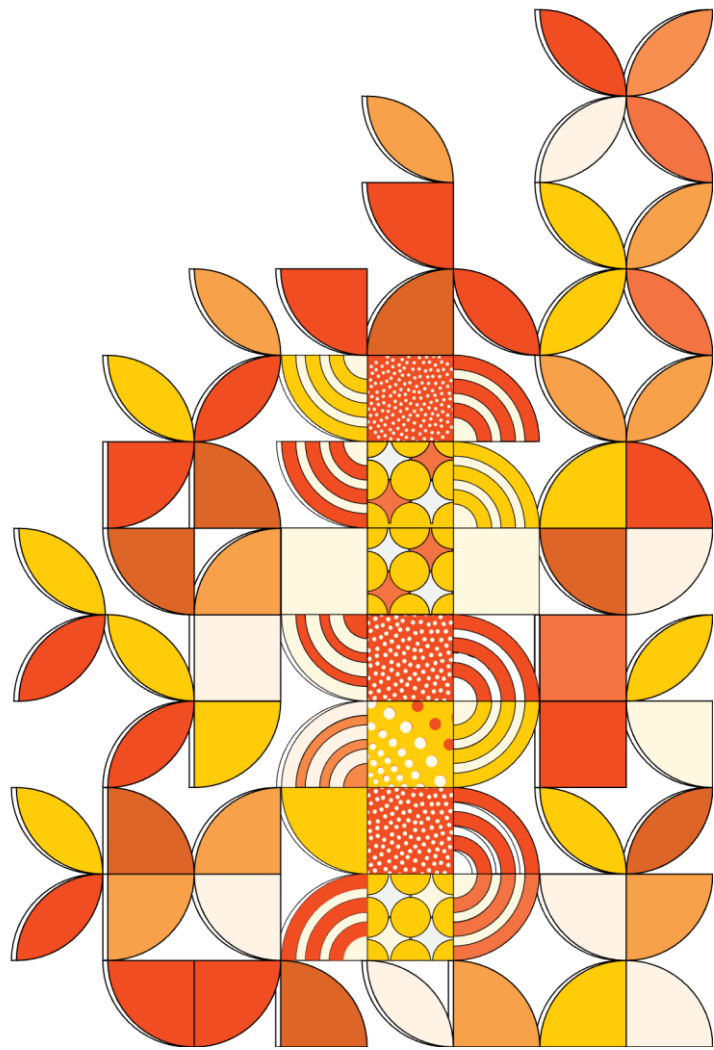


Copyright Procedure



SECTION 1

Purpose

1. The copyright procedure aims to reinforce the effective management of copyright within the Institute of Health & Management (IHM). The main purpose of this procedure is to:
 - a) Outline a structured approach for addressing potential copyright infringements detected by or notified to the IHM regarding materials hosted or accessed through its networks, systems, or online environments.
 - b) Outline steps to provide guidance on the necessary actions to be taken, including identification, assessment, and resolution of copyright concerns in alignment with legal and ethical standards.

Scope

2. This procedure is applicable to all IHM Staff and students who may use copyrighted materials as part of their educational activities or other IHM-related work.

Definitions

3. Definitions for key terms are presented in the [Glossary of Terms](#).

Suite documents

4. This Policy is linked to the following:
 - a) Copyright Policy
 - b) See also Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Procedure

5. All staffs are required to attend the online training module "Copyright HCI" available on MyHCI Learning.
6. All students must complete the orientation module available on the Canvas platform.
7. Staff and students are permitted to utilise third party materials for purposes such as delivering lectures or presentations, conducting research and study, or for review purposes.
8. If a proposed use or activity falls outside the scope of any existing license or exemption, third-party materials should not be utilised, IHM will obtain written permission or a license from the copyright owner.

9. **Approval procedure for unclear copyright status**

- 9.1 **Initial Assessment:** If the copyright status of a material is unclear or if written permission is required, the staff member or student must perform an initial assessment to determine if the material is covered under existing licences or exceptions.
- 9.2 **Consultation with Librarian:** Contact IHM's Librarian for guidance. Provide detailed information about the material, its intended use, and the scope of the proposed activity.
- 9.3 **Obtain Written Permission:** If advised by the Librarian, request written permission from the copyright holder. This may involve:
- Identifying the copyright owner.
 - Contacting the owner to negotiate terms of use.
 - Documenting the agreement and storing it securely
- 9.4 **Review of Permission:** Upon receipt of written permission, review the terms to ensure they align with the intended use. Ensure that the use complies with the conditions set forth by the copyright holder.
- 9.5 **Documentation and Compliance:** Maintain records of all permissions obtained. Ensure that all uses of the material adhere to the granted permissions and the Copyright Policy and Procedure.
- 9.6 **Report and Update:** Report the outcome to the Librarian and update any relevant documentation or records. If the permission affects multiple users or systems, ensure appropriate communication and implementation.

10. **Fair Use for the Academic Purposes**

- 10.1 In accordance with the Copyright Act 1968 (Cth), ensuring compliance with fair dealing provisions, staff may copy and communicate the following amounts of third-party material:
- 10% of the number of pages of a literary work (for example a book), or one chapter of a work if it is divided into chapters. The work must be more than 10 pages long.
 - 10% of the number of words of a literary work if it is in electronic form.
 - One article from an issue or edition of a periodical publication such as journal or newspaper.
 - Two or more articles in any issue of a periodical publication, provided they relate to the same subject matter.
 - An image, map, or illustration that accompanies text to explain or illustrate the text and is not published separately.

11. **Warning Notices**

- 11.1 Under Part VB of the Copyright Act 1968, the relevant warning notice must appear every time a copy is made available online. If you:
- Make images and diagrams available as part of your lecture notes via your eLearning site

- b) Email any documents to your students

PART VB COPYRIGHT STATUTORY LICENSE ELECTRONIC WARNING NOTICE

COMMONWEALTH OF AUSTRALIA Copyright Regulation 1969 WARNING This material has been copied and communicated to you by or on behalf of the Institute of Health and Management pursuant to Part VB of the Copyright Act 1968 (the Act) The material in this communication may be subject to copyright under the Act. Any further copying or communication of this material by you may be the subject of copyright protection under the Act. Do not remove this notice.

12. E-learning Platform

12.1 Part VB of the Copyright Act enables the IHM to put material online for teaching purposes; however, there are complex and strict conditions that all must adhere to. Access to these learning materials are denied to anyone outside of IHM.

13. eReserve

13.1 eReserves are a valuable tool for providing easily accessible reading and research material to students in any unit of study. Material may be placed on eReserve by IHM staff if it is done in accordance with the Copyright Act (1968) as amended under the Copyright Amendment (Digital Agenda) Act (2000).

13.2 A single chapter from a book may be placed on eReserve if it does not exceed 10% of the book from which it is taken and citation details are provided.

13.3 Individual papers from an academic journal or database may also be placed on eReserve if IHM owns database subscription.

13.4 All eReserve materials must have access restricted to students participating in a particular unit of study, and secure password protection as defined in the IHM ICT (Information and Communications Technology) policy must be used to enforce such restrictions.

14. Images

14.1 If staff or student want to use a digital image without obtaining permission from the copyright owner (such as off the Internet) on e-learning pages, they may only copy and use it if you include the Part VB copyright warning notice on the same page.

14.2 The size of the notice can be changed, but it must be clearly legible. (Note that some images can be used freely without the need to rely on Part VB, such as images used under an open licence such as Creative Commons).

14.3 If staff or student want to scan a hard copy image, they first need to check if the image is published separately and available for purchase in digital form. If not, then you may scan it. They must then display the Part VB notice beside or immediately preceding the image.

15. **Articles and E-Books from the Online Library**

15.1 Copying limits from electronic subscriptions vary substantially. Instead of copying electronic resources, it is preferable to link to articles and e-books from the online Library in the e-learning platform.

15.2 To do this, copy the permalink from within the online library. Do not scan or download articles or books and load them onto the e-learning platform as this may infringe copyright.

16. **Linking**

12.1 If unsure about whether you can copy material off the internet using one of the statutory licenses, or if the permission given by the owner is not sufficient, then it is best to provide students with the URL to the material.

17. **Embedding YouTube videos**

17.1 Staff and students can embed YouTube videos in the e-learning platform. However, he/she must not embed material on the internet that knowingly infringes copyright such as video content on unauthorised video sharing sites.

18. **PowerPoint Presentations**

18.1 In PowerPoint presentations all third party copyright material must be acknowledged by including a citation on the item - so if you include a photograph or a graphic in your presentation, you need to acknowledge the creator and where you retrieved the item.

18.2 Secondly you need to be aware of the educational licence provisions such as being for educational purposes and 10%, etc.

19. **The Internet**

19.1 The Web is not a copyright free zone. The Copyright Act applies to digital material as much as to hard copy material. A web site may include works such as text and graphics, music, software, film, and so on. All of these may have separate copyright owners.

19.2 Unless the site specifically invites you to copy freely, you should assume that these works are all protected by copyright. Apart from 'fair dealing,' if you want to use any material from a website you should contact the website's manager for their permission.

20. **Copyright infringement**

20.1 IHM ensures that its networks, facilities, and equipment are not employed for copyright infringement. It is prohibited for all staff and students to engage in any unlawful activities such as downloading, receiving, copying, compressing, storing, transferring, distributing, or sharing third-party copyrighted material.

20.2 Staff and students are strictly advised against using or providing links to unlawful material or websites. Any action that directs others to such material is considered authorization of infringement and may lead to disciplinary measures mentioned in the relevant code of conduct policy and procedures.

21. Infringements and takedown notices

21.1 IHM promptly investigates and addresses any notifications from third parties alleging copyright infringement related to its materials or activities. All communications regarding such allegations should be directed to the risk management team and will be managed by the IHM Risk Management Procedure.

21.2 Staff and students who suspect infringement of their own copyright or IHM's copyright are encouraged to seek guidance from the risk management team.

21.3 If a notification of a potential infringement is received by someone other than the risk management team, the recipient must promptly forward the notice and any accompanying documentation to the team.

21.4 The risk management team will address the received notice in compliance with the Copyright Regulations 2017 (Cth), which may involve promptly removing or disabling access to the material and notify the relevant Head of School or other appropriate relevant staff members accordingly.

21.5 The risk management team will be available to assist staff or students in comprehending the counter-notice obligations outlined in the Copyright Regulations 2017 (Cth) and can, if necessary, communicate with the rights holder or their representative on their behalf.

21.6 Throughout the dispute and liaison process concerning a potential counter-notice, access to the infringing material must be restricted on IHM systems, networks, or online platforms.

SECTION 3

Associated Information

<p>Related Internal Documents</p>	<p>Academic Honesty and Integrity Policy Academic Honesty and Integrity Procedure Copyright Policy Course Design and Development Policy Course Design and Development Procedure Library Policy Library Procedure Privacy Policy Privacy Procedure Staff Code of Conduct Student Assessment and Examination Policy Student Assessment and Examination Procedure Student Code of Conduct Student Code of Conduct Implementation Guidelines</p>
--	---

	Student Misconduct Policy Student Misconduct Procedure
Related Legislation, Standards, and Codes	Australian Qualifications Framework (2013) Copyright Act 1968(Cth) Copyright Regulations 2017(Cth) Higher Education Standards Framework (Threshold Standards) 2021 Patents Regulations 1991 (Cth) Tertiary Education and Quality Standards Agency Act 2011 Trade Marks Act 1995 (Cth) Trade Marks Regulations 1995 (Cth)
Date Approved	07.08.2024
Date of Effect	08.08.2024
Date of Next Review	30.07.2026
Approval Authority	Academic Board Endorsed by Board of Directors
Responsibility for implementation	Academic Department
Document Custodian	Academic Dean
IHM Doc ID	IHM-CP2-3.0

Change History

Version Control		
Change Summary	Date	Short description of change, incl version number, changes, who considered, approved etc
Version 1.1	22/02/2013	Approval of Board of Governors
Version 2.0	09/08/2023	Policy and Procedure are separated into two documents. Policy and Procedure updated to align with Copyright Act 1968
Version 3.0	02/08/2024	The definitions relocated to IHM glossary of terms. Template updated Procedure combined for staff and students Changes to align policy and procedure with Copyright Act 1968 Added copyright Infringements, infringement and takedown notices, reviewed and updated the flow of content