**Appendix E**

**Internal UNSW Centres/Institutes**

**Closure Form**

(Should be filled in as per instructions outlined in UNSW Centres and Institutes Procedure.)

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| **1.** | **INSTRUCTIONS AND ACTIONS FOR THE PRESIDING DEAN[[1]](#footnote-1) (see section 5 of the Procedure)** |
| [ ]   | Advise the Office of the PVCR that the involved faculty/faculties wish to close the centre/institute. UNSW Futures Institutes should advise the UNSW Futures operations team of possible closure. |
| [ ]   | Receive advice that the relevant Deputy Vice-Chancellor (DVC) approves the intended closure. UNSW Futures Institutes should seek advice from the UNSW Futures operations team. |
| [ ]   | Perform the required actions to close the centre/institute as per the checklist in Section 5 below. |
| [ ]   | Sign and date this form in Section 4 **and** initial in Section 6 (below). |
| [ ]   | Send the signed form to Office of the PVCR. UNSW Futures Institutes instead send the form to the UNSW Futures operations team. |
| [ ]   | Receive confirmation from RSO that the centre/institute is formally closed. UNSW Futures Institutes receive confirmation from the UNSW Futures operations team. |
| **2.** | **CENTRE/INSTITUTE CLOSURE INFORMATION** |
| **2.1**  | **Name of centre/institute (and abbreviation or acronym, if any)** |
|  |  |
| **2.2** | **Type of Centre** | **Type of Institute** |
|  | [ ]  | Research  | [ ]  | Research  |
|  | [ ]  | Community | [ ]  | Community |
| **2.3** | **Presiding Faculty** |
|  |  |
| **2.4** | **Any other faculties with which the centre/institute is formally associated (must be approved by relevant dean/s)?** |
|  | [ ]  None |
|  | [ ]  Yes – please list faculties |  |
|  |  |  |
| **2.5** | **Centre/Institute Director** |
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| **3.** | **REASON FOR CLOSURE**  |
| **3.1** | **Outline the main reasons for closure (maximum length: 100 words).** |
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| **4.** | **APPROVALS** |

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| **4.1** | *(If this approval relates to a centre under a Futures Institute, then the signature of the Futures Institute’s director is required. If a Futures Institute is closing, no signature is needed in this section.*)[ ]  **Presiding Dean for Faculty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or** [ ]  **Chair of the Steering Committee or** [ ]  **Director of Futures Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | *Name:*  | *Title:* |
|  | *Signature:*  | *Date:*  |

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| **4.2**  | **Deputy Vice-Chancellor or nominee** |
|  | [ ]  **Closure approved** |
|  | *Name:*  | *Title (if nominee):*  |
|  | *Signature: (If approval provided by email, state ‘Email’.)* | *Date: (If approval provided by email, indicate date of email approval advice.)* |

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| **5.** | **CHECKLIST (to be completed and initialled by the Presiding Dean)** |
| [ ]   | Relevant DVC has approved proposal to close centre/institute |
| [ ]   | Office of the PVCR has been advised of intention to close centre/institute |
| [ ]   | Director has been consulted and advised of closure |
| [ ]   | Members of the leadership and management team have been advised of the closure |
| [ ]   | Deans of the involved faculties and Chair of Steering Committee (if part of the governance) has been consulted and advised of the closure |
| [ ]   | Faculty/Division Finance Business Partner has been consulted and advised of closure |
| [ ]   | All centre’s/institute’s committees have been advised of closure |
| [ ]   | External stakeholders have been consulted and advised of closure |
| [ ]   | Centre/institute staff have been informed of closure |
| [ ]   | Centre/institute staff have been redeployed (or their contracts have ended) |
| [ ]   | Centre/institute students have been informed of closure and placed within suitable school and/or unit |
| [ ]   | HR has been informed of centre/institute closure, as well as redeployment of staff and students |
| [ ]   | Grants have been reallocated, and granting bodies informed |
| [ ]   | Contracts and agreements involving centre/institute have been amended |
| [ ]   | Financial liabilities have been transferred (seek input from Finance if necessary) |
| [ ]   | Centre’s/institute’s accounts have been closed and funds redistributed |
| [ ]   | Centre’s/institute's Dept ID has been closed |
| [ ]  | Centre’s/institute's web page and social channels have been closed |
| [ ]   | Physical assets have been redistributed |
| [ ]   | Estate Management has been informed of closure |
| [ ]   | Centre’s/institute’s documents have been archived |
| [ ]  | Division of External Engagement has been informed of the closure |
| [ ]   | IT Support has been advised to close website and remove any cross-references |

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| **6.** | **PRESIDING DEAN’S INITIALS** |

This section is initialled to indicate that all checklist items in Section 5 have been completed.

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| **6.1** | *(If this approval relates to a centre under a Futures Institute, then the initials of the Futures Institute’s director are required.*)[ ]  **Presiding Dean for Faculty of \_\_\_\_\_\_\_\_\_\_\_\_ or** [ ]  **Director of Futures Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | *Name (if not provided above):*  | *Title (if not provided above):* |
|  | *Initials:*  | *Date:*  |

1. For S25-funded Interdisciplinary Research Institutes, the role of the Presiding Dean will be undertaken by a nominee of the DVC in charge of the centre/institute. [↑](#footnote-ref-1)