

IP Policies and Procedures		
Purpose	IP Policy and ownership of information outlines UBT work to foster and maintain an environment of intellectual honesty, integrity, scholarly and scientific rigor.	
Scope	<p>This Policy covers the ownership of information, discoveries, materials and inventions in UBT at the different levels : UBT faculty</p> <ul style="list-style-type: none"> <li>○ UBT staff</li> <li>○ UBT student</li> <li>○ Every external person that is involved in a UBT academic activities and research</li> </ul>	
Definition	Intellectual property	Intellectual property includes inventions, technologies, developments, improvements, materials, compounds, processes and all research results and tangible research properties
	e-Learning	Teaching and learning provided through the use of electronic technologies (as per NEC)
	Invention	Tangible result of an innovation work
	Publication	The process of producing a book, article, journal and making it available to a public
	Brand	A type of product manufactured by a company under a particular name
	Trademark	Symbol(s) or word(s) that are registered or established by use as representing a company or a product
	Copyright	Copyright gives the creator of a work the sole right to publish and sell their work. They have the control of the reproduction of that work
	Creator /Inventor	A UBT faculty /Staff or student who created or discovered an invention

	Third Party Material	Third Party Material is when the material used is owned by someone else than the creator or the user of that material
	Patent	A Patent is an exclusive protection for an invention
Policy	<ul style="list-style-type: none"> <li>• To encourage UBT staff, faculty and students</li> <li>• To innovate by guaranteeing them a share in the benefits resulting from IP that they develop</li> <li>• To promote research activities at UBT</li> <li>• To retain a share of the benefits flowing from IP</li> </ul> <p><b><u>Ownership of Intellectual Property:</u></b></p> <p>Faculty, staff, student shall retain the ownership if the work follows this statements:</p> <ol style="list-style-type: none"> <li>1. The ideas came from the UBT members; and</li> <li>2. The work was not made during working hours or using the University facilities or material; and/or</li> <li>3. Works developed for the purpose of assisting the employee’s instructional assignment shall be retained by the employee (such as classwork material for Faculty)</li> </ol> <p>Students shall retain the ownership if the work made by them unless it falls under one of these statement:</p> <ul style="list-style-type: none"> <li>- If a student has an internship program within the University</li> <li>- If the work created is partly or fully funded by an UBT external or internal party</li> <li>- If the student works was created using significant resources of the University</li> <li>- All works and research activity created by postgraduate students</li> </ul> <p>Unless otherwise approved in advance by the President of UBT, all other work shall be owned by the University. Licenses and assignments of these materials and works may be provided upon request.</p> <p>The University shall also retain rights to any discoveries, researches and invention within the employee scope of employment.</p> <p>UBT shall be responsible to contact the relevant body in Saudi Arabia to reserve the rights of course material developed for the benefits of the stakeholders of University. In this respect, proper procedures will be</p>	

followed as required by relevant authority of Saudi Arabia with the approval of Board of Trustees.

The contract of employment of all staff involved in the development of e-Learning course materials shall make it clear that the UBT is the first owner of the Intellectual Property Rights (IPR) in e-Learning material created in the course of their employment.

Employee/faculty member of University may be allowed one time compensation or royalty for developing the content during the employment of UBT subject to the approval of CDC. However, inhouse content developed by such employee/ faculty member shall remain the property of the University.

In case, the nature of the agreement between employee/ faculty member and UBT is such that UBT has to assign the copyrights of the content developed to the employee/ faculty member, copyrights of such content shall not rest with the authority of UBT.

Any materials and e-content developed by faculty for UBT, may also be used in other course modules for UBT only i.e. derivative use.

University shall acknowledge the work of employee/ faculty member by giving credit.

**Copyright:**

The copyright shall protect the works that fall under the articles 2 and 3 of the Saudi copyright law by the Royal Decree No. M/41 cited below.

**“Article 2: Original Works**

This Law shall protect the works created in the fields of literature, art and sciences, irrespective of their type, means of expression, importance or purpose of authorship, such as:

- (1) Written materials like books, booklets and others.
- (2) Works which are verbally delivered like lectures, speeches, poetry, songs and the like.
- (3) Dramatic works, plays, shows and similar presentations which involve motion, sound or both.
- (4) Works which are especially prepared for broadcasting or are presented through broadcasting.
- (5) Drawings, works of plastic arts, architecture, decorative art and artistic embroidery and the like.
- (6) Sound and audio-visual works.
- (7) Applied art works, whether handcrafted or manufactured.
- (8) Photographic works and the like.
- (9) Illustrations, geographical maps, designs, plans, sketches and sculptured works related to geography, topography, architecture and science.

(10) Three dimensional works of geography, topography, architecture or science.

(11) Computer programs.

(12) Protection shall include the title of a work, if it is of creative nature, and not a common expression indicating the subject matter of the work.

**Article 3: Derivative works**

This Law shall also protect:

(1) Works of translation.

(2) Works of abridgement, modification, illustration, editing or any other forms of alteration.

(3) Encyclopaedias and anthologies which are deemed creative with respect to the selection of their content or arrangement, whether they are literary, artistic or scientific works.

(4) Compilations of folkloric works and expressions and selections therefrom, if such compilations are creative as to selection or arrangement of their contents.

Databases, whether they are mechanically readable or can be read in any other manner, if they are creative as to selection or arrangement of their contents.

Copyright protection enjoyed by the authors of the works mentioned in the above paragraphs shall in no way jeopardize the protection enjoyed by the authors of the original works.”

Using Third Party Material:

In order to use third party material it is obligatory to obtain clearance from the copyright holder unless for these situations:

- The material is not subject to copyright (for example when the copyright has expired)
- The material is covered by a copyright exception

Copyright Notice:

All UBT owned materials shall bear the notice:

([Year of publication] UBT / College or Department or Center, All rights reserved)

**Breach of the rules of this Policy:**

Breach of the provisions of this Policy shall be dealt with under the normal procedures of the University in accordance with the relevant provisions of law.\*

### **Disputes and appeals:**

For any dispute or appeal, fill the appeal form found in the “forms” section.

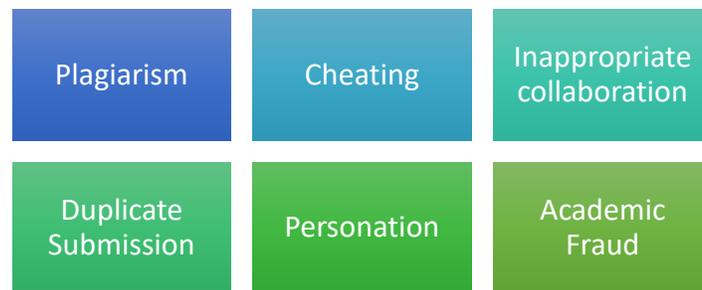
\*Reference: WIPO Model Intellectual Property Policy for Universities and Research Institutions, Version 1, page 11.

### **Plagiarism & Academic Integrity**

All faculty, students should commit to the values of Research and academic integrity which are: Honesty, Trust, Fairness, Respect, Responsibilities.

All UBT community have responsibility to maintain an atmosphere of academic integrity in research, teaching, learning and administration.

### **Type of academic misconduct:**



### **Plagiarism:**

“the presentation or use of information, ideas, sentences, findings, etc. as one’s own without appropriate citation in a written assignment, test or final examination.”

All UBT faculty and students are expected to demonstrate integrity in all of their academic endeavors. Be proud of your academic accomplishments and help to maintain and promote academic integrity at UBT.

### **Cheating:**

“the circumventing of fair testing procedures or contravention of exam regulations. Such acts may be premeditated/planned or may be unintentional or opportunistic.”

	<p>Inappropriate collaboration: When a student and any other unauthorized person work together on assignments, projects, tests, labs or other work unless authorized by the course instructor.”</p> <p>Duplicate submission: “cheating where a student submits a paper, assignment, or test in full or in part, for more than one course without the permission of the course instructor.”</p> <p>Personation: writing an assignment, lab, test, or examination for another student, or the unauthorized use of another person’s signature or identification in order to impersonate someone else. Personation includes both the personator and the person initiating the personation.</p> <p>Academic Fraud: falsification of data or official documents as well as the falsification of medical or compassionate circumstances/ documentation to gain accommodations to complete assignments, tests or examinations.”</p>
Procedures	<ol style="list-style-type: none"> <li>1.1. All the faculty members/employees may develop the content in the form of written text (complete book, study notes and short summaries), audio, video, presentation slides, assignments including quizzes and assessments and other content that can assist the students during the delivery of e-Learning course.</li> <li>1.2. Faculty member/ employee must share the content developed with Curriculum Development Committee (CDC).</li> <li>1.3. Depending upon the nature of the content developed by faculty/employees, Curriculum Development Committee (CDC) decides whether the content developed is considered to be the intellectual property of UBT.</li> <li>1.4. CDC may consider the following factors during the evaluation of content developed by faculty/ employee: <ul style="list-style-type: none"> <li>▪ Nature of the information;</li> </ul> </li> </ol>

	<ul style="list-style-type: none"><li>▪ Source of information;</li><li>▪ Exclusivity;</li><li>▪ Confidentiality;</li><li>▪ Value of information; and</li><li>▪ Any other factor deemed necessary to consider during evaluation.</li></ul> <p>1.5. In case, CDC decides to treat the content as an intellectual property (IP) of UBT, a notification is issued describing that such content is considered to be an IP of UBT and hence UBT reserves all the rights of the content developed.</p> <p>1.6. CDC may decide to register any content considered to be an IP of UBT with regulatory authorities with the approval of Deanship of UBT and University Council.</p> <p>1.7. In case, CDC decides not to treat the content as an intellectual property (IP) of UBT, developer of such content will have all the rights to use content for any purpose.</p> <p>1.8. However, in the event that a faculty member assigned to teach a course becomes unavailable to teach that course, UBT shall have a right to use the course materials for the duration of the semester in which the course is scheduled.</p> <p>1.9. UBT may, with the faculty member's written permission, be granted a non-exclusive right to use the course material for educational purposes, including rights of derivative use, regardless of whether or not the faculty member is assigned to teach the course or remains employed by UBT.</p> <p>1.10. In the event of derivative use of content, employee/faculty member who developed the content has a right to be consulted regarding the preparation of any derivative works and will be given first right to teach any sections of the course that are scheduled to be offered online during the employment period of such employee/ faculty member.</p> <p>1.11. Any employee/faculty member may, who developed content and such content is considered to be the property of UBT, request the</p>
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management of UBT to assign or waive the right in IP to such employee/ faculty member.

1.12. Upon approval of the University Council and Board of Trustees, UBT may upon reasonable grounds assign or waive rights in Intellectual Property to an Inventor or Author (faculty or employee), subject to:

- Appropriate licenses and compensation to UBT; and
- The extent permitted by law and any applicable third-party agreements.

1.13. However, UBT may waive copyright in any work or assign it back to those who created the work if it decides there is no prospect of commercial exploitation of the materials and there is no legal implication in this respect.

1.14. In case, students consider necessary to re-use the work from previous courses, such work can only be used for current assignments if course instructor/ teacher approves it.

1.15. Any person violating the UBT's policy for IP will be dealt with properly by taking an appropriate course of action by relevant authorities in UBT.

1.16. In the event of violation of UBT's IP policy, proper investigation will be conducted by relevant authorities to evaluate the case and the person(s) involved will be provided an opportunity to present his/her case.

1.17. Relevant authorities (Committee or University Council or Board of Trustees) may decide the various course of action after performing due evaluation of the case for such violation, including but not limited to:

- Warnings;
- Penalty;
- Legal action;
- Suspension with/without pay; and
- Dismissal.

	<p>In case of dispute follow the process.</p>  <pre> graph LR     A[Problem arise] --&gt; B[Fill Appeal Form]     B --&gt; C[Send to Legal Department] </pre>
Forms	- Appeal Form (Legal Department)
Contact	<p>DSR – Dhahban Campus, - CEIT 1<sup>st</sup> Floor  <a href="mailto:DSR@ubt.edu.sa">DSR@ubt.edu.sa</a>  +966122159392</p>
Appendix	