

UNIVERSITY OF HERTFORDSHIRE

COPYRIGHT - NOTES FOR GUIDANCE

(Amendments to the version published previously are shown in italics.)

- 1 The University's policy in relation to intellectual property (inventions which are patentable and/or capable of commercial exploitation) other than copyright is dealt with in UPR CA04¹.
- 2 Where the ownership of copyright is not assigned elsewhere by means of a pre-existing agreement, such as a contract of employment (section 8, refers), a consultancy contract or other *legal* agreement, it should be assumed that the copyright of documentation, software, photographs and dramatic works produced by employees during the course of their duties for the University is vested in the *University of Hertfordshire Higher Education Corporation*.
- 3 All such documentation, software, photographs and dramatic works should make it clear in the format: © University of Hertfordshire Higher Education Corporation (and year of creation of the copyright work) that they have originated from the University of Hertfordshire and must, therefore, be marked in this way.

(It is envisaged that the documentation referred to above would include Definitive Module Documents; Programme Specifications; papers and reports.)
- 4 It is equally important to attribute correctly within such documentation any information and/or quotation which has originated elsewhere.
- 5 Where the University owns the copyright of a paper which is to be submitted for publication in a journal or conference proceedings, the University will relinquish the copyright of the paper to the publisher. Authors may, in these circumstances, give this permission on behalf of the University without reference to the Secretary and Registrar.
- 6 On behalf of the University, the Secretary and Registrar will deal with all instances of breach of copyright on the basis of the circumstances of the individual case.
- 7 Unless the circumstances described in section 5 apply, the terms and conditions which will apply to any agreement whereby material whose copyright is vested in the University of Hertfordshire may be used by or transferred to another party, will be determined by the Secretary and Registrar.
- 8 **Academic and lecturing staff**
 - 8.1 In general terms, the University's contract of employment with academic and lecturing staff distinguishes between the copyright of records, documents and papers relating to the finance and administration of the University - including course materials - (the copyright of which is vested in the *University of Hertfordshire Higher Education Corporation*) and scholarly works and material produced by an employee for his or her personal use and reference, where the copyright would normally be vested in the employee. Detailed information may be found in section 16 of the contract.
 - 8.2 Where the contract provides that the ownership of copyright is vested in the University of Hertfordshire, employees must comply with the requirements set out in the earlier sections of these notes.

¹ UPR CA04 'Intellectual Property'