

## **Gifts and Benefits Rule - Exemption for Textbook Materials**

### **Section 1 - Overview**

(1) The Gifts and Benefits Rule provides University Representatives a framework to be used in decision making about the offering and receiving of gifts and benefits in the course of their official duties. This exemption provides relief from this rule in regards to the declaration of Textbook Materials received by University Representatives.

### **Section 2 - Scope**

(2) This exemption applies to all University Representatives.

### **Section 3 - Exemption**

(3) The review of Textbook Materials provides University Representatives with the opportunity to evaluate and benchmark their current teaching material against newly available resources, in order to ensure the highest possible standard of teaching materials are used.

(4) This exemption applies to the acceptance of Textbook Materials for the purpose of review and applies if Textbook Materials have been received with or without solicitation from a publisher.

(5) This exemption allows University Representatives the receive and retain Textbook Materials in order to:

- a. Determine the appropriateness of Textbook Materials for potential inclusion as teaching materials used at the University; and
- b. Review existing teaching materials when updated editions become available.

(6) This exemption does not apply where incentives are offered to a University Representative, such as commissions, royalties or other gifts or benefits, from the publisher. In this event full disclosure under the Gifts and Benefits Rule is required.

(7) This exemption removes the need for a gifts and benefits declaration for Textbook Materials received as outlined under clauses 4 - 5 above.

(8) It should be noted that where a University Representative wishes to use Textbook Materials they have authored or co-authored, as preferred texts, approval needs to be sought under the Conflicts of Interest Policy. Under no circumstances can such material be used without the relevant approval.

### **Authority and Compliance**

(9) University Representatives must observe it in relation to University matters.

(10) This Exemption operates as and from the Effective Date.

### **Section 4 - Definitions**

(11) Effective Date means - takes effect on the day on which it is published or on such later day as may be specified in the Rule.

(12) Textbook Materials - means reference material, produced by a publisher that has a market value attached to it and is used for the purposes of teaching and research at the University. It includes material in print or electronic form.

(13) University Representative means a University employee (casual, fixed term and permanent) contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories