

Registration of a University Associate for the Purposes of Supervision of Higher Degree by Research Students

A **University Associate** is a person engaged by Curtin who is affiliated with the University and may provide services to the University. This form provides for the registration of a University Associate for the purposes of supervising higher degree by research students by the Curtin Area, and for the individual to provide their personal details to be recorded on the HR information system and to be issued with a Curtin ID number.

This section to be completed by the person being engaged as a University Associate

Title (Mr, Ms, Mrs, Dr)	
Family name (Surname)	
Given name	
Preferred Name	
Date of Birth (DD/MM/YY)	
Gender	☐ Male ☐ Female

Address Details

Please provide your current contact address details.

Address Line 1	
Address Line 2	
Address Line 3	
Suburb/Town	
State	
Postcode	

Email and Phone Details

Please provide your current contact email and phone details (you must provide at least one phone number). Your email address will be used to contact you so ensure you provide a valid address.

Email Address	
Home Phone	
Mobile Phone	
Work Phone	
Fax Number	

This section to be completed by the area at Curtin engaging the University Associate

Position title	
Position number	

School/Area

Org Unit Code

Start date
(DD/MM/YY)

End date
(DD/MM/YY)

I confirm that the above named person is affiliated with the University

Name of Head of Area

Signature of Head of Area Date
(DD/MM/YY)

Confidentiality and Compliance Agreement for University Associate for the Purposes of Supervision of Higher Degree by Research Students

1.0 Confidentiality

- 1.1 In the course of your association with Curtin University (Curtin) as an associate supervisor of higher degree by research (HDR) students you may receive and acquire confidential information that is the property of Curtin.
- 1.2 You must during and after your association with Curtin take all reasonable steps to keep confidential all information that is disclosed to or obtained by you for the Purpose for a term of 5 years from the date of this Agreement.
- 1.3 You must not either during or after your association with Curtin:
 - 1.3.1 Disclose to any person confidential information relating to the business or affairs of Curtin, its customers or associated entities unless specifically authorised to do so by Curtin in writing.
 - 1.3.2 Other than to the extent that is necessary to enable you to perform your duties:
 - (i) make extracts from, copy or duplicate confidential information
 - (ii) make adaptations of confidential information;
 - (iii) make use of confidential information for private purposes, or in any manner which may, or is calculated to cause injury or loss to Curtin, its customers or associated entities; and
 - (iv) other than for the benefit of Curtin make notes, documents, working papers or memorandum relating to any matter within scope of the business of Curtin or concerning any of its dealings or affairs.
- 1.4 Clauses 2.3 and 2.4 shall continue to apply despite the termination or cessation of your association by either Curtin or you.
- 1.5 Without limiting the generality of the above, for the purpose of this clause, “confidential information” means and includes any information relating to Curtin, its business and activity, or obtained through Curtin, including but not limited to intellectual property, financial information and other commercially valuable information in whatever form that is of its nature confidential but excluding any matter that has become public knowledge or part of the public domain and all other information provided to you which is either labelled or expressed to be confidential, or given to you in circumstances where one would expect the information to be confidential.
- 1.6 **Exceptions**

You will not be bound to keep confidential any information if and to the extent that:

 - The information is, or becomes, part of the public domain otherwise than by breach of this Agreement by You;
 - The information is lawfully obtained by You from another party without any restrictions as to use and disclosure;
 - The information was in Your possession prior to disclosure by Curtin;
 - The information was independently acquired or developed (either before or after the date of this agreement) without having access to the confidential information of Curtin.
 - The information is required to be disclosed by the operation of any law, stock exchange, judicial or parliamentary body or government agency;

- Curtin has authorised in writing the disclosure of the information, or
- The information is disclosed by You to your professional advisors on a need to know basis who have agreed to keep confidential the confidential information.

2.0 Compliance

2.1 During your appointment with the University you will endeavour to ensure that you comply with all relevant legislation, the Statutes, By-Laws, Policies and Direction made under the *Curtin University of Technology Act 1966* ("the Act") to the extent that these are applicable to your association with Curtin. To the extent that any provision is in direct violation of an existing employment contract, it is recognised that the requirements under the employment contract shall prevail. These shall include, but not be limited to:

- Equal Employment Opportunity Legislation, Policies and Procedures.
- Occupational Safety and Health Legislation, Policies and Procedures.
- Information Security/Systems Policies and Procedures.
- Records Management Legislation, Policies and Procedures.
- Public Interest Disclosure Legislation.
- Copyright Policies and Procedures.

2.2 These are available for your access on the World Wide Web at:
<http://policies.curtin.edu.au>

2.3 If you are unable to access this site it is your responsibility to contact the University in order to make alternative arrangements, ***as failure to comply with all relevant legislation and University Policies and Procedures may result in the termination of your association with the University.***

3.0 Return of Property on Cessation

Upon cessation of your association, you are required to deliver to Curtin all property including uniforms, keys, equipment, mobile telephones, books, documents, papers, materials and copies thereof which belong to Curtin which may then be in your possession or under your control.

I undertake to comply with the above obligations and conditions as required by Curtin University and as stated above to protect the University's confidential information and all relevant compliance requirements.

Name of Associate

Signature of Associate

Date

(DD/MM/YY)

Name of Witness

Signature of Witness

Date

(DD/MM/YY)