

## Student Research IP Procedures

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### 1. Governing Policy

[Intellectual Property Policy](#)

### 2. Purpose

- a. The [Intellectual Property Policy](#) section 4 recognises that enrolled students own the IP created by them in the course of their University studies.
- b. However, in the circumstances specified in section 4.4 of the policy, students may be required to assign ownership of their IP to the University or a third party, as a pre-condition of participating in a particular research activity.
- c. These procedures specify the process required to identify the need for such an assignment, to ensure the student understands and gives informed consent for the assignment, and to implement the assignment.

### 3. Scope

These procedures apply to:

- a. all higher degree by research (HDR) students, in respect of their time-based research project
- b. all students in a postgraduate coursework course with a research project, in respect of that research project, and
- c. all Honours students, in respect of their Honours research project.

### 4. Procedures

#### 4.1. Before enrolment

These procedures apply before the student enrolls in:

- their time-based research project (HDR students,) or
- their research project (postgraduate coursework and Honours students).

**Principal  
Supervisor (for  
HDR students)**

- a. Discuss with the student or potential student whether the IP arising from the student's participation in the proposed research activity:
  - i. has, or is likely to have, potential for commercial exploitation

<p><b>Supervisor (for postgraduate coursework and Honours students)</b></p>	<ul style="list-style-type: none"> <li>ii. is likely to result in IP which is jointly created by the student's supervisor or other University staff or academic status holders</li> <li>iii. builds upon pre-existing University-owned IP</li> <li>iv. is the subject of an agreement or activity involving the University and a third party (e.g., a placement or externally funded scholarship or research activity), or</li> <li>v. involves the creation of teaching materials for future use by the University.</li> </ul> <p>b. Advise the student that if any of the conditions in a. are met, the student may need to assign their IP to the University or a relevant third party, as a pre-condition of participating in the chosen research activity.</p> <p>c. If any of the conditions are present, arrange for the student to speak with a Student IP Counsellor in the <a href="#">Office of Graduate Research</a>.</p>
<p><b>Student IP Counsellor</b></p>	<p>d. Speak with the student about the consequences of both signing and not signing an assignment of the student's IP.</p> <p>e. Invite the student to consider the matter, obtain advice (at the student's cost) from outside the University if they so choose, and indicate in timely fashion whether they consent to the assignment or not.</p> <p>f. <i>If the student <u>does not consent</u></i>: notify the Principal Supervisor/Supervisor, who must work with the student to identify an alternative research activity for the student, in conjunction with the relevant administrator.</p> <p>g. <i>If the student <u>consents</u></i>:</p> <ul style="list-style-type: none"> <li>i. Check with the student that they understand the consequences of assignment and are giving informed consent, and advise the relevant administrator to record this on the student's record.</li> <li>ii. Execute the necessary IP assignment documents, in conjunction with third parties, if involved.</li> <li>iii. Advise the Senior Commercial Managers if there is potential for commercialisation.</li> <li>iv. Notify the relevant administrator with any relevant background information.</li> </ul> <p>h. In this section, <b>relevant administrator</b> means:</p> <ul style="list-style-type: none"> <li>• <i>for an HDR student</i>: the Office of Graduate Research Progression Team</li> <li>• <i>for an honours or postgraduate coursework student</i>: the relevant College Coordinator, Enrolment and Student Progress.</li> </ul>
<p><b>Relevant administrator</b> (see h. above)</p>	<ul style="list-style-type: none"> <li>i. Record a note on the student's record: <ul style="list-style-type: none"> <li>i. that the student has been advised by a Student IP Counsellor</li> <li>ii. that the student is required to sign an agreement as a condition of participating in the research project, and</li> <li>iii. of any relevant information provided by the Student IP Counsellor about the circumstances of the case to assist in managing the IP issues.</li> </ul> </li> </ul>

#### 4.2. Throughout candidature (for HDR students only)

<p><b>Principal Supervisor</b></p>	<p>a. Except where an assignment has already been signed by the student, at each Milestone Review, consider whether new circumstances have arisen that might necessitate an IP assignment under s.4.4 of the Intellectual Property Policy.</p>
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\* Unless otherwise indicated, this procedure will still apply beyond the review date.

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