

# Student Intellectual Property Policy

Policy Category	Academic		
Policy Owner	General Manager IGI		
Responsible for Implementation	Dean		
Review Date (2 years)	October 2025		
Relevant to	IGI Students and Staff		
Related Documents	Academic Inquiry and Freedom of Speech Policy Assessment Policy Intellectual Property Policy Student Code of Conduct Complaints and Appeals Policy Work-Integrated Learning Policy		
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective date</b>
1.1	Academic Board	10 Oct 2023	10 Oct 2023

## 1. Purpose

The Student Intellectual Property Policy specifies the principles guiding the management of intellectual property at IGI and establishes the rights and responsibilities of students and IGI in relation to the ownership and use of intellectual property. This policy provides a framework for the identification, evaluation, protection, and management of intellectual property.

The requirements for the management of intellectual property have been set and approved by IGI governing bodies to foster and support innovation and entrepreneurship while protecting the interests of innovators and IGI in order to generate and share knowledge that will provide social, cultural, and economic benefits for IGI and the broader community.

## 2. Definitions

Definitions	
<b>Assessment</b>	A process to determine a student's achievement of identified learning outcomes and may include a range of written, oral, practice, or demonstration.
<b>Course</b>	Means a collection of academic subjects or units, which may or may not lead to an award of a certificate, diploma, or degree.

## 3. Scope

This policy applies to students and staff involved in decisions relating to intellectual property. Where a student is also an IGI staff, the student is considered a member of IGI staff for the purpose of intellectual property matters, and the Intellectual Property Policy applies.

## 4. Policy Statement

- 4.1. IGI is committed to promoting and supporting free academic inquiry for all students and sharing the knowledge generated from it with the broader community while protecting its interests and those of creators.
- 4.2. IGI does not assert ownership of intellectual property created by students unless:
  - it has been jointly created with IGI staff;
  - substantial use has been made of IGI resources or intellectual property;
  - as specifically determined in an agreement with the student or industry partner of IGI;
  - it has been developed as part of an assessment of a subject of study; or
  - it has commercial potential.
- 4.3. IGI may commercialise the intellectual property that it owns, including via licences and assignments authorising its use by third parties.
- 4.4. Students who created the intellectual property are consulted about whether and how to commercialise it.
- 4.5. Where IGI chooses not to commercialise intellectual property, IGI may assign the intellectual property to the creator at its discretion, subject to the granting of a perpetual, royalty-free, non-exclusive licence to IGI to use the intellectual property.
- 4.6. IGI may retain the original or a copy of any work submitted by a student as part of their course of study, including for quality assurance, teaching case study material, or promotional purposes.
- 4.7. IGI recognises the moral rights of the creators of intellectual property, i.e.:
  - to be attributed or credited for their work;
  - not to have their work falsely attributed; and
  - not to have their work treated in a derogatory way.
- 4.8. Disputes relating to intellectual property are dealt under the Complaints and Appeals Policy.
- 4.9. IGI enters into adequate written agreements with industry partners and other parties in relation to intellectual property, including for the ownership of any intellectual property generated by students in the course of their placement.
- 4.10. Students may be required to sign a non-disclosure agreement if their work-integrated learning placement requires the handling sensitive or commercial confidence information. Written agreements are managed in accordance with the Work Integrated Learning Procedures.

## 5. Principles

IGI is committed to the following principles that underpin this policy:

- 5.1. Scholarship, entrepreneurship, and innovation are promoted, supported, and rewarded at IGI.
- 5.2. Students are aware of, and respect, intellectual property rights.
- 5.3. IGI protects and commercialises intellectual property ethically and sustainably.

## 6. Roles and Responsibilities

- 6.1. The Board of Directors:
  - approves any arrangement for the distribution of net commercialisation revenues;
  - approves any assignment of IGI intellectual property; and
  - may delegate its powers with regard to intellectual property in accordance with the Delegations of Authority Schedule.

- 6.2. The Executive Management Team is responsible for monitoring and making recommendations, through the Chief Executive Officer, to the Board of Directors on the management of intellectual property.
- 6.3. The Chief Executive Officer (or delegated officer) is the owner of this policy and is responsible for:
- consulting with students on commercialisation of the intellectual property they created; and
  - entering into adequate written agreements on the management of intellectual property prior to commencement of activities involving students and third parties
- 6.4. Students are responsible for disclosing the creation of intellectual property which may be reasonably expected to have commercial potential.

## 7. References

- Higher Education Standards Framework (Threshold Standards) 2021
- Copyright Act 1968
- Designs Act 1906
- Patents Act 1990
- Trademarks Act 1995

## 8. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and review	All