

AIE Intellectual Property Policy and Procedure

1 Purpose and Scope

The Intellectual Property Policy specifies IP ownership and where appropriate guides the transfer of IP to students.

This policy and procedure applies to all AIE students and staff.

2 The Policy

AIE retains the right to all Intellectual Property (IP) developed by students during their studies. Students may request that the assigned IP they have created or developed be returned to them after completion of their studies at AIE.

This is the standard policy as it is often difficult to identify the originator of IP because:

- a. A significant amount of work created by students in a learning context is often based on the original IP of others, including reference material from textbooks, DVDs, internet resources and work created by their teachers; and
- b. The majority of IP generation happens in a highly peer-influenced and/or collaborative team environment.

Wherever feasible, AIE will transfer IP to students on completion of their study with AIE.

AIE retains the right to use any student work, photos, moving imagery or testimonials solely for marketing, promotional and related activities. Students may choose to opt-out of appearing in photos or imagery by completing the opt-out form.

3 Implementation

The CEO is responsible for the approval of this policy after it has been drafted or reviewed by the Chief Operating Officer.

The policy is to be implemented via induction and training of staff and distribution via the AIE Intranet and other publications as required.

4 Procedure/s

AIE will transfer IP in most circumstances where the following conditions are met:

- a. The applicants can prove that they were the primary originators of the IP;
- b. There is no dispute of ownership by any number of the students whom jointly created the IP; and applicants agree to acknowledge all creators of the original IP; and
- c. The IP is not, or AIE reasonably believes will not be incorporated, in full or in part, in any Graduate Diploma Project.

The Intellectual Property Assignment Agreement is used to transfer IP to students on request if the above conditions are met.

Where these conditions are not met, AIE will determine who or whom the IP should most reasonably be transferred to in accordance with the Intellectual Property Terms and Conditions.

5 Definitions

None.

6 Related documents

The following documents are related to this policy:

- a. Intellectual Property Terms and Conditions template;
- b. Intellectual Property Assignment Agreement; and
- c. www.aie.edu/opt-out
- d. Student Handbook.

The following legislation and standards are related to this document:

None.

7 Review

This policy will be reviewed annually.

8 Revision History

Approval Authority	Prepared/revised by	Revision	Change	Date Approved/updated
CEO		<input type="checkbox"/>	<input type="checkbox"/>	18 April 19
	Chief Operating Officer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18 April 19
	Manager, Planning & Implementation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17 June 19
	Intranet Content Coordinator (updated styles)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12 April 2021