



RESEARCH CENTRE PROCEDURE

1. Purpose

This procedure outlines the requirements for the establishment, accreditation, and review of Research Centres at Unitec.

2. Scope

A Research Centre is a formally-constituted grouping of researchers who work together to collectively achieve defined research aims.

As part of the development and enhancement of a vibrant and active research culture Unitec may establish Research Centres.

These arrangements will have formal institutional standing and recognition and will operate in ways that serve to enhance Unitec's research capability, activity, and reputation.

3. Procedure

3.1 Establishing Research Centres

3.1.1 Criteria for establishment

1. Applications for the establishment of Research Centres will be evaluated against a set of criteria; these include:
 - a. demonstrable consideration of the principles of *Te Noho Kotahitanga*;
 - b. adherence to research-relevant policies, procedures, and guidelines;
 - c. clearly-identified research aims that, if achieved, will result in research with impact;
 - d. demonstrated linkage between the aims of the centre and:
 - i. institutional research themes, clusters, or strategies; and/or
 - ii. programmes or areas of academic provision.
 - e. identification of a critical mass of staff with credibility in the area and a demonstrated track record of research outputs;
 - f. sustainability in both financial and human terms, using existing physical and human resources of Unitec;
 - i. the centre must seek external funding;
 - g. provision of opportunities for involvement of students;
 - h. distinctiveness of the proposed centre's aims in relation to other centres that may or may not exist at other institutions; and
 - i. Identification of the location and management of any financial and human resource matters including specification of clear lines of responsibility/authority.

3.1.2 Benefits

1. Potential benefits include:
 - a. promotion of the Research Centre's activities by Unitec;
 - b. invitation to contribute to Unitec research publications including *Advance Magazine* and Unitec's e-Press; and/or
 - c. potential for discretionary funding and scholarships.

3.1.3 Expectations

1. All Research Centres will be expected to:
 - a. perform at a high standard of research excellence, including meeting agreed milestones and outputs;
 - b. aim to become fully externally-funded;
 - c. seek to enact and further Unitec's *Research and Enterprise Strategy*, including:
 - i. building more and deeper relationships with industry;
 - ii. improving and supporting researchers' performance; and
 - iii. broadening teaching-related/ -integrated research.

3.1.4 Centre management

1. Research Centre Directors will be senior researchers within Unitec with proven experience in managing large-scale projects.
2. An application for a proposed centre may propose Research Centre Directors.
 - a. Unitec's Te Komiti Rangahau o Unitec | Unitec Research Committee (URC), in considering the application, may appoint those proposed or appoint alternatives.
3. Directors report to the Director, Tāūpapa Rangahau, partnering research & enterprise and are responsible for:
 - a. leadership of research and the centre's programme;
 - b. line management of centre staff;
 - c. input into the research-related performance of staff not managed by the centre;
 - d. overseeing supervision of students working with the centre; and
 - e. unless an agreement with Unitec states otherwise, continuing to contribute to teaching and research at Unitec.

3.1.5 Centre membership

1. Members of the Research Centre will generally be Unitec-employed academic staff who are highly research-engaged and have relevant research expertise.
2. It is expected members will:
 - a. actively engage with the work of the centre – including its programme of research, seminars and workshops, and strategic planning; and
 - b. unless the centre 'buys out' their time or comes to an agreement with Unitec for that staff member's time, continue to fulfil the duties for which they are contracted by Unitec.

3.1.6 Advisory Board

1. Each Research Centre shall have an advisory board, typically comprising:
 - a. the Director, Tāūpapa Rangahau, partnering research & enterprise;
 - b. a Research Partner (Performance);

- c. a Head of School;
- d. Unitec staff members not involved in the Centre
- e. a mātauranga Māori champion; and
- f. representatives from relevant external groups (such as an industry partner, external research organisation, or community group).

3.1.7 Resources

1. All staff must exercise responsible stewardship of Unitec's resources.
2. The centre's funding and resources will be managed by the Research Centre Director, in consultation with the REO.
3. Specific funding and resources from Unitec for a Research Centre will be negotiated upon application.

3.1.8 Request process

1. In recommending the establishment of a Research Centre, the criteria set out in 3.1.1 must be addressed in supporting documentation.
2. A completed *Request to Establish a Research Centre* must be submitted with specified documentation.
3. Proposals to establish a Research Centre at Unitec must follow the procedure outlined below:
 - a. The proposal must be approved by the appropriate committee before being presented to the URC.
 - b. The proposal is presented to the URC.
 - c. The URC advises the relevant parties of the outcome of their decision.

3.1.9 Centre review and evaluation

1. Upon approval for registration as a Research Centre, the centre will receive an agreement outlining expectations, resources, and other agreed-upon terms.
2. A Research Centre shall be accredited for a period of up to three years and shall be subject to a re-accreditation process every three years or as determined by the Director, Tāūpapa Rangahau, partnering research & enterprise.
3. Each centre will report annually to the URC. Reports will include:
 - a. performance against forecast budget and outputs; and
 - b. evidence of external funding applications.
4. Where a Research Centre has reached the end of its period of accreditation that centre may apply to renew accreditation.
 - a. The centre must apply to the relevant committee, which will make a recommendation to the URC.
 - b. The re-accreditation recommendation must:
 - i. consider the performance and relevance of the centre against the establishment criteria in force at the time of re-accreditation;
 - ii. include evidence of past and future research outputs; and
 - iii. make specific reference to the centre's record and achievements.

4. Responsibilities

Role	Responsibilities
Research Centres	<ul style="list-style-type: none"> Undertake research activities that adhere to this policy and related policies and procedures.
Research Centre Directors	<ul style="list-style-type: none"> Manage Research Centres in accordance with this policy and related policies and procedures. Report annually to URC on the centre's performance.
Tuapapa Rangahau: Research and Enterprise Office	<ul style="list-style-type: none"> Support the activities of Research Centres. Support Research Centre Directors in their management of the centre.
Unitec Research Committee	<ul style="list-style-type: none"> Review and approve applications to establish a proposed Research Centre. Appoint Research Centre Directors.
Director, Tāūpapa Rangahau, partnering research & enterprise	<ul style="list-style-type: none"> Manage Research Centre Directors. Participate as a member of centres' Advisory Boards.

5. Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

6. Reference Documents

- Academic Statute;*
- Code of Conduct;*
- Conduct of Research Policy;*
- Guidelines for Applying for and Managing External Funding;*
- Te Noho Kotahitanga;* and
- Unitec Research and Enterprise Strategy 2015-2020.*

7. Document Details

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