

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Copyright Policy</h2>
Document Type	Policy
Administering Entity	Librarians, Course Directors (Deans), Course (Program) Offices, Academic Staff
Latest Approval/ Amendment Date	14 April 2026
Last Approval Amendment Date	New Policy <sup>1</sup>
Approval Authority	Board of Directors
Indicative time of Review	13 April 2028

### 1. Purpose

- a. The *Copyright Policy* is intended to guide the academic staff, students and course offices at S P Jain School of Global Management (S P Jain / the School) to ensure lawful use of copyrighted materials for teaching, learning, and research and adherence to copyright laws (both local and global).
- b. The policy is directly relevant to and supports the learning, teaching, research and scholarship endeavours by the School and should be read in conjunction with Appendix 1.
- c. This Policy ensures that the creation, use, reproduction and distribution of copyrighted material by staff, students and contractors comply with the *Copyright Act 1968 (Cth)*<sup>2</sup> and other relevant legislation in the School's overseas campuses and where the context requires a reference in this policy to that Act includes or means a reference to such legislation. It promotes the ethical and lawful use of third-party works in teaching, learning, research and administration.

### 2. Scope

- a. This Policy applies to all employees, both academic and non-academic, and students of S P Jain.

<sup>1</sup> Previous policy *Intellectual Policy* and *Copyright Policy* discontinued and replaced with two separate policies.

<sup>2</sup> In preparing this policy, due regard has been given to the applicable provisions of the *Copyright Act 1968 (Cth)*. For authoritative reference, the Act may be accessed via the World Intellectual Property Organization (WIPO) Lex database at: <https://www.wipo.int/wipolex/en/legislation/details/21915>

- b. This policy applies to all forms of content — print, digital, audio-visual, software and online materials — used within the School’s educational and research activities, including content hosted on the Learning Management System (LMS), collaborative platforms, and external repositories.

### **3. Policy Principles**

The following policy principles shall apply:

- a. Authors will be given full credit for their work and, subject to provisions below, retain copyright;
- b. Members of staff and students can make their published work/material available voluntarily for internal use by donation to the library;
- c. Where the materials produced are the result of specific assignments by S P Jain, the institution will retain the right to determine the ownership of any copyright, and authors will execute such copyright assignments as they are directed;
- d. S P Jain owns the copyright in all multimedia, electronic and computer-based instructional materials produced and delivered by staff during their employment with S P Jain and as an outcome of their job. S P Jain retains the right to reproduce, update, distribute, transmit, and/or alter the course materials so produced;
- e. All teaching and learning resources uploaded to the School’s learning platforms must include proper attribution and copyright notices;
- f. All teaching and academic support staff are responsible for ensuring that third-party content uploaded to the LMS, course notes or multimedia platforms complies with the *Copyright Act 1968 (Cth)*, and
- g. Staff should not include any content that constitutes libel, invasion of privacy, infringement of copyright or literary rights or otherwise violate the legal rights of any other person.

### **4. Use of material produced by others**

- a. For all copyright clearance, staff of S P Jain should approach the copyright owners. If staff need any clarifications or assistance, they should seek guidance from the campus librarian.
- b. Publishers usually authorise individuals to copy material for private research use. This

authorisation does not usually extend to any other kind of copying.

- c. Where possible, staff and students are encouraged to use open-access, Creative Commons, or other freely licensed resources to enhance teaching and learning.
- d. Where copyright permission is obtained, the permission record must be retained in accordance with the School's *Records Management Policy*.

## **5. Teaching Notes/Instructor's Manual /Textbooks**

- a. Textbooks are normally accompanied with an instructor manual. Photocopying or use of these manuals for use by students is prohibited.

## **6. Fair Use Policy**

### **a. Books:**

Generally, no more than a chapter of a book or 10% of the book can be copied for personal use, but students and staff need to be aware of the specific fair use provisions which apply in relevant jurisdictions. For classroom use, S P Jain is covered under regional copyright licenses in Sydney and Singapore for educational/teaching use of resources purchased. Outside of this or for general distribution, permission from the copyright owners is required.

- i. eBooks: Purchase of eBook single user licenses cannot be distributed to multiple users. Access of eBooks via library cannot be made without the correct access licence or prior permission of copyright owners.
- ii. Content of eBooks cannot be reproduced, posted or distributed in form without permission of copyright owners.

### **b. Software:**

#### **i. Usage restrictions:**

- Circulation of archival copy
- "Networking" software without licence or permission
- Loading a single copy of a software program onto several computers for simultaneous use (unless so authorised by the owners)
- Making copies of copyrighted software for student use;
- Perpetual licence versus annual licence.

### **c. Databases and E-journals:**

- i. Agreement should be made by designated staff with relevant content providers of e-journals and databases for multi-user, campus wide unlimited access.

- ii. Employees of S P Jain should not disclose any user id and password to outsiders.

## 7. Copyright Infringement and Compliance

- a. Unauthorised copying, downloading, or sharing of copyright-protected material may constitute infringement under the *Copyright Act 1968 (Cth)*.
- b. The School may take disciplinary action where breaches occur and will cooperate with rights holders in resolving infringements.
- c. Staff and students must promptly report suspected breaches to the Registrar or the campus librarian.

### Related Documents

- a. Intellectual Property Policy
- b. Records Management Policy

### Acknowledgements

This policy incorporates benchmarking insights from the following documents:

- **University of New South Wales (UNSW)** – *Copyright Compliance Guidelines (2022)*  
<https://www.legal.unsw.edu.au/compliance/copyright>
- **Queensland University of Technology (QUT)** – *Copyright Guide (2023)*  
<https://www.qut.edu.au/about/copyright>
- **University of Melbourne** – *Copyright Ownership Guide*  
<https://copyright.unimelb.edu.au/shared/basic-principles-of-copyright/copyright-ownership-at-the-university-of-melbourne>
- **University of Technology Sydney (UTS)** – *Copyright Policy and Advice*  
<https://www.lib.uts.edu.au/services/copyright-advice>
- **University of Sydney** – *Copyright Guidelines*  
<https://library.sydney.edu.au/support/copyright>

### Policy History and Updates Approved by the BOD

Version	Date Executed	Revisions	Approval
1	14 April 2026	New Policy	Board of Directors

**Appendix 1: Quick Reference Guide to general copyright permitted and not permitted norms**

The following table is a reference guide to understand what “Permitted” is and what is “Not Permitted” under the rules of Australian and global copyright protection, current to date.

**Care: This is only a reference guide and users must ensure to refer at all times to updated copyright laws applicable within their jurisdictions**

**1. Audio Visual Materials:**

PERMITTED	NOT PERMITTED
Creating slide sets from books, magazines, etc., as long as permission is obtained from the copyright holder.	Copying audio tapes or video tapes for archival or backup purposes.
Enlarging a map with an overhead projector for tracing but not duplicating colour scheme, symbols, etc.	Converting from one medium format to another.

**2. Books and Journals**

PERMITTED	NOT PERMITTED
<b>Teachers- personal research use</b>	
Single Copy: chapter of a book or 10% of the book (whichever is the smaller) for personal use	Copying several chapters more than one chapter or 10% of a book (whichever is the smaller).
Single Copy: article from magazine or newspaper	Copying several articles of a magazine.
Single Copy: chart, graph, diagram, picture, non-syndicated, non-copyrighted cartoon, etc	Photocopying worn ditto masters.
Single Copy: short story, short essay, short poem	Copying Consumables: workbooks, copyrighted exercise sheets, tests.

PERMITTED	NOT PERMITTED
<b>Multiple copies for classroom / instructional purposes</b>	
Complete poem less than 250 words (not more than 2 pages)	Using/making multiple copies of same material semester after semester
Excerpt from long poem not to exceed 250 words	Creating “anthologies”
Article, story, or essay less than 2,500 words	Copying workbooks and other works meant to be used once by one student

### 3. Software:

PERMITTED	NOT PERMITTED
Copying into RAM if copying is necessary to run the program.	Circulation of archival copy.
One copy for archival purposes.	“Networking” software without license or permission.

### 4. Databases:

PERMITTED	NOT PERMITTED
May download resources	Downloaded resources shouldn't be retained or archived.
	Downloaded material may not be used to create a derivative work.

### 5. CD-ROM:

PERMITTED	NOT PERMITTED
May print out pages of reference or other works for personal use.	Printing out large section of work

### 6. Internet:

PERMITTED	NOT PERMITTED
Downloading open sources software from public domain.	Collecting materials off the Internet and compiling into a new work.