

## University centres, institutes, and hubs

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### 1.0 Rationale and principles which this policy seeks to uphold

- 1.1. The University aims to develop a rigorous system of governance over the establishment, operation, expansion, and closure of centres, institutes, and hubs at BUiD.
- 1.2. The University seeks clear descriptions and definitions of the types, objectives, procedures, organisation, and code of conduct of such units at BUiD.

### 2.0 Scope

- 2.1. The policy applies to all centres, institutes, and hubs, as well as any other similarly purposed and functioning units at or under the responsibility of BUiD.

### 3.0 Definitions

- 3.1. University centres, institutes and hubs are within the University and under its governance. They serve to complement BUiD's core and extended goals, objectives, and strategy.

- 3.2. University centres, institutes, and hubs, as well as any other similarly purposed and functioning unit, can vary in size, scope, objective, and strategic outlook, and can hold the membership of any BUiD affiliated persons including administrative staff, academic staff, students, University Council members, and external organisations collaborating with or with joint and/or shared operations with BUiD.

## 4.0 Policy

### Objectives and goals

- 4.1. Depending on the type of the University centre/institute/hub, objectives can vary over a wide spectrum of academic, economic, social, anthropological, industrial, and cultural goals and aims.
- 4.2. Regardless of the category of an established University centre/institute/hub, all such units must satisfy the core objectives of the University's mission, vision, and strategic statements.

### Functions and types

- 4.3. University centres/institutes/hubs at BUiD will usually be in one of the following categories:
  - 4.3.1. Research centres: centres whose primary function is research into a focused study area.
  - 4.3.2. Training and examination centres: centres concerned with providing internationally/nationally recognised certifications or conducting qualification or public examinations.
  - 4.3.3. Student centres: centres concerned with a variety of student-focused programmes, activities, facilities, and services, such as careers centres, academic support centres, recreation centres, sports centres, and health and welfare centres.
  - 4.3.4. Social centres: centres that are concerned with the wellbeing of the social, environmental, and economic ecosystem. These may include cultural and heritage centres, philanthropy centres, and volunteer/humanitarian centres.

### Establishment

- 4.4. New University centres/institutes/hubs can only be petitioned for establishment by academic and administrative staff, and members of the University Council; external requests must be sponsored by a member of University staff.
- 4.5. To petition for the establishment of a new University centre/institute/hub, applicants must prepare a formal proposal. The proposal must contain:
  - 4.5.1. Purpose of the proposed centre.
  - 4.5.2. Goals of the proposed centre.
  - 4.5.3. Scope of activities and functions the proposed centre will cover.
  - 4.5.4. Definitions and descriptions of the operations that the proposed centre aims to adopt and deploy.
  - 4.5.5. Projections of outcomes and achievements of the proposed centre.
  - 4.5.6. Identification of the KPIs that the proposed centre will be using to measure its progress.

- 4.5.7. List of existing University assets and resources that the proposed centre will use and list of required equipment and resources to be acquired.
  - 4.5.8. Cost/benefit analysis and financial plan of the proposed centre.
  - 4.5.9. Administrative structure of the proposed centre and the roles and responsibilities of staff involved.
  - 4.5.10. Plan for initiating the proposed centre if approved.
- 4.6. After completing the proposal, it will be sent either to the Faculty Dean or the Head of department as appropriate. If approved, the proposal will be reviewed by the Executive Office.
- 4.7. The Executive Office will evaluate the proposal and decide whether it can go forward to the next stage. If approved, the applicant(s) may be asked to present to the relevant reviewing body.
- 4.8. Depending on the type of centre that is being petitioned, the proposal document will be deliberated by the relevant reviewing body and approved as follows:

<b>Centre type</b>	<b>Reviewed by</b>	<b>Approved by</b>
Research	Research Committee	Senate
Training and examination	Senior Management Team	Vice Chancellor
Student	Registrar and Chief Administrative Officer, and Head of Student Administration	Vice Chancellor
Social	Equality and Diversity Committee	Vice Chancellor

- 4.9. If the application is approved, the Vice Chancellor informs the University Council. The University's organisational structure should then be amended appropriately.
- 4.10. The new University centre/institute/hub will be established with an appropriate name which is indicative of its main goals and objectives.

Organisation and operation

- 4.11. Established University centres/institutes/hubs must define their organisational structure, operational processes, and reporting lines in a document. The document may also contain the mission and vision of the centre/institute/hub.
- 4.12. The document needs to be approved by the Executive Office before the established centre/institute/hub can be operational.
- 4.13. Any modification in the organisational structure needs to be reviewed and approved by the Executive Office.
- 4.14. University centres/institutes/hubs are responsible for their own administration and for maintaining and managing their own data.

- 4.15. University centres/institutes/hubs are required to produce annual reports for the Executive Office. The report may contain, among other things, financial statements, meeting minutes, activities details, and KPIs.
- 4.16. University centres/institutes/hubs need to maintain an online presence which includes on BUiD's website and social media platforms.

#### Roles and responsibilities

- 4.17. University centres/institutes/hubs should be headed by a Manager or Director who will be responsible for managing the day-to-day operations, and for ensuring the centre/institute/hub meets its strategic goals.
- 4.18. Any position made available within a University centre/institute/hub can only be filled by BUiD staff. External members may be associated with University centres/institutes/hubs but cannot hold managerial or administrative positions within them.

#### Governance

- 4.19. The Executive Office will review the performance of University centres/institutes/hubs through their annual reports.
- 4.20. The Executive Office will keep a register of all established University centres/institutes/hubs which will track their progress.

#### Closure

- 4.21. A University centre/institute/hub may be closed for a variety of reasons including but not limited to the following:
  - 4.21.1. It has fulfilled its objectives and is no longer required to be operational.
  - 4.21.2. It has failed to demonstrate progress and/or has become redundant to an existing University operation.
  - 4.21.3. It has remained dormant for more than three years.
- 4.22. The decision to close a University centre/institute/hub will be deliberated by the relevant reviewing body and approved by the relevant authority.
- 4.23. The Manager/Director of the University centre/institute/hub is responsible for coordinating the closure of the centre/institute/hub in an appropriate and orderly manner. This includes the termination or completion running tasks and activities, resolution of financial matters, archiving of all records and data, and disposal of any virtual or physical infrastructure as required.
- 4.24. The Vice Chancellor will notify the University Council of the closure of a University centre/institute/hub.