be provided.

5. **Business plan is forwarded to the DVCR who considers it further on advice from Research, Innovation and Commercialisation staff.**

6. **Liaison occurs between Research (Chancellery), RIC and Academic Division to provide more supporting information if required.**

7. **Once the DVCR is satisfied with the proposal, the Business Plan is forwarded to the Office of the VC with an endorsement memo attached.**

8. **Chancellery (Research) considers the Plan and provides advice to the VC.**

9. **If the VC endorses the Plan, it is then forwarded to Kathy Menezes for inclusion on the next UE meeting agenda.**
   - If not, it’s sent back to the DVCR to communicate to Centre leadership.

10. **UE meeting formally approves (or rejects) the proposal, and this is minuted and communicated back to the Academic Division and Centre leadership.**
    - Where the proposal is approved the VC reports this at the next meeting of University Council.
Current process for Reviews of Centres for Research and Research Training

Research, Innovation and Commercialisation liaises with Academic Divisions to ensure they're aware when a Centre is due for review.

The Academic Division assembles the Review Panel according to the terms of the policy and the review is conducted.

Academic Division Research Office sends the Review Panel’s report directly to the DVCR (dvcresearch@unimelb.edu.au), cc’ing the RIC contact Jennifer Steen (jennifer.steen@unimelb.edu.au). The DVCR may then initiate.

UE formally approves the Review Report and its recommendations and this is minuted.

The VC reviews and if the Review is approved/accepted, the OVC forwards the Report and accompanying memo to Kathy Menezes for inclusion on the UE meeting agenda.

RIC sends the Review Report and the DVCR’s memo to the OVC for the VC to review.

The DVC considers whether to endorse.

Liaison occurs between Chancellery (Research) and the Academic Division if necessary over report details. Further information may be requested.

University Secretary formally advises RIC and other stakeholders of the UE decision.
Dean of the host Academic Division for a Centre sends an email to the DVCR outlining the reasons for disestablishment.

DVCR considers the recommendation.

Liaison occurs between DVCR and Dean if necessary to clarify details.

Chancellery (Research) forwards memo to the Office of the VC (with Academic Division documentation attached) recommending disestablishment.

UE formally notes the disestablishment, and the University secretary informs all parties.

If endorsed, notification of disestablishment is forwarded to the University Secretary for inclusion on the UE meeting agenda.

VC considers recommendation.
Current process for communicating other changes to Centres for Research and Research Training

Where an update is required to any item listed under Points 9 and 10 in the Centre Policy, the Dean of the Academic Division puts this request to the DVCR in writing, cc-ing the RIC contact, Jennifer Steen (jennifer.steen@unimelb.edu.au).

The DVCR grants the request for a change to Centre arrangements, and this is emailed directly to the University Secretary for inclusion on the agenda for UE meetings.

UE approves the requested change, and Kathy Menezes formally reports this back to RIC and the Faculties.