

# Guidelines

---



## Establishment / Renewal of Agreements for University Centres

### 1. Purpose

To provide guidance on the process for establishment or renewal of agreements for University Centres.

### 2. Scope

This guideline applies to all requests for the establishment or renewal of agreements for University Centres.

### 3. Procedure

- a. The party intending to establish or renew an agreement for a University centre will comply with the following guideline (refer to Appendix A):
  - (i) Submit a Request to Establish a New Centre or Renew/Review an Existing Agreement Request using Space Application Form.
  - (ii) Prepare a Business Case Proposal indicating the financial viability of the physical presence.
  - (iii) Submit Space Application Form and Business Case Proposal to the USP Senior Management Team (SMT) for approval.
  - (iv) Contribute to the development and finalization of the New Centre or Tenancy Agreement.
- b. The request to establish or renew an agreement may be initiated at any time (and where applicable, within the parameters of existing agreements). However, Requestors are encouraged to align these requests with the University's annual planning and budget cycle to maximize alignment with strategic, functional, and operational plans.
- c. Finance shall be responsible for the business case assessment and recommendation to the Senior Management Team.
- d. Planning & Quality shall be responsible for the provision of student and staff load data for the business case.
- e. Estates & Infrastructure Services shall be responsible for recommending the type of agreement appropriate to the application following the approval of the business case (for example: a Memorandum of Understanding, a Tenancy Agreement, a Deed of Assignment, a Lease, or a Fee Simple Title / Ownership) that is to be adopted for the University centre.

### 4. Related documents

- a. Space Management Policy
- b. Business Case Approval Procedures
- c. Financial Delegations Register
- d. Capital Building Projects Procedures
- e. Space Management Procedure
- f. Tenancy Approval and Signing Procedure

**APPENDIX**

