**Completing QAAFI SIPCA guide**

It is important that the SIPCA (Student Intellectual Property and Confidentiality Assignment) deed be finalised within the first few weeks of commencing your studies, **before** commencing your research project. We would thus appreciate if you could return completed and signed SIPCA **within four (4) weeks of the SIPCA** request **to** [QAAFI HDR](mailto:QAAFI_hdr@uq.edu.au).

Completing the SIPCA may seem complicated to complete, so this guide has been designed to provide step-by-step instructions to assist you. We will return any **incorrect and incomplete legal agreements to you for amendment**, so please read and follow each step carefully.

1. **Review & Download the SIPCA**  
   Read the [GS information website](https://graduate-school.uq.edu.au/intellectual-property) and download the **most recent version** of the ‘Student Intellectual Property and Confidentiality Deed’ agreement form. Under [Confidential Information] heading, read [UQ's Intellectual Property Policy PPL 4.10.13](https://ppl.app.uq.edu.au/content/4.10.13-intellectual-property-staff-students-and-visitors), which will provide you with further background on the SIPCA.
2. **SIPCA Register – Complete & Return Table**

**Complete** the Register & Return table (last page of this guide) and **email** [QAAFI HDR](mailto:QAAFI_hdr@uq.edu.au) within 1 week of receiving this guide to help track your SIPCA progress and return the fully executed SIPCA to you. Ensure your email and postal address is valid for at least 1 year.

1. **Review** via <https://qaafi.uq.edu.au/uq-student-intellectual-property-and-confidentiality-agreement-sipca>
   * Review the QAAFI SIPCA provisions and procedures.
   * Review the [Pre-existing Intellectual Property] section. If you have any previously held IP, download and complete the form to declare this to UQ, otherwise any IP used or disclosed during your UQ program will be treated as UQ IP. Return to [QAAFI HDR](mailto:QAAFI_hdr@uq.edu.au) within 4 weeks of commencement.
   * Liaise with your Principal Advisor and [QAAFI HDR](mailto:QAAFI_hdr@uq.edu.au) to assist you in completing the SIPCA.
2. **Complete all sections electronically (not hand-written)** in **Schedule 1**:  
   All the following fields needs to be completed accurately otherwise the Agreement will be inadmissible and you will need to amend and resubmit.

| **Field** | **SIPCA must state:** |
| --- | --- |
| **Student’s Name** | Full legal names with salutation for the **student** **and advisor** (e.g. Mx/Mr/Ms/Miss/Mrs) |
| **Student’s address** | Enter local home residential address (not PO Box), or if not available, your UQ/QAAFI work location. |
| **Student No** | Enter 8 digit student ID (e.g. 12345678) |
| **UQ Representative** | Enter the full legal name of your UQ supervisor with salutation (e.g. Prof, A/Prof (Associate Professor), or Dr (Doctor) |
| **Course of Study** | Insert the study program name. E.g. Summer/Winter Research Program, Honours, Masters coursework, HDR - PhD or HDR - MPhil |
| **Name of School/Faculty** | Insert "**Queensland Alliance for Agriculture & Food Innovation (QAAFI)**" and then the **relevant Centre name** that the project work is for - i.e. Centre for Animal Science (CAS) or Centre for Nutrition and Food Sciences (CNAFS) or Centre for Horticultural Science (CHS) or Centre for Crop Science (CCS).  Both the institute and centre names needs to be entered – do not leave either names out of the SIPCA. |
| **Name of Principal Supervisor** | Same as for [UQ Representative] field. |
| **Title of Project** | This section must include:   1. **Same as Thesis Title** – Please refer to [Title of Thesis] section for more details. 2. **Other work statement must be included otherwise your SIPCA cannot be processed**: **“This SIPCA applies to any other work taken on by the Student under the supervision of a UQ staff during the time of the Study”.** If your project work changes significantly, then you would have to complete the SIPCA form again, but if there is only a slight deviation, then this statement will save you having to redo the SIPCA form. 3. Optional **Project ID#** e.g. LP1234567 or Pork CRC 1C-234. Check with your supervisor if your project has an identificaiton number associated with it, if so, enter this at the end of this section. |
| **Title of Thesis** | For HDRs, this is also known as the Project Title that was in your HDR admission application or in [mySI-net](https://www.sinet.uq.edu.au/ps/uqsinetsignin.html). The Thesis and Project titles can be the same or of similar topic – they must not significantly differ. For Masters-coursework, enter “Course work studies”. |

1. **Filename & electronic signatures preferred** over two (2) hardcopies

**All SIPCA pages must to be included** when submitting either electronic or hardcopies.

* The GS prefers to accept electronically signed SIPCAs, however if the SIPCA does need to be printed, **two (2) hardcopies** **have to be signed** and submitted for The University of Queensland’s (UQ) signatory.
* Electronic SIPCA filenames must include your full name in the following order and format: [**SURNAME Given-names student\_ID SIPCA**].

| **Complete ONE of the three options** |
| --- |
| *Option 1 or*  **(Schedule 2) Signed by Independent Legal Advice**  You are strongly encouraged to inform and educate yourself the nature of this agreement and if feasible, obtain **independent legal counsel** (optional) prior to signing the IP Assignment Deed. To show you have consulted with a lawyer, ask **your solicitor to complete and sign** **Schedule 2** of **both SIPCA hardcopies**. Your solicitor must enter their [**full name**] and [**full address**] and certify that they were retained by you, the student, before signing. The following Australian Solicitors **may offer** **limited free** SIPCA advice:   * UQ Student Support (SHOC) - <http://www.uqu.com.au/legal> * Queensland Law Society <http://www.qls.com.au/Home> * NFP national community legal centre - Arts Law <http://www.artslaw.com.au/legal/information-sheets/> * Australian Copyright Council <http://www.copyright.org.au/> |
| *Option 2 or*  **Acknowledgement Form** **section 1**  Student signs and date that **independent legal advice** was obtained. |
| *Option 3*  **Acknowledgement Form** **section 2**  Student signs and date that independent legal advice was **not** sought. |

1. **Signing the Agreement with a Witness**

The student and UQ needs to sign under the [**Execution]** heading with a Witness. The Witness can be anyone who sees the signatory physically signing the SIPCA either electronically or on the hardcopies.

* + The student needs to sign and date under the [**Student**] section, then your Witness must sign and enter their full legal name and salutation neatly above [**Print Name of Witness**].
  + Lodge the SIPCA for UQ signatory.

1. **Lodging SIPCA for UQ signatory**

Submit all SIPCA pages to UQ by the 4-week deadline via email to [QAAFI HDR](mailto:QAAFI_HDR@uq.edu.au).   
  
If the preferred electronic format was not possible, lodge the 2 SIPCA hardcopies via

* + **Drop off at QBP Reception** - [Queensland Biosciences Precinct [#80], UQ St Lucia campus](mailto:https://maps.uq.edu.au/st-lucia/search/qbp/location/148).  
    Leave the SIPCA and advise the reception staff to let QAAFI HLO or student administration team know to collect when convenient.
  + **Post to QBP**  
    Att: QAAFI HLO (if you are a HDR student) **or** Student administration (for all other non-HDR students)  
    Queensland Biosciences Precinct [#80]  
    The University of Queensland, St Lucia QLD 4072

1. **Returning fully executed SIPCA**

After UQ has endorsed the SIPCA as the “Executive Dean / Director” signatory ([Dean of Graduate School](mailto:exec.assist@gradschool.uq.edu.au?subject=QAAFI%20SIPCA%20-%20UQ%20signage%20needed) for HDR students or [Director, Research Partnerships](mailto:director.partnerships@research.uq.edu.au?subject=QAAFI%20SIPCA%20-%20UQ%20signage%20needed) for all other students), the fully executed SIPCA will be returned to the address you’ve entered in the below **[SIPCA Register & Return Table]**.

SIPCA Register & Return Table

Complete **all** columns:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student phone & SIPCA return postal address**  (prefer UQ campus address if possible)  *Valid for at least the next 1 year.* | **Email**  *Valid for at least the next 1 year.* | **Student UQ ID#** (8-digits, does not start with ‘s’) | **Student Gender** [F]emale/ [M]ale/ [A]gender | **Student Given Name(s)** | **Student Surname** | ***Student Type*** *(HDR-PhD or Mphil, Masters-course, Honours, UG)* | ***UQ course duration*** *(START to END dates in* ***dd/mm/yr – dd/mm/yr*** *format)* | **QAAFI supervisor**  (Full name of Principal Supervisor) | ***Enrolling Unit QAAFI centre***  *(delete irrelevant centre)* | **Project ID#** (check with your advised if unknown and applicable) | **Project Name (or description) – must enter details,** “TBA” is insufficient |
| Home/Work/Mobile: TBA  Postal address for returning fully executed SIPCA hardcopy: TBA | TBA | TBA for returning fully executed SIPCA electronic | TBA | TBA | TBA | TBA | TBA | TBA | *CAS/CNAFS/CCS/CHS* | *For example:* PORK CRC 1C-111  *If not applicable enter:* n/a | TBA |