

The University of Melbourne



Conditions of Appointment: Visitors and Honorary Appointees

November 2020

Conditions of Appointment for Visitors and Honorary Appointees

Visitors and honorary appointees to the University of Melbourne are valued members of the University community. For all purposes of courtesy, and on ceremonial occasions, they are regarded as members of the University. However, an appointment as a visitor or honorary does not confer membership of the Academic Board.

This document highlights specific matters of relevance to visitors and honorary appointees but is by no means exhaustive.

Visitors (whose status is created by invitation) and honorary appointees (whose status is created by appointment) are governed by, and required to comply with, the University of Melbourne statute, regulations, and policies that relate to the activities they undertake as part of their invitation or appointment.

By accepting a visitor invitation or honorary appointment you agree to abide by all relevant University regulations and policies and agree to cooperate and participate in any matters arising from your association with the University.

Breaches of University statute, regulations and policies may result in withdrawal of the invitation or appointment.

Invitations and appointments may also be terminated before the term of the invitation or appointment concludes if the individual ceases to contribute to the programs of the University of Melbourne or at any time at the University's reasonable discretion.

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 being undertaken as part of their invitation or appointment.

All visitors and honorary appointees are required to abide by the [Australian Code for the Responsible Conduct of Research 2018](#), and the University's [Research Integrity and Misconduct Policy \(MPF1318\)](#). Visitors and honorary appointees are also required to abide by those elements of University academic or student related statute, regulations and policies that are relevant to the activities being undertaken within the capacity of the invitation or appointment.

Honorary appointees who are supervising graduate researchers are expected to adhere to the Universities Australia Principles for Respectful Supervisory Relationships (<https://www.acgr.edu.au/wp-content/uploads/2018/09/principles-for-respectful-supervisory-relationships.pdf>) and University behavioural expectations with respect to supervision. Supervisors use University electronic systems to manage candidature progress and approvals, and therefore must maintain their University of Melbourne IT access and credentials.

Intellectual Property

The terms of the University of Melbourne statute together with the [Intellectual Property Policy \(MPF1320\)](#) specify the manner in which Intellectual Property (IP) is lawfully able to be regulated by the University, and is to be developed, protected, managed and commercialised.

In relation to honorary appointees and visitors, the University owns only the IP that is 'teaching material' (created or used for the primary purpose of teaching and education at the University) or created under a 'specified agreement'¹.

Copyright of scholarly works created by honorary appointees or visitors is owned by the creator or creators. The University is deemed to have been granted a non-exclusive, royalty-free, worldwide and irrevocable licence to use the copyright in such scholarly works for educational, teaching and research purposes.

Where honorary appointees and visitors are engaged in activities that are the subject of a 'specified agreement,' the University owns the IP created under the terms of that 'specified agreement' (in the first instance) and the honorary appointees and visitors must assist the University to comply with any confidentiality obligations or other contractual terms imposed on the University by that 'specified agreement' and comply with all requirements regarding grant applications.

Visitors and honorary appointees collaborating on IP should first clarify arrangements with the University in respect to the developments in which they are involved.

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 IP with potential to be developed for commercial application 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

¹ 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.

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 must avoid situations where there may be a conflict of interest between the interests of the University and their own substantive professional or personal interests, or those of their family or friends.

Visitors and honorary appointees should:

- Act in the best interests of the University when carrying out their duties and responsibilities;
- Not allow their private interests or the interests of others to interfere or be perceived to interfere with that obligation;
- Consider, and fully disclose to the University, circumstances in which a conflict of interest exists or might reasonably be perceived to exist; and
- Adhere to the University's determination on the management of the conflict.

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 and must ensure that:

- 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. The electronic communication system may not be used for any improper purpose, including 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 an individual's association with the University is a serious matter and may constitute misconduct or serious misconduct and result in disciplinary action, including termination of an invitation or appointment.

Further Information

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

- [The University of Melbourne Act, Statute and Regulations](#)
- [The Melbourne Policy Library](#)
- [Appropriate Workplace Behaviour Policy \(MPF1328\)](#)
- [Health and Safety Policy \(MPF1205\)](#)
- [Australian Code for the Responsible Conduct of Research 2018](#)
- [Management of Research Data and Records Policy](#)
- [Teaching and supervision resources](#)
- [Intellectual Property Policy \(MPF1320\)](#)
- [Provision and Acceptable Use of IT Policy \(MPF1314\)](#)
- [Copyright](#)
- [Website disclaimer](#)
- [Guidelines for use of the University of Melbourne logo](#) (and titles) on personalised stationery items

Authorised: Deputy Vice-Chancellor Academic

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