

Approval Date: December 9, 2011

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Parent Policy: [Centres and Institutes Policy](#)

Affiliated Centres and Institutes Termination Procedure

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	Provost and Vice-President (Academic)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

This procedure applies to all **affiliated centres and institutes**. This procedure does not apply to **academic centres and institutes**, nor shall it apply to research consortia (multi-institutional partnerships) that are created to fulfill the mandate of a research grant.

Purpose

To outline the steps necessary for terminating an affiliated centre or institute.

PROCEDURE

Prior to the termination of an affiliated centre or institute, and in accordance with the *Affiliated Centres and Institutes(Appendix A) Agreement Requirements*, each affiliated centre or institute must:

- notify the University of Alberta that a termination of the centre/institute is being considered;
- notify the University what physical and financial resources will remain following the termination of the affiliated centre or institute, if not already stated within the affiliation agreement;
- follow the obligations as outlined in the affiliation agreement and at law.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

Affiliated Centre or Institute	<p>An Affiliated Centre or Institute is created through a contractual or other legal arrangement with one or more third parties such as a joint venture, a corporation, a society, a partnership or other affiliation type arrangement by which a centre or institute is created which is not under the control of the University.</p> <p>The Centre or Institute reports to a governing board that is external to the University of Alberta and for which the University does not have control. This would include centres and institutes created through an agreement whether located on or off the University's campuses, including national centres of excellence.</p> <p>In all cases, the required governance reviews and approvals must be obtained prior to contract execution.</p>
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Academic Centre or Institute	<p>An Academic Centre or Institute may exist solely within the University of Alberta or may be created through a partnership between the university and other entities. Such other entities may include other universities, governments, public authorities (such as health authorities), and non-profit organizations. If an external corporate entity is involved in the Centre or Institute, the process for managing conflict of interest and conflict of commitment must be reviewed. The University attaches the utmost value to academic freedom and scholarly integrity. Accordingly, Academic Centres and Institutes shall not place any limits on these accepted principles of academic freedom and scholarly integrity.</p> <p>Centres or Institutes are not subsidiary companies, spin-off companies, societies created through non-university policies, or groups or corporations that lease University of Alberta space to achieve their own ends.</p> <p>Additionally, if the academic Centre or Institute has a governing board, membership of the board is constituted such that the University of Alberta has control.</p>
Control	Majority of the voting shares and/or ability to appoint the majority of directors.

FORMS

There are no forms for this procedure. [\[▲Top\]](#)

RELATED LINKS

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