The University of Melbourne

Honorary Conditions of Appointment

16 February 2011
CONDITIONS OF APPOINTMENT FOR VISITORS AND HONORARY APPOINTEES

Visitors and honorary appointees to The University of Melbourne are highly valued members of the University community. For all purposes of courtesy, and on ceremonial occasions, they are regarded as members of the University but are not, by virtue of the office, a member of the Academic Board or of any Faculty.

Visitors and Honorary appointees are expected to comply with The University of Melbourne statutes, regulations and policies that relate to the activities they undertake as part of their invitation/appointment. Principal items are outlined below. Breaches of University statutes, regulations and policies may result in withdrawal of the invitation/appointment.

Invitations/appointments may also be terminated before the term of invitation/appointment if the individual ceases to contribute to the programs of The University of Melbourne.

Equity

The University is committed to ensuring a work environment free of discrimination and harassment on all grounds covered by equal opportunity legislation, including race, gender, religion or political preference. Visitors and Honorary appointees are expected to comply at all times with the University's equal opportunity policies and with state and federal equal opportunity and related legislation.

Standards of equity and fairness should be observed when dealing with staff and students and other members of the University community. In particular, behaviour or actions that constitute discriminatory harassment, such as sexual harassment, and any form of bullying or intimidation, are unacceptable.

Environment, Health and Safety

The University seeks to ensure a safe and healthy workplace. Whilst operating on a University campus, visitors and honorary appointees must abide by safety procedures, ensure that no unsafe areas or practices go unreported and take reasonable care for their own safety and the safety of others.

Code of Conduct for Teaching and Research

Visitors and honorary appointees are expected to exercise due care and operate in an ethical manner in relation to any teaching or research activities which an individual may undertake as part of their invitation.

The University Regulation 7.1.R8 – Code of Conduct for Research, sets out the University’s standards. Visitors and honorary appointees are also required to abide by those elements of University academic or student related statutes, regulations and policies that are relevant to the activities being undertaken within the capacity of the invitation.

Intellectual Property

The terms of Statute 14.1 - Intellectual Property together with Standing Resolution 4.15: Intellectual Property Principles specify the manner in which Intellectual Property (IP), which is lawfully able to be regulated by the University, is to be developed, protected, managed and commercialised.

It is a condition of all honorary, visiting or other appointments to the University of Melbourne that the appointee or visitor agrees to be bound by Statute 14.1 and the Intellectual Property Principles.

As a matter of general principle, the University asserts ownership of IP, other than 'scholarly works', created by its staff. However, in relation to honorary appointees and visitors, the University asserts ownership only of IP which is 'teaching material' (created or used for the primary purpose of teaching and education at the University) or the subject of 'specified agreements.' A specified agreement means ‘an agreement or deed between the University and any party which relates to the ownership or use of intellectual property that may arise out of an activity, including research, which is identified in the agreement or deed.’ This includes but is not limited to a research grant agreement or research contract.

Where honorary appointees and visitors are engaged in activities which are the subject of a 'specified agreement', the University owns the IP created under the terms of that 'specified agreement' and the honorary appointee or visitor is bound by any confidentiality obligations or other contractual terms imposed by that 'specified agreement.'

Visitors and honoraries planning to engage in the development of a University computer program and/or software should first clarify with the University the IP arrangements to apply in respect of that development.

All staff, students, honorary appointees and visitors have a responsibility to identify, protect, manage and, where appropriate, be involved in the commercialisation of IP. In particular, all have a specific duty to disclose inventions with potential commercial value or where required by a 'specified agreement.' An individual’s contribution to the development of IP will be recognised and if that IP is successfully commercialised and there is a financial return to the University, individual creators, including honorary appointees and visitors, will be entitled to a share of net revenues received by the University from the commercialisation of that IP.

Conflict of Interest

Visitors and honorary appointees should aim to avoid being placed in a situation where there may be a conflict of interest between the interests of the University and their own substantive professional interests or personal interests, or those of their family or friends.
In particular, the University expects visitors and honorary appointees not to place themselves in a position where it could be construed that they have used University assets or confidential University information for personal gain or a benefit for themselves, their family or friends.

Similarly, visitors and honorary appointees should avoid conflicts of interest between a personal relationship and professional responsibilities.

**Activities outside the University of Melbourne**

When carrying out activities which are outside the role of visitor or honorary appointee, the individual must ensure that clients, members of the public or other people cannot reasonably construe that the individual is operating as a member of The University of Melbourne unless:

- There is no conflict of interest between the activities and the contribution to the University of Melbourne as a Visitor or honorary appointee; and
- Appropriate insurance and indemnification arrangements are in place.

**Use of Electronic Communication System**

Visitors or honorary appointees may use the University’s electronic communication system (including email, internet and intranet) for legitimate University business and for limited personal use. The electronic communication system may not be used to:

- Infringe copyright;
- Obtain unauthorised access to systems and data;
- Store, transmit, download or display any obscene, offensive or illegal materials;
- Run a private business whether for profit or not-for-profit; or
- Defame an individual, organisation, association, company or business.

**Qualifications**

Misrepresentation of qualifications in respect to your employment or association with the University is a serious matter and may constitute misconduct or serious misconduct and result in disciplinary action, including termination of employment.

Further information on University’s statutes, regulations, policies and practices may be found at the following websites:

- Electronic communication: TBA