



Copyright policy

Policy statement

QAA recognises that copyright is a valuable part of QAA's intellectual property portfolio.

To ensure that QAA can prove the subsistence of copyright in all original work generated by its employees, workers and consultants, and is at all times able to maintain, protect and exploit its copyright, QAA expects all employees, workers and consultants to comply with this policy.

This policy does not form part of a contract of employment, and it may be amended at any time.

Any breach of this policy will be taken seriously and may result in disciplinary action.

Who is covered by this policy?

This policy covers all individuals working for the company at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff.

What is covered by this policy?

This policy covers all original work generated and commissioned by QAA and its staff including but not limited to:

- QAA reports
- Review methods and handbooks
- QE-TNE Scheme materials, resources, membership agreement, terms and conditions, and badge
- International Quality Review materials, handbook, and related resources
- Review graphics, for example, IQR Review Graphic, QAA Review Graphic and QAA Quality Mark, which are also registered trademarks
- QAA Membership (UK and International) materials, resources, agreements, terms and conditions, and badges
- The UK Quality Code for Higher Education
- Guidance and criteria
- Blog posts
- Website content
- Images, diagrams, films and animations
- Webinar recordings
- Presentation materials
- Policy papers
- Training materials
- Research papers
- Consultations and consultation responses
- Annual reports and strategy documents
- Other QAA publications.

Use of copyright notice

In the case of original work that is to be published and/or distributed to third parties, a copyright notice should be used in the following form:

Copyright © QAA [year of publication].

If a work is amended or updated, both the original date and date of the amendment or update should be referenced in the copyright notice.

Use of additional copyright warning

Employees should consider whether a copyright warning should be added to some or all published materials/works. If a member of staff is unsure about the inclusion of a copyright warning, they should contact the QAA Marketing and Events team.

Ownership of copyright in work created by employees

QAA's employment contracts cover ownership of copyright (and other intellectual property rights) if an employee of the company creates original work in the course of employment. For clarification on the scope of the employment contract (or, for example, the meaning of 'in the course of employment') contact the Marketing and Events Manager.

Commissioning work from a third party

If an employee commissions work from a third party, they should consider whether there is any need to obtain an assignment of copyright and should refer to QAA's Compliance & Reviewer Services Team to discuss ownership and protection of copyright (and any other intellectual property rights) in the work.

The Compliance & Reviewer Services Team shall keep full records of any contracts, including assignments and licences, with third-party contractors.

Third-party copyright

Employees should respect third-party copyright when carrying out their duties.

Employees should also consider whether third-party copyright applies to any material, whether in hard copy or electronic form, used by them in the course of their employment and should not use any materials unless certain that the use would not constitute infringement of any third-party right. For guidance on copyright issues, the employee should contact the Marketing and Events Manager.

Reporting copyright infringement

If an employee suspects or becomes aware of infringement of any QAA copyright, trademark, or any other intellectual property right by any third party, they should immediately notify the Marketing and Events Manager or the Compliance & Reviewer Services Team with full details of the nature of the infringement.

The Marketing and Events Team will keep full records of suspected or actual instances of infringement in the Copyright Infringement Log.

If an employee suspects copyright infringement by any of their colleagues of any third-party's work, they should immediately notify the Marketing and Events Manager.

In the event of an infringement being suspected or identified, the Marketing and Events Manager will contact the person/organisation involved and request that the infringement is withdrawn/deleted or corrected with an agreed deadline.

If no response is received or the required action is not taken, QAA will issue a cease and desist notification to the party in breach of QAA's copyright and take legal advice if further action is required.

Handling requests to use or reproduce QAA's work

Any internal or external requests for permission to use or reproduce any of QAA's materials should be referred to the Marketing and Events Manager or Design and Production Manager for consideration.

QAA will normally:

- permit re-use on the basis of acknowledgement of QAA's copyright
- allow re-use of parts or full publications for personal, educational and research purposes without the need to request a specific licence
- not allow anyone to re-use our websites wholesale
- permit electronic re-use, but always encourage users to establish hyperlinks to its website
- not permit any user to sell its information wholesale.

For requests to re-use our information, QAA will:

- treat all similar requests equitably
- respond to routine requests within 20 working days or indicate when more complex responses will take longer to deal with
- only consider charges where applicants are seeking commercial gain.

The Compliance & Reviewer Services Team shall keep full records of the requests and any consequent assignments, licences or other forms of consent in the Copyright Register.

Monitoring and reviewing this policy

This policy will be reviewed at least every two years to ensure that it continues to meet legal requirements and reflects best practice.

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