



31 March 2017

Professor Shaleen Singhal
c/o - TERI University
New Delhi 110 070
India

HR Client Services and Support
Human Resources Unit
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Dear Shaleen,

Honorary Appointment as a Key Technology Partner Visiting Fellow

The appointment is as a Key Technology Partner Visiting Fellow in the Faculty of Design, Architecture and Building.

This is an honorary appointment for the period from 7 October 2017 to 29 October 2017.

Expenses

This is an honorary appointment and as such you are not an employee of the University and will have no entitlement to salary from the University.

UTS will provide up to AUD \$10000 towards the cost of expenses (for your stay of 4 weeks) associated with your honorary appointment.

Expenses will be limited to airfares, accommodation and living expenses and original evidence of expenditure (e.g. tax invoices, receipts, etc) must be submitted to claim expenses.

Limits applicable to these particular types of expenses over the period are set out below and are based on the Australian Taxation Office's determination:

- Direct airfares totalling no greater than AUD \$1000;
- Accommodation while in Sydney totalling no greater than AUD \$4500; over this period;
- Living expenses while in Sydney totalling no greater than AUD \$3500 over this period;
- Other expenses incurred while in Sydney, for example seminars totaling no greater than AUD \$1000.

Please refer to table A for a list of items that can be reimbursed.

UTS Contact

Whilst at the University your UTS contact will be Dr Sara Wilkinson, in the Faculty of Design, Architecture and Building, who is responsible for coordinating your visit and activities.

Location

The appointment will operate from the City Campus.

Use of Library and Information Technology Resources

This honorary appointment confers on you similar rights and privileges to that of a member of the academic staff of the University in respect to the use of the Library and information technology resources.

Your key contact can assist you with setting up a UTS email address, and providing you with access to the Library and internal content on the UTS website.

Intellectual Property

The ownership of your pre-existing Intellectual Property will not be changed by your appointment at UTS. UTS acknowledge that the pre-existing IP may be subject to restrictions on its use as notified in writing by you to UTS. You agree to maintain the confidentiality of UTS Intellectual Property that UTS may disclose to you during your appointment at UTS.

Intellectual Property means any patent, patent application, trade secret, confidential information, patentable idea, circuit layout, plant variety right or potential subject of such intellectual property right, design, copyright, know-how, technology and all other like rights.

UTS acknowledge that you will be observing and participating in the research and teaching activities of the Faculty. UTS acknowledge that as a visitor to UTS that you are subject to the intellectual property conditions contained in your contract of employment with your substantive employer. However if you are actively involved in a research project while working as a visitor at UTS then there should be an agreement between UTS and your substantive employer outlining how the research project Intellectual Property will be owned. Any publications or conference papers relating to your work with UTS researchers while working at UTS should acknowledge your visiting appointment with UTS.

Insurance

As an honorary appointee you are not covered by the University's workers' compensation insurance. You will however be covered by the University's Public Liability insurance. Any accident or incident in which you are involved should be reported to Human Resources so that prompt consideration can be given to any insurance claim. You will not be covered by UTS's insurance policies for theft or loss of private property.

You may wish to clarify with your employer if you are covered by their insurance policies or whether you will need to take out private insurance cover during your stay at the University.

Visa Information

As an academic visiting Australia you are required, by the Department of Immigration and Border Protection, to obtain a valid visa prior to entering Australia. You should make an early application to the nearest Australian Embassy <http://www.immi.gov.au/contacts/overseas/> and submit a copy of this offer letter with your visa application.

If you are a Visiting Academic visiting Australia for up to three (3) months or intermittently with each visit less than three (3) months over a twelve (12) month period, you may be eligible to apply for an eVisitor Visa (Subclass 651) OR an Electronic Travel Authority (ETA) Visa (Subclass 601). To obtain one of these visas you must meet the Department of Immigration and Border Protection's eligibility criteria listed on their website. For information pertaining to the eVisitor Visa (Subclass 651) eligibility, visit <http://www.immi.gov.au/visas/visitor/651/>. If you are eligible for this visa then you can apply on-line at <http://www.immi.gov.au/visas/visitor/651/applicants.htm>. For information pertaining to the ETA Visa (Subclass 601), please visit <http://www.immi.gov.au/visas/visitor/601/>. If you are eligible for this visa then information on how to apply can be found at <http://www.immi.gov.au/visas/visitor/601/applicants.htm>

If you are not eligible for an eVisitor or an ETA Visa and you are visiting Australia for up to three (3) months you may be eligible to apply for a Visitor Visa (Subclass 600). For information pertaining to this visa please visit <http://www.immi.gov.au/visas/visitor/600/>.

It is important that you obtain the appropriate visa before entering Australia. If you do not have the appropriate visa for this appointment then the arrangements set out in this letter may be rendered void.

Other matters

It is a condition of this appointment that you comply at all times with the UTS Code of Conduct and relevant policies and other instruments which the University may adopt, from time to time, in relation to the operation and governance of the University. Access to the present policies and other instruments is available through the UTS website (www.qsu.uts.edu.au/policies/index.html).

The Faculty will endeavour to assist you with any other requirements that you may have. If you require any assistance or further information please liaise with your supervisor.

Should you wish to accept this offer, please sign and return the enclosed copy of this letter to HR Client Services.

Yours sincerely,

Kim Mackey
Manager, HR Client Services and Support

Cc Dr Sara Wilkinson, Faculty of Design, Architecture and Building

DAB: JC