

ESTABLISHMENT AND OPERATION OF RESEARCH AND SPECIALIST CENTRES POLICY

Section	Research
Contact	Office of AVC Research
Last Review	October 2009
Next Review	October 2011
Approval	Academic Board October 2009

Purpose:

- To provide for the orderly establishment, operation, risk management and exit for all Centres located within Colleges or hosted by Massey University.
- To provide operational guidelines for Research and Specialist Centres with reference to existing University policies and procedures.
- To ensure that the management and financial operations of all Centres are transparent for all parties.

Definitions:

A Research Centre is defined as a group of Massey University staff with a common research focus, undertaking predominantly research activities, and led by a researcher with substantial research accomplishments in the associated field. Its research endeavour is aligned to the portfolios of an Assistant Vice-Chancellor (Research or Maori), College or an Academic Unit and is supported by a Research Centre Agreement.

A Specialist Centre is defined as a group of Massey University staff which have an established academic identity in the provision of services or educational resources. It is aligned to the academic portfolio of an Assistant Vice-Chancellor (Academic and Open Learning or Maori), College or an Academic Unit, and is managed and monitored by the Assistant Vice-Chancellor or within the College by the Pro Vice-Chancellor.

An Academic Unit refers to the host unit and these are Department, School or Institute. For some University Centres the Academic Unit may be a College and for National Centres the Administrative Unit will be the Office of the Assistant Vice-Chancellor (Research) or (Academic and Open Learning) or nominee.

A Budget Centre is defined as a separate financial entity within the University's financial system which has accountability for a budget. The budget usually includes both revenue and expenditure lines. A budget centre has its own unique general ledger code and would normally have both staff and assets attached to it.

A Research Centre refers to a National Research Centre, University Research Centre or College Research Centre as appropriate. A Specialist Centre refers to a National Specialist Research Centre or College Specialist Centre as appropriate. There are three classes of Centres:

National

1. (a) National Research Centre. Normally this is a Government sponsored group whose role as a Centre is set out in contractual obligations to a funding agent and, as part of this, is formally linked to responsibilities that extend explicitly to external Centre partners and to the public good. It is a Budget Centre, with a reporting line through to the Assistant Vice-Chancellor (Research).



1. (b) National Specialist Centre. Normally this is a Government sponsored group whose role as a Centre is set out in contractual obligations to a funding agent and, as part of this, is formally linked to responsibilities that extend explicitly to external Centre partners and to the public good. It is a Budget Centre, with a reporting line through to the Assistant Vice-Chancellor (Academic and Open Learning).

University

2. University Research Centre. This is led by a group of senior academic or research staff, whose objective is to lift the profile of a disciplinary or multi-disciplinary area of strategic relevance to the teaching and/or research functions of the University, with a view to enhancing reputation, post graduate research degree student success, collaboration and externally sourced research and/or consulting income. A University Centre would normally be established on the basis of existing or expected multi-year external funding of \$1m (GST Excl) or more per annum. It is a Budget Centre, with a reporting line via a HoD/I/S or direct to an appropriate Pro Vice-Chancellor.

College

3. (a) College Research Centre. This is led by a group of senior academic or research staff, whose objective is to lift the profile of a disciplinary or multi-disciplinary area of strategic relevance to the teaching and/or research functions of the University, with a view to enhancing reputation, post graduate research degree student success, collaboration and externally sourced research and/or consulting income. A College Centre would normally be established on the basis of existing or expected multi-year external funding of less than \$1m (GST Excl) per annum. It is not a Budget Centre and has a reporting line to an appropriate Pro Vice-Chancellor, via an Academic Unit.
3. (b) College Specialist Centre. This is led by a group of senior academic staff, whose objective is to lift the academic profile of a disciplinary or multi-disciplinary area of strategic relevance to the College. The Centre will usually lift academic identity by the provision of services or educational resources. It is not a Budget Centre and has a reporting line to an appropriate Pro Vice-Chancellor, via an Academic Unit.

A Centre Agreement is specific to all Research and Specialist Centres and outlines the objectives and operating requirements for the Centre. The Agreement will be between the Vice-Chancellor or Assistant Vice-Chancellor (Research or Academic and Open Learning) and the relevant Pro Vice-Chancellor or Senior Manager.

National Research Centres, National Specialist Centres and University Research Centres are stand-alone entities with cost centre responsibilities. They will be accountable to the Vice-Chancellor via the Assistant Vice-Chancellor (Research), Assistant Vice-Chancellor (Academic and Open Learning) or Pro Vice-Chancellor, and normally have an academic relationship with a College(s) or Academic Unit(s) through research, teaching and consultancy activities. They are Budget Centres and will operate in a businesslike manner, but must retain an emphasis on the academic and research nature of the University's business.

College Research Centres and College Specialist Centres will not have financial independence or operate as a separate cost centre. Although they will have a host Academic Unit, they may include members from other Academic Units/Colleges with similar research or academic interests.

All Centres are required to contribute a surplus in line with the University's financial requirements or as negotiated by the PVC or SLT Manager.

Commercial Centres are stand-alone entities with cost centre responsibilities, and are not subject to this policy as they do not meet the definition of a Research Centre. Commercial Centres operate under their own establishment and operation policy.

Board refers to a board associated with the Research or Specialist Centre, such as a Management Board, Advisory Board or similar.

Policy:

1) General

This policy must be read in conjunction with any general terms of reference issued by the Vice-Chancellor and/or his/her delegate, and/or any specific contract agreement already entered into between the University and the Research Centre or Specialist Centre or external partners.

All Research Centres and Specialist Centres are bound by the policies of the University, unless otherwise stated in their respective Centre Agreements. The Policies are available on-line at the following link:

<http://policyguide.massey.ac.nz/>

Centre Agreement template is available at the following link:

<http://www.massey.ac.nz/massey/research/research-management-services/resources-and-forms/staff-resources/en/university-research-centre-setup.cfm>

No unit within the University may describe or designate itself as a Research or Specialist Centre unless it is an approved Centre supported by a Centre Agreement.

The Vice-Chancellor reserves the right to review and amend the terms and conditions and/or the operation of a University or College Research or Specialist Centre agreement at any time. Changes to the terms and conditions of any Centre must be discussed with the Director, Pro Vice-Chancellor and the appropriate Assistant Vice-Chancellor and for the National Centre agreements they must also be negotiated with the External Partners.

Any change in directorship of a University or College Research Centre or significant change of direction by a Centre during the term of the Agreement will require a formal amendment to the Agreement and will be subject to approval by the Assistant Vice-Chancellor (Research). Similar changes to a National Centre will be subject to approval by the Vice-Chancellor.

Any change in directorship of a College Specialist Centre or significant change of direction by a Centre during the term of operation will require agreement in writing by the Pro Vice-Chancellor.

The objective of a Research Centre is to enhance the University's research and teaching capacity and overall performance by concentrating effort and expertise in areas relevant to the University's research strategy. Benefits to the University should include an increased national and international standing, increased research and consultancy revenue, a strengthened research and teaching profile and increased reputation through increased numbers of refereed publications and subsequent increased enrolments of postgraduate students and enhanced recognition of individual staff.

The objective of a Specialist Centre is to enhance the University's academic and teaching capacity and overall performance by concentrating effort and expertise in areas relevant to the University's teaching strategy. Benefits to the University should include an increased national and international standing, specialist teaching programmes, delivery of specialist services or consultancies. Other benefits include a strengthened academic and teaching profile and increased reputation through increased levels of public service and recognition and subsequent increased enrolments of postgraduate students and enhanced recognition of individual staff.

All activities of the Research and Specialist Centres will be deemed to contribute to the research and academic outputs of Massey University and must be managed and reported accordingly. Where any Centre has external partners, arrangements regarding research outputs for each of the parties will be specified in the Agreement Schedules.

A Research Centre will contribute to the PBRF rating of the University through its research and/or postgraduate teaching programme.



All new IP resulting from activities within a Centre must be declared to Research Management Services and ownership will automatically vest in the University unless otherwise agreed by the Assistant Vice-Chancellor (Research).

Approved Research and Specialist Centres will be listed in University publications and on the University web site. All Research and Specialist Centres are expected to be clearly identified with Massey University, using the official University logo on all letterhead, brochures, business cards, publications and other publicity material. Research and Specialist Centres will be expected to promote their own research, teaching and other activities within Massey University through relevant organizations, public addresses, specialist comments and opinion in the media.

Audience:

All University academic and research staff

Relevant Legislation:

Nil

Legal Compliance:

Nil

Related Procedures:

- [Guidelines for Planning and Reporting for Research Centres](#)
- [Research and Consultancy Contracts Policy](#)
- [Research Practice Policy](#)
- [Intellectual Property Policy](#)
- [Research and Consultancy Activity Proposals Policy](#)
- Professional Time Income Policy
- [Delegations Document](#)
- [Risk Management Policy](#)
- [Performance & Risk Reporting Policy](#)

Document Management Control:

Prepared by: Research Services
Owned by: Assistant Vice-Chancellor Research
Approved by: Academic Board October 2009
Date issued: 31 October 2005
Last review: October 2009
Next review: October 2011