

Academic Policy	
Intellectual Property	
1_A_POL_IntellectualProperty_190501	
1. Policy Statement	This policy aims to encourage a learning environment in the School of Audio Engineering (NZ) Ltd, trading as SAE Institute (SAE) wherein teaching, research and the creation of ideas will flourish, while recognising that the use of intellectual property and its possible commercialisation require responsible regulation.
2. Purpose	This policy aims to protect and respect the moral rights of SAE and the originators of intellectual property. SAE recognises the right of originators to be consulted and where appropriate to participate in decisions regarding the commercialisation and use of intellectual property created by them.
3. Scope	<p>This policy applies in the context of SAE's operations in New Zealand and is applicable to staff working at SAE as a part time, full time or casual staff member and students enrolled with, or intending to enrol with SAE.</p> <p>Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute who transfer their studies to a campus outside New Zealand will have their enrolment with SAE in New Zealand terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their enrolment. This policy is applicable to all students or prospective students of SAE, irrespective of their place of residence, campus or mode of study.</p> <p>Staff who transfer their employment to another SAE campus outside New Zealand are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their employment.</p>
4. Associated Policies and Procedures	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> ● Research Policy ● Staff Code of Conduct ● Student Code of Conduct ● Staff Complaints Management and Grievance Policy ● Staff Complaints Management and Grievance Procedure ● Student Complaints Management and Grievance Policy ● Student Complaints Management and Grievance Procedure
5. Associated Documents	<p>This policy should be read in conjunction with the following documents:</p> <ul style="list-style-type: none"> ● New Zealand Copyright Act 1994

<p>6. Policy</p>	<p>6.1 Introduction For the purposes of this policy: “intellectual property” includes any proprietary right which arises under, or is capable of being obtained relating to copyright, discoveries, patents, designs, concepts, developments, trademarks, new products or enhancements to existing products, software development and creative artefact.</p> <p>6.2 Ownership</p> <ol style="list-style-type: none"> a) SAE retains ownership of all intellectual property created for the purposes of teaching and learning by members of staff in the course of their employment. This includes teaching materials (including any films, music and audio recordings made for the purposes of teaching), original designs, procedural documents, administrative systems and documents developed as part of the day to day operations of SAE. b) SAE makes no claim of ownership of intellectual property created as outcomes of research activities c) SAE makes no claim of ownership of intellectual property for work created outside the normal course of employment d) SAE makes no claim of ownership of intellectual property created by students as part of their course of studies, but retains the right to use student work for educational and/or promotional purposes through appropriate license agreements. e) SAE retains a perpetual, world-wide, royalty-free licence to: <ul style="list-style-type: none"> ● deposit electronic versions of intellectual property created by students as part of their course of studies, and intellectual property created by staff for the purposes outlined in point (a) above to the SAE Institutional Repository; ● store the intellectual property on the Repository and to make the intellectual property available online via the internet; ● create a back-up copy of the intellectual property for security and preservation purposes; ● convert the intellectual property, without changing the content, to any other format or medium necessary for preservation and storage of the intellectual property. <p>6.3 Moral Rights SAE must take reasonable steps to respect the right of an originator to be acknowledged as the creator of intellectual property, and to ensure that others respect that right.</p> <p>Where SAE uses intellectual property created by an originator it must take reasonable steps to consult with the originator before modifying or adapting that intellectual property.</p>
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	<p>Where an originator wishes not to be acknowledged as the creator of intellectual property which has been modified or adapted, SAE must take reasonable steps to respect that wish, and to ensure that others respect it. An originator must take reasonable steps to ensure due acknowledgment of the SAE contribution of facilities and resources used in the creation of intellectual property in any subsequent use of it that they may make.</p> <p>6.4 Dispute Resolution</p> <p>It is the responsibility of the Campus Director to administer all the provisions of this policy equitably. If a dispute arises as to the operation of this policy, or as to any matter on which the operation of this policy hinges, the staff member or student is able to lodge a grievance as per the relevant Complaint Management and Grievance Policy.</p>
<p>7. Records</p>	<p>1_A_POL_IntellectualProperty_190501</p> <p>DRAFT version released for consultation 30 May 2019 FINAL version approved by Academic Board 24 July 2019 and released POLICY reviewed and released for consultation 23 Aug 2022 FINAL revised version approved by Academic Board 14 Dec 2022 REVIEWED 6 June 2024 for job title or structure changes: none needed.</p>

Title: INTELLECTUAL PROPERTY | **Filename:** 1_A_POL_IntellectualProperty_190501 | **Author:** S MAJOR, D CHECHELASHVILLI, M WALLS

Approval: SAE Auckland Academic Board | **Date:** 221214 | **Review Date:** 251214