



THE UNIVERSITY OF MELBOURNE

GRADUATE CENTRE

GENERAL RULES



The Graduate Centre has specified the following rules for the mutual benefit of all graduate students and staff who work at the Graduate Centre:

1. All users of the Centre are to respect the rights of others to privacy and freedom from physical or other harassment.
2. Security of the Centre is the responsibility of all and, in particular:
 - a) external doors must not be left unlocked or open after hours;
 - b) no keys (whether mechanical or electronic) are to be lent or allowed to pass to any person other than the person to whom they are issued by the Centre;
 - c) if requested by a member of staff, users will provide identification to the reasonable satisfaction of that staff member,
 - d) do not allow entry by unauthorised persons.
3. Users will report loss, damage or destruction of any property of the Centre to the Centre Management.
4. Any user responsible for the intentional loss damage or destruction of property of the Centre will reimburse the Centre for the full replacement cost of that property irrespective of any other sanction, which may be imposed.
5. Permission to enter and remain in the Graduate Centre may be revoked in accord with the provisions of the University Statutes or for a breach of these rules.
6. Users should endeavour to conserve energy and resources of the Centre.
7. Users should familiarise themselves with fire and other safety procedures set out by the Graduate Centre from time to time.
8. Guests may only be permitted in the Centre if:
 - a) They are accompanied at all times by a graduate member of the Centre or a member of staff;
 - b) The person accompanying them remains responsible for the guest at all times during their visit.
9. Users acknowledge that they may be denied access to some facilities of the Centre until they have undertaken such training or induction as the management of the Centre may specify from time to time.
10. Users agree to abide by Regulations 8.1.R7 and 8.1.R8 made under Statute 8.1, which regulate use of University Computing and Network Facilities and control Security of Local Area Networks (see Attachment A).
11. The University Statutes apply to the Graduate Centre and, in the event of any conflict between these Rules and Statutes, the Statutes take precedence to the extent of the inconsistency. The Statutes provide, *inter alia*, that the Dean of the School of Graduate Studies is entitled to exercise certain powers with respect to breaches of discipline, including the right to exclude students from the Graduate Centre and/or the use of its facilities.
12. Users are responsible for their own personal belongings.
13. The Graduate Centre does not provide Secretarial or Administrative services other than the services and facilities offered by the Postgraduate Print Room.

Regulations: University Computing and Network Facilities

The following conditions of use summarise the rules contained in 8.1.R7 and are intended to provide the basis for equitable access and orderly use of Graduate Centre facilities

1. These conditions apply to all users of computers, the University network and data communications facilities in the University, including those of the GPPC and the equipment, network facilities and software located at the Graduate Centre and/or accessible from the Graduate Centre.
2. No person may use the computing or network facilities unless they have prior authorisation.
3. Students must use the facilities only for academic purposes related to their course of study.
4. **All users must:**
 - ◆ obey directions from responsible members of staff which are intended to maintain safe, clean and tidy working conditions;
 - ◆ obey instructions given by an authorized member of staff regarding logging, documenting, or otherwise controlling the use of equipment or facilities;
 - ◆ not operate or use any item of equipment or software unless authorized to do so;
 - ◆ not interfere in any way with system software, files or data, unless authorised;
 - ◆ not permit another person to have access to the user's, nor any other, account;
 - ◆ not encourage or assist any other person to obtain access to information nor to use facilities unless the other person has been authorised to do so;
 - ◆ report immediately to a responsible member of the staff of the Department providing the service or to the Department of Information Technology Services:
 - any perceived machine malfunction or failure or network fault, or suspected malicious data corruption;
 - any cause for suspicion that unauthorized access has been gained to the computing or network facilities or any attempt has been made to interfere with system software;
 - ◆ not cause unauthorized work to be carried out by or through the equipment; and
 - ◆ not remove from the premises materials supplied or produced in the premises other than materials supplied or produced for the sole benefit of the individual user (which may be collected by a person authorized to do so by the user).

Note: The copying of software, except as permitted by the copyright owner, is illegal.

5. No unauthorized person is permitted to enter or remain in areas designated as staff areas or areas to which access is otherwise restricted.
6. No person may reserve or attempt to reserve any equipment or facility, including desk or bench space, nor exclude any other person from the use of such equipment or facility except when expressly authorized to do.
 7. Unless with the authority of the head of Department where the facilities are located, no organized assembly of persons is permitted within the premises or their immediate precincts.
8. Loitering or obstruction of traffic in aisles and passages or on staircases in the premises is not permitted.
9. Undue noise or disturbance is not permitted in the premises.
10. The premises may not be used for any form of sale, advertisement or exhibition except with the express written approval of the head of Department where the facilities are housed.
11. Waste paper and other litter must be deposited in the receptacles provided for such litter in the premises.
12. Electronic mail, World Wide Web and any other network service may only be used for legitimate University purposes, and must conform with the University's policies regarding acceptable behaviour. The University makes no warranty as to the suitability and/or availability of the University's computer facilities and equipment for the practical purpose or use of user.
13. The University statutes apply to the Graduate Centre and, in the event of conflict between these Rules and the statutes, the statutes take precedence to the extent of the inconsistency.

Any person using the University's computing and network facilities who contravenes the Rules or wilfully misuses the facilities is liable for that loss or damage and is liable for the charges payable for any unauthorized use of the facility or services at the rate applicable to any user without regard to status and may be required to reimburse the University and/or UMPA for the cost of replacement or repair of any facility or service. Contravention of the rules by students is misconduct which may cause a student to be subject to the disciplinary powers set out in Statute 13.1 of the University of Melbourne statutes.