



Copyright Policy

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Related Documents	Copyright Procedure Intellectual Property Policy Learning Technologies Policy Library and e-Resources Policy Professional Academic Misconduct Policy Professional Academic Misconduct Procedure Records Management Policy Records Management Procedure Student Academic Misconduct Policy Student Academic Misconduct Procedure Student Code of Conduct Staff Code of Conduct
HESF (Threshold Standards) 2021	3.3.1, 4.1.1, 5.2.2, 7.3.3b

1. Purpose

This Policy ascertains the commitment of Australian Institute of Higher Education Pty Ltd ('the Institute') to the compliance and awareness of the copyright laws related to the Copyright Act 1968 and the Copyright Regulations 2017.

2. Principles

The key principles informing this Policy are:

- All staff and students of the Institute have the responsibility of ensuring all actions pertaining to copyright are guided by the principles of fairness and integrity and must comply with the *Australian Copyright Act 1968*;
- The Institute acknowledges the importance of taking preventative measures against copyright infringement and addressing incidents promptly;
- The Institute encourages academic staff to incorporate a variety of resources into their teaching practice. It is imperative that staff, students and all other members of the Institute's community follow this policy closely in order to ensure that copyright materials are utilised correctly.



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3. Context

This Policy has been developed to ensure that the staff and students of the Institute are aware of and comply with the copyright laws related to the [Copyright Act 1968](#) and the [Copyright Regulations 2017](#).

4. Scope

This Policy applies to all Institute staff or students involved in the use of copyright materials.

5. Definitions

See the AIH Glossary of Terms for definitions.

6. Policy Details

6.1 What is Copyright?

Copyright is a system that legally protects the creation of published and unpublished intellectual and creative works.

How individuals can use copyright protected materials depends upon who owns the copyright: If the material is subject of an agreement, the type of material used, how the material is used, how much of the material is used, and for what purpose the material will be used. The Institute has a responsibility to provide information and guidelines to staff and students concerning copyright.

Information and guidelines include:

- Address copyright rights and responsibilities;
- Develop, implement and support systems and processes that facilitate copyright compliance;
- Ensure there are financial, structural and administrative procedures in place to meet its obligations under the copyright legislation, and review and revise these as required;
- Monitor external developments in relation to copyright, especially copyright legislation, to revise and update policies, procedures and signage to reflect changes, and to raise awareness of any developments as appropriate;
- Ensure the Institute's use of copyright materials comply with the Copyright legislation;
- Respond appropriately to any alleged breaches of the Copyright Act and Copyright Regulations brought to the attention of the Institute.



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6.2 Responsibilities

All staff and students have a responsibility:

- to be aware of their rights and obligations in relation to the copyright;
- to adhere to the requirements of the Copyright Act, Copyright Regulations and the Institute's policies and procedures when using copyright materials;
- to consult with the Copyright laws when developing learning and teaching materials to ensure compliance;
- to report any alleged breaches of copyright to the Institute.

6.3 Use of Copyright Materials

Educational institutions are allowed through the Australian Copyright Act to use text and images from books, research papers, newspaper and journal articles, websites and blogs, and recorded works for educational purposes as part of a Statutory Education Licence.

The Statutory Education Licence allows all staff to copy and share text, recordings and images from anywhere in the world, for educational purposes without having to seek permission.

The Statutory Education Licence allows the use of text, recordings and images from any source or format e.g. hardcopy or digital; online or offline; published or unpublished; Australian or international content.

7. Legislation

This Policy complies with Higher Education Standards Framework standards:

3.3 Learning Resources and Education Support, which specifies that:

1. The learning resources, such as library collections and services, creative works, notes, laboratory facilities, studio sessions, simulations and software, that are specified or recommended for a course of study, relate directly to the learning outcomes, are up to date and, where supplied as part of a course of study, are accessible when needed by students.

4.1 Research, which specifies that:

1. Research and its associated activities are conducted in accordance with a research policy framework that is designed to achieve:
 - a. ethical conduct of research and responsible research practice
 - b. clarification of ownership and management of intellectual property



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- c. successful management of research partnerships
- d. clarification of requirements for publication and authorship, and e. resolution of allegations of misconduct in research.

5.2 (Academic and Research Integrity), which specifies that:

- 2. Preventative action is taken to mitigate foreseeable risks to academic and research integrity including misrepresentation, fabrication, cheating, plagiarism and misuse of intellectual property, and to prevent recurrences of breaches.

7.3 Information Management, which specifies that:

- 3. Information systems and records are maintained, securely and confidentially as necessary to:
 - b. Prevent unauthorised or fraudulent access to private or sensitive information, including information where unauthorised access may compromise academic or research integrity.

Other Legislation pertaining to this policy includes:

- Federal Anti-Discrimination laws and the Anti-Discrimination Act 1977 (NSW)
- Workplace, Health and Safety legislation that applies in their jurisdiction such as the NSW Work Health Safety Act 2011
- Cybercrime Act 2001
- Copyright Act 1968
- Copyright Amendment (Moral Rights) Act 2000

8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as at June 2023 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

<i>Change and Version Control</i>				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2023-1	Librarian/Academic Support Manager	New document	2 June 2023	29 June 2023