



OPTiMA

ARC TRAINING CENTRE IN
OPTIMISATION TECHNOLOGIES
INTEGRATED METHODOLOGIES
AND APPLICATIONS

OPTiMA Code of Conduct for Visiting Exchange Students

Professional Conduct

- Maintain a professional attitude in all academic, research, and interpersonal interactions.
- Treat fellow researchers, staff, and members of the broader university community with respect and courtesy.
- Harassment, discrimination, or offensive behaviour of any kind will not be tolerated.

Academic Responsibilities

- Prioritise your academic and research activities. Participation in personal or recreational activities must not interfere with your ability to meet your research objectives.
- Comply with all relevant university and OPTiMA policies, including those related to academic integrity, safety, and security.
- Seek clarification from your OPTiMA supervisor if you have any questions about intellectual property (IP), including the background IP covered in OPTiMA's Project Agreements.

Respect for Property and Facilities

- Treat university and OPTiMA property with care. Avoid any actions that may damage or deface property or create safety hazards.
- Maintain cleanliness and professionalism in shared workspaces.

Funding and Financial Responsibilities

- OPTiMA provides in-kind support such as workspace and supervision; however, visiting students are expected to arrange funding for travel, accommodation, and personal expenses through their home institution.
- OPTiMA does not provide direct cash support, cover food, or reimburse personal expenses.

Exchange Duration and Deliverables

- The standard exchange duration is six to twelve weeks unless otherwise agreed upon.
- Students are expected to submit a written review of their exchange experience (500–800 words) within four weeks of the program’s conclusion. This review should describe how the exchange benefited their research.

Acknowledgement of OPTIMA

- The OPTIMA logo must be used in any presentations given during the exchange.
- All outputs, publications, or presentations resulting from the exchange must acknowledge OPTIMA’s support.

Consequences of Misconduct

- Any violation of this Code of Conduct may result in disciplinary action, including early termination of the exchange.
- Students who breach this Code or disrupt the exchange may be invoiced for costs incurred by OPTIMA, including expenses related to premature departure (e.g., flights or accommodation changes). OPTIMA assumes no responsibility for such costs.

Support and Equity

- OPTIMA is committed to equity, diversity, and inclusion. All students are entitled to a respectful and supportive research environment.
- If you encounter any concerns or require assistance during your stay, please reach out to OPTIMA staff or your assigned supervisor.

Declaration of Agreement

I, the undersigned, have read and understood the above Code of Conduct. I agree to abide by the expectations and responsibilities set forth during my exchange at the OPTIMA Training Centre.

Name: _____

Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____