



Royal Holloway, University of London (the “College”)

Intellectual Property Policy (the “Policy”)

- 1) The College claims ownership of all intellectual property specified in section 2) of this Policy which is devised, made, or created:
  - a) by persons employed by the College in the course of their employment;
  - b) by student members in the course of or incidentally to their research;
  - c) by other persons engaged in study or research in the College who, as a condition of their being granted access to the College's premises or facilities, have agreed in writing that this Policy shall apply to them; and
  - d) by persons engaged by the College under contracts for services during the course of or incidentally to that engagement.
  
- 2) The intellectual property of which ownership is claimed under section 1) of this Policy comprises:
  - a) works generated by computer hardware or software owned or operated by the College;
  - b) films, videos, multimedia works, typographical arrangements, field and laboratory notebooks, and other works created with the aid of College facilities;
  - c) patentable and non-patentable inventions;
  - d) registered and unregistered designs, plant varieties, algorithms and topographies;
  - e) College-commissioned works not within a), b), c), d);
  - f) intellectual property not within a), b), c), d) that is the subject of any research contract deliverable;
  - g) databases, computer software, firmware, courseware, and related material not within a), b), c), d), e),;
  - h) know-how and information associated with the above;
  - i) lecture/class notes, course / module handouts, audio or visual recordings and other teaching materials or works published, electronically or otherwise, by the College or made available through College facilities, resources or networks.
  
- 3) The College's rights under section 1) above in relation to any particular piece of intellectual property may only be waived or modified by an agreement in writing with the person concerned. Such agreements may only be authorised by the Principal or the Principal's authorised delegate.
  
- 4) Notwithstanding section 2) of this Policy, apart from works specifically commissioned by the College, the College will not assert any claim to the ownership of copyright in:
  - a) artistic works, films, books, articles, plays, lyrics, scores, or lectures (other than materials and works in 2)i) above).
  - b) text, audio or visual content (owned by the lecturer/tutor or third parties) incorporated into or used by the lecturer/tutor alongside teaching materials or notes written by the lecturer/tutor and used by them as an aid to the giving of lectures or classes.
  
- 5) For the purpose of sections 2) and 4) of this Policy, 'commissioned works' are works which the College has specifically employed or requested the person concerned to produce, whether in return for special payment or not.

- 6) The College grants a royalty-free license to staff leaving the College, to use teaching materials (as defined in 2)i) above) they have devised, made or created in the course of their employment by the College, subject to the following conditions:
  - a) a useable, clearly labelled and accessible copy of the teaching material, whether in electronic form or other, must be left at the College;
  - b) use of the teaching material is strictly limited to academic purposes only;
  - c) the teaching material may not be used for any commercial purposes whatsoever without the prior written permission of the College.
  
- 7) The College may make regulations:
  - a) defining the classes of persons or naming individuals to whom section 1)c) of this Policy shall apply;
  - b) requiring student members and such other persons as may be specified in regulations to sign any documents necessary in order to give effect to the claim made by the College in this Policy and to waive any rights in respect of the subject-matter of the claim which may be conferred on them by Chapter IV of Part 1 of the Copyright, Designs and Patents Act 1988; and
  - c) generally for the purposes of this Policy.
  
- 8) This Policy shall apply to all intellectual property devised, made, or created on or after 3<sup>rd</sup> May 2017 and is subject to the provisions of the Patents Act 1977.

This policy was approved by Academic Board on 31st May 2017.