

Research Computing Services (RCS) – TERMS OF SERVICE

Effective date: 26-April-2023

Consideration	Comments
Preamble	<p>Research Computing Services (RCS) provides computing infrastructure resources and associated services to authorised University of Melbourne (UoM) Academics and graduate researchers for research purposes</p> <p>The purpose of this document is to affirm that UoM researchers are the primary target group for RCS services, and to describe the broad terms under which services and resources are provided to UoM researchers.</p>
Services & resources, costs	<p>RCS provides services and resources as described in its published services catalogue. In particular, it provides UoM researchers the following:</p> <ul style="list-style-type: none"> • data storage and management infrastructure and associated applications; • computing infrastructure, including high performance computing, and associated applications; • facilitated access to supported external services, such as NCI, and ARDC’s Nectar research cloud. • service support and assistance <p>Costs</p> <p>Eligible users (see 'Eligibility for service') are not charged for standard RCS services which are funded by the University as part of its general service provision to the research community. Charges may apply for non-standard services or those provided by external parties.</p>
Eligibility for service	<p>UoM Academics and graduate researchers and their collaborators are eligible to use these services. However, all assigned infrastructure resources must have a Research Computing Activity Owner (RCAO), who may nominate appropriate Authorised Users.</p> <p>The RCAO is the person to whom infrastructure resources are formally allocated, and as such is the sole accountable owner of that resource for the duration of its allocation. Typically, an RCAO will have appropriate positional authority, including financial delegation, within their organisational unit. See ‘Roles and responsibilities’ below.</p> <p>The following types of users, groups and applications are ineligible for access to these services (unless invited as collaborators by eligible users):</p> <ul style="list-style-type: none"> • organisations external to UoM • non-researchers • non-research uses

<p>Fair and responsible use</p>	<p>The RCAO must ensure that resources are used fairly and responsibly at all times.</p> <p>This includes, but is not limited to,</p> <ul style="list-style-type: none"> • compliance with relevant University policies and procedures, including <ul style="list-style-type: none"> ○ Provision and Acceptable Use of IT Policy (MPF1314) ○ Information Security (MPF1270) ○ Privacy Policy (MPF1104) ○ Records Management Policy (MPF1106) ○ Research Ethics and Biorisk Management Policy (MPF1341) ○ Research Data Management Policy (MPF1242) ○ Honorary Appointments and University Visitors Procedure (MPF1156) ○ Appointment Types Procedure (MPF1214) • adherence to <ul style="list-style-type: none"> ○ Grant conditions ○ Contractual obligations ○ Copyright regulations ○ RCS instructions
<p>Roles and responsibilities</p>	<p>Service Provider (RCS)</p> <ul style="list-style-type: none"> • Provides services and resources as per the published services catalogue • Contacts the RCAO prior to resource termination • Contacts the RCAO in case of any concerns with usage • Provides all services and equipment on a best efforts basis, however researchers must undertake their own due diligence to ensure that provided systems are fit for purpose for their data. <p>Research Computing Activity Owner (RCAO):</p> <ul style="list-style-type: none"> • Must be a University of Melbourne employee with the status of Academic (continuing or fixed term) and typically will have appropriate positional authority, including financial delegation, within their organisational unit. <p>Note: In exceptional cases, the Director, Research Computing Services, may (at their sole discretion) confer <i>de facto</i> RCAO status on suitably qualified persons such as those whose roles materially support researchers.</p> <ul style="list-style-type: none"> • Is NOT an honorary UoM researcher, Professor Emeritus, or University Visitor • Is the sole accountable owner of resources allocated to them for the duration of that allocation, including data or data collections where relevant • Is solely accountable for all aspects of compliance, fair and responsible use as described above, behaviour of users, and any incurred costs

	<ul style="list-style-type: none"> • May invite and authorise other researchers and collaborators ('Authorised Users') to use resources for which they are RCAO, including delegation of some management functions to those invited. (Notwithstanding any delegations, the RCAO retains ultimate accountability for compliance, fair and responsible use, behaviour of users, and any incurred costs, and for the currency of the Authorised Users list.) • Must notify RCS if their status as a current eligible UoM Researcher changes, and arrange for suitable transfer of their RCAO role if they become ineligible for this role • Cannot transfer RCAO role without explicitly informing RCS
Exceptions and exclusions	<p>Any exceptions to these provisions will:</p> <ul style="list-style-type: none"> • be determined on a case by case basis by the Director, Research Computing Services • generally require evidence that the proposed usage supports the University of Melbourne research agenda • be time and resource limited <p>Excluded from consideration here are third-party managed resources. This refers to physical infrastructure resources purchased by third parties (such as faculty or research groups) for their own exclusive use but housed within RCS racks in the UoM Data Centre. Whilst RCS may assist with advice, specification, procurement and installation of the physical hardware, the third-party service owner is responsible for all aspects of service delivery, management and usage.</p>
Definitions	<p>'Service Provider' means the provider of the services subject to these terms whether those services are directly owned and operated by the University of Melbourne or are commissioned by the University for its researchers. Unless otherwise indicated, Research Computing Services is the Service Provider.</p> <p>'Research Computing Activity Owner' means the single individual who is the sole accountable owner of the allocated resource for the duration of that allocation.</p> <p>'Authorised User' means a researcher who is explicitly authorised by the RCAO or delegate to be a user of RCS resources and services.</p> <p>'Services and resources' are described in the prevailing RCS Services Catalogue.</p>
Related matters	<p>This document supersedes previous documents regarding eligibility, roles and responsibilities, and fair and responsible use of RCS resources.</p>