

IP and Copyright Policy

1. Introduction

IQRA College typically creates and uses intellectual property, including copyright on a daily basis. Patents, trademarks, copyrights, and trade secrets are valuable assets of the School and this Policy establishes guidelines and regulations regarding the ownership and use of intellectual property and copyrighted materials within the School's educational environment.

2. Scope

This policy applies to all staff at IQRA College, directors, current students, third parties, contractors, collaborators and any other individuals associated with the School.

3. Definitions

Intellectual Property (IP) refers to original works of authorship, inventions, research outputs, creative works, and any other intangible creations resulting from intellectual or creative efforts. Patents, trademarks and registered designs are examples of IP, as is copyright.

Copyright refers to the legal protection granted to the creators or owners of original works, providing exclusive rights over the reproduction, distribution, public display, adaptation, and performance of the work.

Background IP refers to pre-existing intellectual property, including inventions, software, databases, materials, or other works that were created or owned by individuals before their association with IQRA College.

4. Ownership of IP

Below are examples of pre-existing IP that are protected and solely belong to the School;

- IQRA Centre of Excellence (COE), IQRA College's School structure (e.g. Vanguard, prospers, pioneers), IQRA College's cultural beliefs
- Curriculum material

- Textbooks and other teaching resources
- Software and apps
- Films, videos and photographs
- Photocopying, scanning, downloading, screen captures, performances and screenings
- Ideas, names, inventions and logos
- Industrial property such as patents, IQRA College's trademark, geographic indications, utility models, industrial designs and trade secrets.

Staff: IQRA College owns the IP created by their staff in the course of their work. All original works created, including but not limited to written documents, software, artwork, and photographs are the property of IQRA College and are protected by current copyright laws. Any intellectual property created outside of their official duties and responsibilities and using school resources is considered a "work for hire" and will be considered the property of the School.

Students and third parties: IQRA College treats IP belonging to others in compliance with current laws and credits their works where required. Students hold rights as creators of their own work. Permission will be obtained before using student IP outside of ordinary internal educational purposes, for example, when uploading student artwork to a school's website.

IQRA College does not ordinarily commercialise its IP and is not in the business of selling IP. Staff must not commercialise IP created in the School for personal or private gain, including selling teaching resources on social media or using Departmental IP to develop apps. Staff and students must not use, reproduce, distribute, or display any School-owned intellectual property without written permission from the School.

5. Management of IP

IQRA College will not use any copyrighted material in any form without appropriate permission from the copyright holder and will not use any third-party intellectual property without obtaining the necessary licenses or permissions.

IQRA College may engage external parties in a variety of projects; Contracts with these external parties will cover and include the full range of IP requirements for each project.

6. IP Theft and Infringements

IP theft is when someone steals ideas, creative expressions, inventions, patents, copyrights, trademarks, trade secrets, logos or symbols. IQRA College will take appropriate action to protect its intellectual property rights and defend against any theft and/or infringement. IP theft and any infringement of IQRA College's intellectual property rights will be taken seriously and will result in disciplinary/legal action (depending on the severity of the violation).

7. Background IP

IQRA College retains full ownership of its background IP contributed to any research collaboration. External organisations ('collaborators') collaborating with the school acknowledge and agree that the background IP remains the exclusive property of IQRA College.

Permission and Use

IQRA College grants collaborators permission to use the background IP solely for the purposes of the research collaboration. The permission is limited to the duration of the research collaboration and does not extend to any commercialisation or distribution of the background IP without prior written agreement.

Confidentiality

Both IQRA College and the collaborator must maintain strict confidentiality of any background IP and any confidential information shared during the research collaboration. The collaborator must take all reasonable measures to protect the confidentiality of the background IP and prevent its unauthorised disclosure or use.

Publication and Disclosure

Any publication or public disclosures of research findings derived from the collaboration must be subject to review and approval by IQRA College prior to dissemination. IQRA College reserves the right to delay publication for a reasonable period to allow for patent filing or protection of proprietary information.

Inventions and Discoveries

New inventions, discoveries, or improvements arising from the research collaboration is owned by the inventor(s) and IQRA College, as determined by applicable laws and agreements. The collaborator must promptly disclose any new IP resulting from the collaboration to IQRA College and cooperate in the protection and filing of necessary patents or other IP rights.

Commercialisation and Licensing

Commercialisation of any IP resulting from the research collaboration shall be subject to separate agreements between IQRA College and the collaborator. IQRA College reserves the right to negotiate licensing terms and revenue sharing arrangements for any commercialised IP.

Dispute Resolution

Any disputes arising from the background IP or the research collaboration shall be resolved amicably through good faith negotiations between IQRA College and the collaborator. If the parties are unable to reach a resolution, the dispute shall be submitted to mediation or arbitration in accordance with the laws and regulations.

Termination

In the event of termination of the research collaboration, the collaborator shall return or transfer all background IP and confidential information provided by IQRA College. The termination shall not affect the rights or obligations concerning any IP or confidential information disclosed or generated during the collaboration.

Compliance with Laws and Regulations

Both IQRA College and the collaborator shall comply with all applicable laws, regulations, and ethical guidelines governing intellectual property, copyright, research, and collaboration. By participating in the research collaboration, collaborators agree to abide by the terms outlined in this Background IP Policy. Failure to comply may result in the termination of the collaboration and potential legal action to protect IQRA College's intellectual property rights.