



COPYRIGHT POLICY

Purpose

The *Copyright Act 1968* (Cth) and the copyright laws of other countries create obligations and restrictions on the copying of material that is created or owned by others.

The purpose of this policy is to promote awareness of and ensure compliance by the Australian Institute of Business (AIB) with the requirements of the Act. AIB is both a producer and a consumer of copyright materials. Policy matters regarding the production of copyright material by AIB and its staff are covered in AIB's Intellectual Property Policy.

Scope

This policy applies to AIB Staff, officers, contractors, including online learning facilitators and external higher degree research supervisors, and students. They are required to comply with and ensure that they do not infringe the copyright of others. The intent of this policy is to ensure that AIB entities are aware of, and comply with, the various copyright obligations and restrictions.

Copying for research or study

Students have rights under section 40 of the Act to use copyrighted material for the purposes of research or study, provided that this use is "fair". In addition, AIB has rights to copy "reasonable portions" of teaching and learning material under the Statutory Education Licence for educational purposes.

Other uses of Copyright Material

The Statutory Education Licence does **not** apply to AIB marketing materials, including the *AIB Review*, or materials put to corporate use (such as internal training materials or external presentations) because these are not for an 'educational purpose'. Nor does it cover the copying and distribution of articles, such as in newspapers or other press about AIB.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

The following definitions apply for this policy and associated procedures:

CAL – means Copyright Agency Limited, the collecting society.

Act – in this policy and procedure, refers to the *Copyright Act 1968* (Cth).

Copyright material – means literary, dramatic, musical or artistic works or sound recordings, cinematograph films, broadcasts or published editions as defined in the Act.

Copyright Officer – AIB authorised Copyright Officer (and Director of Online Learning or nominee).

Statutory Education Licence – means the provisions governing the educational use of copyright material outlined in Part IVA Division 4 of the Act.

A ‘**reasonable portion**’ is defined in section [10](#) of the [Act](#) as to “not exceed, in the aggregate, 10%” - see the [Australian Copyright Council Factsheet](#) for details as this varies depending on the format.

Use of copyright material – means the exercise of any rights granted to a copyright owner under the Act including the rights of reproduction, publication, performance and communication to the public, for example, including copyright content in webpages, written documents, presentations, marketing, emails, instant messaging or social media accounts.

Policy

1. AIB is committed to ensuring that AIB Staff and students meet legal and compliance requirements of the Act.
2. AIB Staff and students are required to observe and comply with any licence agreements which AIB has in place with respect to copyright obligations.
3. The AIB Copyright Officer will provide guidance to AIB Staff and students on how compliance can be observed in the delivery and provision of educational publications and materials.
4. The AIB Copyright Officer will ensure regulatory updates and requirements of the Act are communicated, implemented in a timely manner to ensure AIB Staff and students are aware of their responsibilities throughout AIB’s educational delivery and operational matters.
5. Breaches of the Act will be dealt with in accordance with the AIB Copyright Procedure.

Responsibility:

Academic Dean

Related Policies and Procedures:

Academic Integrity Policy
Academic Integrity Procedure
Intellectual Property Policy
Research Code of Practice
Research Scholarship Policy
Student Grievance Handling Policy
Student Grievance Handling Procedure
Staff Code of Conduct
Student Code of Conduct Policy
Student Code of Conduct Procedure

Legislative References:

Copyright Act 1968 (Cth)

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