



Copyright and Intellectual Property Policy

1. Policy Statement

- a. GNI is committed to upholding the principles of intellectual freedom, creativity, and responsible use of intellectual property (IP).
- b. All faculty, staff, and students must respect copyright laws and institutional IP policies in their teaching, learning, research, and professional activities.
- c. The Institute recognizes and protects the rights of creators while ensuring that educational use of materials complies with the **Canadian Copyright Act**, fair-dealing provisions, and academic best practices.
- d. This policy governs the creation, ownership, use, licensing, and dissemination of intellectual property developed within GNI or in collaboration with external partners.

2. Purpose

The purpose of this policy is to:

- a. Define ownership and use rights related to intellectual property created by GNI faculty, staff, students, or affiliates;
- b. Ensure compliance with Canadian copyright law and DQAB quality assurance requirements;
- c. Encourage the ethical creation, sharing, and protection of original academic and creative works;
- d. Provide guidance for fair use of copyrighted materials in teaching, research, and publication; and
- e. Support innovation, knowledge transfer, and collaborative partnerships while protecting institutional and individual rights.

3. Scope and Application

This policy applies to:

- a. All GNI employees (full-time, part-time, and contractual), students, researchers, visiting scholars, and external collaborators;
- b. All intellectual works produced using GNI resources, facilities, or funding; and

- c. All formats of intellectual output, including but not limited to:
 - i. Scholarly and research publications;
 - ii. Teaching materials, course content, and lecture recordings;
 - iii. Artistic, digital, multimedia, and software works;
 - iv. Student assignments, theses, and projects; and
 - v. Institutional documents, reports, and digital resources.

4. Definitions

Term	Definition
Copyright	Legal protection automatically granted to the creator of an original work that gives exclusive rights to reproduce, distribute, or perform that work.
Intellectual Property (IP)	Any original work or invention produced through intellectual effort, including literary, artistic, technological, or scholarly creations.
Moral Rights	The creator's right to be credited for their work and to protect it from distortion or misuse, even when copyright is assigned.
Fair Dealing	A statutory exception under the <i>Copyright Act</i> that allows limited use of copyrighted material without permission for purposes such as research, education, or criticism.
Institutional Work	Work created as part of an employee's duties or with substantial use of GNI's resources or funding.
Open Educational Resources (OER)	Teaching, learning, and research materials that are freely available for reuse and adaptation under open licenses such as Creative Commons.

5. Ownership of Intellectual Property

5.1 Faculty and Staff Works

- a. Faculty retain copyright and IP ownership for original scholarly, creative, and instructional materials developed on their own initiative and outside the scope of assigned duties.
- b. GNI retains ownership of materials created as part of the employee's contractual responsibilities, including course outlines, program guides, policies, and institutional reports.
- c. Joint ownership applies when a work is developed collaboratively using significant GNI resources or institutional funding.

5.2 Student Works

- a. Students are the primary owners of intellectual property in their assignments, projects, and theses unless:
 - i. The work is produced under an employment or research contract with GNI; or
 - ii. The work involves substantial use of GNI's proprietary data, funding, or facilities.
- b. By submitting academic work, students grant GNI a **non-exclusive license** to reproduce, archive, and display their work for educational, assessment, or accreditation purposes.

5.3 Jointly Developed Works

- a. Where GNI faculty, staff, and/or students collaborate, IP ownership shall be determined by written agreement specifying contribution, usage, and revenue-sharing terms.
- b. In externally funded projects or MOUs, ownership and commercialization rights must be clearly defined in the contract, reviewed by the **Vice-President, Academic & Quality Assurance (VPAQA)** and approved by the **Board of Directors**.

6. Use of Copyrighted Materials at GNI

6.1 Fair Dealing for Education

- a. GNI follows the *Copyright Act*'s fair-dealing provisions, allowing limited use of copyrighted materials for purposes such as private study, research, education, criticism, or review.
- b. Faculty and students may reproduce limited portions of works (e.g., one chapter of a book, one article from a journal issue) for educational use with proper citation.
- c. Systematic or commercial reproduction of copyrighted materials without permission is strictly prohibited.

6.2 Licensed and Open-Access Resources

- a. The GNI Library manages all licensing agreements with publishers and databases (see **ADM-011: Learning Resources and Academic Partnership Policy**).
- b. Faculty are encouraged to use **Open Educational Resources (OER)** where possible to minimize student costs.
- c. All digital resources posted on Moodle must comply with copyright law, licensing terms, or open-access permissions.

6.3 Recording and Distribution of Course Content

- a. Faculty lectures and presentations are the intellectual property of the instructor and GNI jointly.
- b. Students may not record, reproduce, or distribute class materials or lectures without the instructor's prior written consent.

- c. Unauthorized sharing of recordings, notes, or online course materials constitutes a violation of this policy and may lead to disciplinary action.

7. Research and Scholarly Publications

- a. Faculty, staff, and students are encouraged to publish and disseminate their research while respecting copyright and intellectual property agreements.
- b. GNI encourages open-access publication models that enhance global accessibility of research outputs while preserving author rights.
- c. All research involving external sponsorship, data sharing, or collaboration must include an IP clause in the research agreement specifying ownership, acknowledgment, and data retention responsibilities.

8. Institutional Repositories and Digital Archives

- a. GNI maintains a **Digital Repository** for storing scholarly works, student capstones, and research outputs.
- b. Depositing work in the repository does not transfer copyright to GNI; it grants the Institute a **non-exclusive right** to archive and display the material for educational and accreditation purposes.
- c. Works archived must include citation information, licensing terms, and permissions where required.

9. Infringement, Misuse, and Dispute Resolution

- a. Alleged copyright infringement or IP misuse shall be reported in writing to the **Senior Education Administrator (SEA)**.
- b. The SEA, in consultation with the **VPAQA**, will investigate and issue a written determination within **ten (10) business days**.
- c. Confirmed violations will be managed under the **SP-012 Academic Integrity and Misconduct Policy** or the **HR Code of Conduct** for employees.
- d. Ownership or revenue disputes will be referred to mediation or arbitration in accordance with institutional and legal procedures.

10. Roles and Responsibilities

Role	Responsibilities
Board of Directors	Approves institutional IP policies, ensures compliance with law and DQAB standards.
Academic Council	Oversees academic integrity and approves guidelines for copyright and research dissemination.
VPAQA	Ensures integration of copyright compliance into quality assurance and program review.
SEA	Investigates alleged infringements, ensures educational compliance, and reports to Academic Council.

Faculty and Staff	Create and use educational materials ethically, cite sources properly, and protect confidential data.
Students	Respect copyright law, use materials fairly, and acknowledge sources in all academic work.
Library and IT Services	Provide copyright education, maintain licenses, and manage digital repository compliance.

11. Education and Awareness

- The Library and VPAQA Office will provide annual **copyright literacy workshops** for faculty and students.
- New employees receive IP orientation during onboarding.
- Online guides and FAQs are maintained in Moodle and the GNI website to support copyright compliance and OER adoption.

12. Quality Assurance and Continuous Improvement

- Copyright and IP compliance metrics (e.g., training participation, infringement incidents, OER adoption rates) are tracked by the **VPAQA Office**.
- Findings are included in the **Institutional Quality Assurance Report (IQAR)** for submission to the Academic Council and Board of Directors.
- Policy effectiveness will be reviewed every three years or upon major amendments to the *Copyright Act* or DQAB standards.

13. Related Policies and Documents

- ADM-004 Institutional Quality Assurance Policy
- ADM-011 Learning Resources, and Academic Partnerships Policy
- ADM-018 Research Ethics and Integrity Policy
- SP-010 Student Rights and Responsibilities Policy
- SP-012 Academic Integrity and Misconduct Policy
- Freedom of Information and Protection of Privacy (FIPPA)

14. Approval and Implementation

This policy was reviewed and endorsed by the **Vice-President, Academic (VPA)**, approved by the **Academic Council**, and ratified by the **Board of Directors** of the Guru Nanak Institute of Global Studies.

The VPA, supported by the Library and IT Services, shall oversee its implementation, education, and compliance monitoring.