

**Process for establishing centres at the School of Culture and Society**

The research done at the schools belonging to the Faculty of Arts may be organised in the form of school-based research centres. The memo of 30 October 2015 on research programmes, research centres etc. at the Faculty of Arts contains the following guidelines for schools wishing to establish centres:

**School-based research centres**

- Centres which include parties from outside the university are subject to the approval of the dean or rector.
- Before deciding to establish a research centre at a school, the head of school must consult the other schools regarding the name of the centre and other issues.
- Any decision to establish a research centre at school level requires discussions in the school forum and research committee.
- School-based research centres can only be established for a specific period of time (five years, for instance), although this may be extended subject to further discussion.
- Proposals for school-based research centres must contain:
  - the name of the centre
  - the school with which it is affiliated
  - a brief statement of its objectives
  - information about the date it starts, its duration and funding
  - information about any partners outside the school
- Research centres may also involve collaboration between more than one school or department, although they must be anchored at one particular school in terms of their organisation.
- School-based research centres may be established as the research base for specific degree programmes.
- The finances of school-based research centres are managed by the school concerned, but can also be based on external project funding or similar arrangements.
- Once it has been decided to establish a school-based research centre, the head of school will appoint a centre director.
- Centre directors at school-based research centres do not have HR responsibilities, but they are in charge of collaboration regarding the centre's research activities with reference to the head of school.
- The school will inform the faculty of decisions to establish new school-based research centres.

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The dean allows the schools at the Faculty of Arts to run their own local processes to establish centres and define their own criteria for setting them up. The following criteria are proposed for creating centres at the School of Culture and Society:

### ***Organisational framework of centres***

- Centres contain a group of researchers with a clear focus on a research area and a justified need to attract more attention outside AU.
- Centres are cross-disciplinary and are expected to include researchers from several different research programmes.
- Centres must develop (or originate in) existing collaborations.
- Each centre must have a centre director.
- A homepage will be created for each centre, and the centre director is responsible for its maintenance.
- Centres are created for a period of three years with the option of being extended for a further five years.
- The approval of school centres does not imply any guarantee of funding or compensation for hours of work invested in them.
- The centre's activities must be financed by attracting external funding (although it is possible to apply for seed money for developmental activities through the school's Strategic Pool for Research).

### ***Procedure for setting up centres at CAS***

- Proposals for new centres can be submitted annually to the CAS research committee. Next deadline will be on 20 October 2022. New application rounds will follow.
- All centres are subject to subsequent approval in the school forum and the school management team.
- The research committee will evaluate each school centre after three years based on the centre's activities and a brief status report from the centre director, and in accordance with the centre's stated evaluation criteria.
- Centres may be closed down if they fail to comply with their own criteria for success, or if their level of activity is not deemed to be sufficiently high to justify their continuation.
- New centres will not receive start-up funding when they are approved, but they can apply for funding for center-activities through the Strategic Pool for Research with deadlines in June and December.

Applications for setting up new centres should be submitted to the school's research consultant: [saelarsen@cas.au.dk](mailto:saelarsen@cas.au.dk). **Deadline: 20 October 2022.** Please use the form below. The total application must not exceed three pages excluding any appendices.

Name of centre (plus acronym if there is one).	
School affiliation	
Proposed starting date	
Description of objectives (including a brief description of the field in which the centre will be involved, significant core issues, expected impact, and advantages of establishing the centre in relation to the researchers involved and the school as a whole).	
Why does this field need a centre (instead of a research unit)?	
Academic position of the centre in relation to any similar initiatives (local, national and international).	
Centre director (brief description of the director's abilities and qualifications. Please attach a CV and list of publications).	

Core group of researchers: Please attach a one-page CV for four researchers (apart from the centre director), stating five relevant publications.
Other relevant partners (internal/external).
Tentative five-year plan for the centre's activities (what core activities will the centre be the framework for?)
Finances and funding: budget, plan for centre's finances and strategy for attracting external funding (please attach as an appendix).
Success criteria (quantitative and qualitative goals to measure the centre's success at the mid-term and final evaluations).