

**CENTRE FOR HIGH RESOLUTION TRANSMISSION ELECTRON MICROSCOPY
(CHRTEM)**

TERMS OF USE (2021 -)

1. All applications for analytical work must be accompanied by a detailed **characterisation request form** as per accompanying template. These forms will be forwarded to the proposal screening committee responsible for project approvals.
 2. In addition, project applications must be accompanied by a signed copy of the **terms of use**, a **user form**, and a **project register form**.
 3. All student projects (e.g., MSc & PhD) applications must be approved by the supervisor and/or the HoD.
 4. Rates related to specific project types:
 - a) As of January 2021, the use of Operators and Equipment at the CHRTEM will only involve cost for consumables subject to certain *restrictions** as outlined at the bottom of this document, i.e., at “*Discounted Rates*”. In general, this means a maximum amount of time (allowed samples) will be assigned to each unique academic project per review cycle (6 months). Any work which falls outside these limits will be charged at Industry Rates, where the researcher insists on such work being performed.
 - b) Work which is deemed an Academic Project but is directly linked to an Industry Partner will be charged at *Academic Rates*.
 - c) IP sensitive work where a restriction on academic outputs, due to its affiliation with an Industry Partner, are expected will be charged at *Industry Rates*.
- Note:** All rates are published annually on the CHRTEM website.
5. The Centre for High Resolution Transmission Electron Microscopy at the Nelson Mandela University and the name(s) of its relevant staff member(s) must be acknowledged in full in all publications emanating from academic work done at the CHRTEM. In addition, the financial support of the DST/NRF is to be acknowledged where relevant.
 6. In accordance with good scientific practice, users of the CHRTEM commit to co-authorship of any publication where CHRTEM staff provided substantial intellectual input. In the case of a student thesis/dissertation full acknowledgement for the work done must be stated.
 7. The relevant section(s) of any thesis/dissertation/publication containing data that was generated, processed, or interpreted by CHRTEM staff must be proofread by a CHRTEM staff member before

being submitted for publication.

8. It is the responsibility of the applicant to supply the CHRTEM with copies of the relevant research output(s) generated from a project.
9. IP sensitive research is to be governed by an appropriate confidentiality agreement between relevant parties.
10. Data is stored on the CHRTEM server and routinely backed-up for safe keeping. However, once data has been transferred to users, the CHRTEM reserves the right to remove the data from its server without prior notice.
11. The CHRTEM and its staff will not be held liable for any loss of travel costs accrued because of bookings being cancelled at short notice due to unforeseen events which render the CHRTEM or its equipment inoperative. Rescheduling of the lost time will be prioritised.
12. The CHRTEM reserves the right to charge Full Industry Rates in the event that a researcher does not adhere to the **terms of use** as set out in this document.

We the undersigned have read and agree to the **terms of use** as stated above.

Name of researcher:

Signature:

Date:

Name of supervisor:

Signature:

Date:

(where applicable)

Contact person: Marisa Kolver
email to: Marisa.Kolver@mandela.ac.za
Tel: 041 – 504 4283

***Restrictions – Academic projects at the CHRTEM:**

- a) A review cycle for Academic projects shall constitute 6 calendar months.
- b) The maximum number of samples/equipment time shall on average be limited to 6 samples/5 workdays, whichever comes first, but may depend on the nature of the project (i.e. some leeway will be afforded).
- c) An invoice for all consumables used during the analysis of the relevant samples will be supplied and the release of data/results will be subject to the payment of thereof.
- d) Post processing of results performed on specialised subscription-based software such as MIPAR will be for the applicant's account.

The Protection of Personal Information Act, 2013 (POPI Act) has been promulgated and implemented on 1 July 2020. All personal identifiable information (PII) provided by you shall be treated in accordance with this statute and only used for academic and academic administration purposes, as indicated in the University's Privacy Policy. Your PII will also be shared with the Department of Science and Innovation and National Research Foundation as part of the Centre for HRTEM's reporting requirements to our funding bodies.

By providing your information, you are giving consent for the use of all your personal identifiable information, provided to the University, for the aforesaid purposes.

Name of researcher:

Signature:

Date: