

Industry Engagement Centres Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Industry Engagement Centres Policy](#)

2. PROCEDURAL DETAILS

2.1. The University will support the development of Industry Engagement Centres which align with and facilitate the partnerships objectives of its [Strategic Plan](#).

2.2. Branding and naming of Industry Engagement Centres

2.2.1 The title 'Industry Engagement Centre' will only be used by Industry Engagement Centres which are approved pursuant to these procedures and the *Industry Engagement Centres Policy*.

2.2.2 The relevant Faculty PVC may approve a name or variation to a name of an Industry Engagement Centre in consultation with the Deputy Vice-Chancellor Research, Deputy Vice-Chancellor Academic and Academic Board.

2.2.3 Industry Engagement Centres will be branded in accordance with the [Brand Communications Policy](#).

2.3 Operation and performance assessment of Industry Engagement Centres

2.3.3 Industry Engagement Centres will support the University's strategic partnership theme, enabling and facilitating relationships between Industry, students and academics, and other critical stakeholders. Industry Engagement Centres will establish strategic partnerships across diverse sectors, both nationally and globally. They will conduct activities which enhance student and academic engagement with Industry and related stakeholders.

2.3.4 The relevant Faculty PVC will nominate a Centre Director to lead and manage the Industry Engagement Centre. The Centre Director will operationally report to the PVC on the operations of the Industry Engagement Centre.

2.3.5 The Centre Director will develop strategic plans, key performance indicators, and targets which will be considered and approved by the relevant Faculty PVC.

2.3.6 The Centre Director will submit an annual report including outcomes against the key performance indicators to the relevant Faculty PVC and Provost.

2.3.7 Industry Engagement Centres are expected to attract external grants and contracts but may receive financial support from the University for a designated period.

2.3.8 The relevant Faculty will manage financial reporting for its Industry Engagement Centres.

2.3.9 The relevant Faculty will conduct a performance assessment of each of its Industry Engagement Centres in relation to its objectives, strategic plan, performance indicators and targets before the end of its approved term.

2.3.10 The creation, storage and disposal of records and information at the centres will be handled in accordance with the university's policies and procedures for [information management](#).

3. RESPONSIBILITIES

Responsibilities are as set out in section 2.

4. SCOPE OF PROCEDURES

These procedures apply to Industry Engagement Centres, relevant Industry Engagement Centre employees, and the University community that interact with the centre and relevant employees, including Council members, students, employees, University Associates, Curtin controlled entities, and all persons participating in university business or activities, including whether as a visitor, service provider, contractor or volunteer.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Engagement

Encompasses industry engagement, student engagement, community engagement, research engagement, and academic engagement and refers to the proactive and collaborative involvement of the University with key stakeholders. It fosters meaningful interactions, strategic partnerships, and initiatives that promote and enhance the university's relationship with its stakeholders.

Industry Engagement Centres

Industry Engagement Centres are organisational units that will support the University's strategic partnership theme, enabling and facilitating relationships between Industry, students and academics, and other critical stakeholders. Industry Engagement Centres will establish strategic partnerships across diverse sectors, both nationally and globally. They will conduct activities which focus on and enhance Student and Academic engagement with Industry and related stakeholders.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

- [Brand Communications Policy](#)
- [Curtin University Strategic Plan](#)

Policy Compliance Officer	Michele Willson , Associate Provost
Policy Manager	Provost
Approval Authority	Provost
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	27/05/2024	Provost	EM2415	