

ESTABLISHMENT OF RESEARCH AND SCHOLARSHIP ENTITIES

PROPOSAL GUIDELINES

(Suggested format for submission to the Institutional Planning Committee via Faculty Board or other forum as appropriate to the entity. Please refer to the Research and Scholarship Entities Framework before making a submission.)

ENTITY NAME:

DIRECTOR/HEAD/LEADER:

MEMBERS:

BACKGROUND AND MOTIVATION (including aims, objectives, strategy, how these relate to University/Faculty/Departmental activities and strategies):

LIKELY OUPUTS (students, publications, reports, artefacts, and so on):

FUNDING REQUIRMENTS AND SOURCES: (funding and resource needs, how these will be met, and the extent to which medium term sustainability has been considered):

STAFFING NEEDS AND FUNDING FOR SUCH:

INFRASTRUCTURAL REQUIREMENTS (space, equipment, IT, Library, use of general university resources or services, and so on):

SUSTAINABILITY OF FUNDING AND PLANS FOR ENTITY WHEN INITIAL FUNDING/CONTRACT COMES TO AN END:

SUGGESTED COMPOSITION OF ADVISORY BOARD/BOARD OF CONTROL (if appropriate):

Establishment of Research and Scholarship Entities

Memorandum of Intent

(to be completed before submission to the Institutional Planning Committee)

_____ intends to establish a Research or Scholarship Entity to be called _____ the details of which are contained in the attached proposal to be considered for approval by the Faculty of _____ (where appropriate), the Institutional Planning Committee (and thereafter formally by Senate and Council).

Proposed Director/Head/Leader

Date

Dean

Date

Establishment of Research and Scholarship Entities

Memorandum of Agreement

*(to be completed after approval by the
Institutional Planning Committee, Senate and Council)*

between

(Full name of Director/Head/Leader)

for and on behalf of a (name of Institute/Centre/Unit/Group)
which will operate under the auspices of
RHODES UNIVERSITY

and

RHODES UNIVERSITY

PREAMBLE

WHEREAS (*NAME OF DIRECTOR/HEAD/LEADER*) intends to establish an Entity to be named _____;

AND WHEREAS the Entity will operate from the premises and will use the facilities of Rhodes University in carrying out research and scholarship activities commissioned by individuals and various contractors and RHODES UNIVERSITY through its Faculty of _____ (*or Department of _____*);

AND WHEREAS, to enable the University to exercise its rights with regard to the activities of the Entity, having regard to its use of the University facilities and staff, it is desirable for the Dean of the Faculty of _____ (*or the Deputy Vice-Chancellor: Research and Development*) to represent the interests of the University and to record the reciprocal obligations of the parties;

IT IS ACCORDINGLY RECORDED AND AGREED AS FOLLOWS:

1.

DEFINITIONS

In this agreement, unless the context clearly indicates a contrary intention:

- 1.1 the "Entity" shall mean the (*NAME OF ENTITY*) to be established by _____
- 1.2 the "University" shall mean Rhodes University, represented by Dr S Fourie, Registrar, Rhodes University.

- 1.3 “the parties” shall mean the Entity and the University

2.

DURATION AND CONCLUSION OF THIS AGREEMENT

- 2.1 Notwithstanding the date of signature of this agreement, it shall be deemed to have come into effect on _____.
- 2.2 This agreement shall terminate on _____ or such a date as agreed upon by the parties.
- 2.3 Prior to the termination date, the parties shall either negotiate and agree on a new agreement or shall agree to end their association on the termination date.

3.

(if appropriate)

PARTICIPATION OF THE UNIVERSITY IN THE RUNNING OF THE ENTITY

- 3.1 In regard to all matters concerning the running of the affairs of the Entity, the University shall be represented by the Vice-Chancellor or his designated representative/s as members of an Advisory Board or Board of Control.

4.

OBLIGATIONS OF THE ENTITY TOWARDS THE UNIVERSITY

- 4.1 The Entity undertakes to comply with the Research and Scholarship Entities Framework of the University, and with all relevant policies of the University, as may exist at the time of signing, and as may be amended by duly authorised University structures from time to time.
- 4.2 The Entity undertakes to report annually on its activities through the Head of Department or the Faculty Board or directly to Senate or to the Deputy Vice-Chancellor: Research and Development, as is appropriate to the entity.
- 4.3 The Entity undertakes to be reviewed in a cycle similar to academic departments and administrative divisions starting from a date to be determined by the Institutional Planning Committee. Entities which function entirely within one department would be reviewed with that department during the academic reviews.

- 4.4 In respect of Funding Council/Contractor funded projects undertaken by the Entity on behalf of the University, the Entity undertakes to:
- 4.4.1 carry out the approved work programmes;
 - 4.4.2 provide the necessary personnel and facilities to carry out such work programmes;
 - 4.4.3 prepare reports as required by the funders;
 - 4.4.4 disclose to the University details of any work undertaken for the Entity by employees of the University.

5.

OBLIGATIONS OF THE UNIVERSITY TO THE ENTITY

- 5.1 On stationery, publicity, and, related material, allow the Entity to use the University logo and the wording “_____ operating under the auspices of Rhodes University” provided such stationary and material has first been approved.
- 5.2 Allow the Entity to make use of facilities within the University on such conditions as may be laid down from time to time by the Dean of the Faculty and/or Deputy Vice-Chancellor: Research and Development with the further provisos that:
- 5.2.1 use of any facilities shall not interfere with the normal teaching and research functions of the relevant Department/s
 - 5.2.2 any facilities shall be subject to the knowledge and approval of the Head of Department/s, which approval shall not be unreasonably withheld.

SIGNED at GRAHAMSTOWN this _____ day of _____ 200

(NAME OF DIRECTOR/HEAD)
For and on behalf of _____

AS WITNESSES:

- 1. _____
- 2. _____

Dr S Fourie , Registrar, for
and on behalf of Rhodes
University

Council Member for and on
behalf of Rhodes
University

AS WITNESSES:

1. _____

2. _____