

# Request to Transfer IP Rights to Graduate Research Student Procedure

## Section 1 - Purpose

(1) This Procedure sets out how Graduate Research students can request to obtain ownership of the Intellectual Property (IP) developed by them whilst studying at the University. It also outlines the criteria used to assess such requests.

### Scope

(2) This Procedure applies to Graduate Research students who have previously assigned their IP to the University.

(3) This Procedure also applies to the activities of staff in the Graduate Research Academy (GRA) and Macquarie Commercialisation.

## Section 2 - Policy

(4) Refer to the [Intellectual Property Policy](#).

## Section 3 - Procedures

### Criteria for Approval

(5) Requests to assign IP rights to a Graduate Research student may be approved if one or more of the following criteria apply:

- a. the University has no plans or capability to commercially exploit the IP;
- b. the Graduate Research student has the capacity to access the investment required to exploit the requested IP; and/or
- c. the Graduate Research student has access to non-University IP that enhances the value of the University IP.

### Process

(6) A Graduate Research student must submit a written request to the [Graduate Research Academy](#), including relevant documentation and justification based on the criteria above.

(7) The Graduate Research Academy will confirm the Graduate Research student's enrolment and forward the request to [Macquarie Commercialisation](#) for assessment.

(8) Macquarie Commercialisation will:

- a. assess and consider the request to assign IP;

- b. obtain a recommendation from the Graduate Research student's Supervisor(s) and confirm that the requested IP is free and clear of any University and third party encumbrances. The IP must be developed entirely by the Graduate Research student, with no other University contributors;
- c. approve or reject the request, providing reasons for the decision; and
- d. notify the student and the Graduate Research Academy of the decision and, if approved, draft an appropriate agreement for execution by the University and Graduate Research student.

(9) The Graduate Research Academy will update the Graduate Research student's record if the request is approved.

## **Section 4 - Guidelines**

(10) Nil.

## **Section 5 - Definitions**

(11) Definitions specific to this Procedure are contained in the [Intellectual Property Policy](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	17th December 2025
<b>Review Date</b>	17th December 2030
<b>Approval Authority</b>	Deputy Vice-Chancellor (Research)
<b>Approval Date</b>	17th December 2025
<b>Expiry Date</b>	Not Applicable
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