

## J COPYRIGHT POLICY

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- J.1 The university is committed to respecting the rights of copyright owners. It will not permit the creation of, transmission of or access to material in such a way as to infringe a copyright, moral right, trade-mark, or other intellectual property right.
- J.2 Staff and students may not create, distribute or transmit material such that this infringes the copyright of another person.
- J.3 The university, along with every other Higher Education Institution in the UK, is licensed by the Copyright Licensing Agency (the CLA) to allow staff engaged in teaching to provide copies of extracts of published works to students. The licence allows staff to make:
- multiple photocopies of limited extracts from printed books and journals (paper-to-paper)
  - digital copies of limited extracts scanned from printed books and journals to be stored in a VLE, on an intranet, downloaded and printed out (paper-to-digital-to-paper)
- for delivery with reference to a cohort of students enrolled on a module.
- J.4 The licence covers all full and part time members of academic and administrative staff in the academic partners, whether on permanent or fixed term contracts, to make and receive multiple photocopies and to prepare and distribute digital copies. The licence does not cover walk-in users or alumni, former members of staff, or staff employed by the NHS based at an HEI's premises (unless on an honorary contract).
- J.5 It is the responsibility of all staff involved in HE provision to ensure licence compliance for published material which is scanned or copied or digitised and then provided to students via the VLE, via an email attachment, on intranet web pages, or distributed in hard copy. This includes graphs, charts, and images as well as extracts of texts.
- J.6 Compliance with the CLA HE Licence comprises (a) institutional business requirements and (b) the obligations on individuals engaged in teaching and support for teaching.
- (a) **The university** is required to:
- (i) embed licence compliance into institutional policy
  - (ii) develop suitable business processes and procedures
  - (iii) develop and provide staff training and awareness
  - (iv) keep the Digital Copy Register and make the required annual data return to the CLA.
- (b) **Individuals** are required to ensure any extracts from printed material which is digitised and provided to students:
- (i) meets the source/definition/extent/quantity limits, etc as set out in the licence
  - (ii) has a current copyright notice attached prior to distribution to students
  - (iii) is recorded in the Digital Copy Register
  - (iv) is amended forthwith upon request by the Licence Coordinator.
- J.7 Individuals are required to undertake staff training on copyright to ensure the necessary understanding of process and licence compliance so that (b) (i)–(iii) above are understood.

Academic staff and staff associated with learning and teaching (librarians, course developers, etc) must successfully complete this training.

- J.8 Should there be a change to the law or a change to the interpretation of the law, academic staff and staff associated with learning and teaching will retake and successfully complete copyright training.
- J.9 Information about copyright regulations must be fully disseminated to students through inclusion in student handbooks and in all programme-related documentation when this comes up for revision.