

# **Code Resources Project – Memorandum of Understanding**

*Version as of 31 July 2021*

This memorandum of understanding (“MoU”) is being made between a student, alumni or staff member of the Oxford Internet Institute (“participant”) and the Code Resources Project organisers (“organisers”).

## **Background and Purpose**

The Code Resources Project (“the project”) aims to create a rich archive of summatives, formatives, code, notes, other learning materials, or any combination of these to primarily support on-course students in their academic and professional development. The purpose of this MoU is to provide further clarification regarding the obligations and expectations of both the participant and organizer within the context of the project.

## **Data Storage and Licensing**

The participant’s submitted documents will primarily be stored on GitHub. It is the responsibility of the participant to read, understand and agree with GitHub’s Data Protection and Privacy Policies, especially regarding data storage. It is the responsibility of the organizers to ensure the Code Resources GitHub account is properly managed, including the use of reasonable password protection. The participant agrees that they would not hold the organizers liable for any data leakage due to forces outside the control of the organizers or due to unintentional negligence. While you may keep your name on your documents if you wish, you **need** to remove all references to your student number. It is the responsibility of the participant to choose a licence they prefer and clearly state on the uploaded documents under which licence their work falls.

## **Duration**

This MoU will remain valid until the 5 years since the submission of documents by the participant has lapsed at which point the submitted document will also be removed from the Code Resources GitHub repository. In the event the participant requests of their data to be removed before 5 years has lapsed, the MoU will no longer be in effect and data removed from GitHub in a timely fashion. To request the removal of your data before 5 years has lapsed, please email [coderesources@oii.ox.ac.uk](mailto:coderesources@oii.ox.ac.uk) with your full name, year of matriculation, and which documents you want removed.

## **Plagiarism**

The participant understands that the policies surrounding plagiarism still apply to any works submitted as part of the project. As such, the papers and code which are accessible via the Code Resources GitHub account are primarily meant to inspire future work and provide an indication of how successful formatives or summative have looked like in the past. Plagiarism of any works is a serious matter and if detected university mandated consequences may be applied.

**Further Administrative Matters**

The participant understands that their OII email address will expire shortly after the submission of final summative work. This entails that in the event they access GitHub via their OII email address their access may be disrupted upon thesis completion. In the event they wish to access the Code Resources GitHub archive after their graduation, it is the responsibility of the participant to ensure they either sign up to GitHub using their personal email address or change it before their OII account expires.

The participant is aware of who the project's main points of contact are and how to reach them. Upon submitting documents to support and contribute to the project, the participant confirms they have read both the MoU, FAQ, and have had the possibility to ask any the organisers any further questions they may have had.