

PROCEDURES FOR USING THIRD PARTY MATERIALS FOR EDUCATIONAL PURPOSES

OVERVIEW

The University supports the use of third party copyright material for educational purposes.

This procedure supports the [Copyright Compliance Policy](#) and should be read in conjunction with it.

GENERAL PROCEDURES

Responsibilities of Personnel

1. All academic staff of Level B and above, and all academic staff appointed in a teaching role, are required to complete the online copyright induction course within the first three months of their employment. Professional staff and existing academic staff may be required by their line manager or Head of School to complete the online [copyright induction course](#).
2. All Personnel involved in the production, reproduction or delivery of teaching materials must be familiar with and meet their copyright obligations. Information is available on the [Copyright website](#).
3. If Personnel are unsure if their proposed use of third party material is covered by a licence, exception, or permission then they must consult with the Coordinator [Copyright & Licensing before using](#) the material.

PROCEDURES FOR AWARD COURSES

These procedures apply to courses formally approved by the University which lead to an academic award.

Online supply of third party copyright material to students

4. MyUni is the University's designated Learning Management System for online delivery of course content to students. Third party copyright material must not be uploaded to MyUni unless allowed under a licence, exception or permission.
5. Where possible [Open Educational Resources](#) should be used in place of copying material under the terms of the University's educational statutory licences or resources under commercial licence.

Open Educational Resources are materials which have been released under the terms of an open licence, such as Creative Commons, which typically allows them to be retained, reused, revised, remixed, and redistributed for educational purposes.

6. When using third party copyright material hosted on an external website or platform (e.g. YouTube videos) the material should be [linked to or embedded](#) rather than copying and uploading it to MyUni. Care should be taken to avoid providing links to infringing material.
7. [Course Readings](#) is the designated central system used to manage third party copyright material made available to students online. Course Readings is integrated with MyUni and is accessible to staff and students via MyUni course sites.

The following third party copyright material* must only be provided via Course Readings:

- Copies of physical material, e.g. scanned portions of books, journals, music scores and other publications.
- Copies of electronic material, e.g. saved website pages, downloaded journal articles, book chapters, reports and other publications.
- Copies of broadcasts, e.g. radio or television broadcasts copied off air or from online catch-up services.
- Copies of music recordings, e.g. music included in the APRA AMCOS and Aria repertoires.

These materials may fall under the terms of one of the [copyright collecting society licences](#). They must be centrally managed via Course Readings to ensure that copying limits, notices and reporting requirements are met.

*With the exception of artistic works (see point 8).

8. Artistic works (e.g. images, photographs, tables, and graphs) copied under the terms of the [Copyright Agency statutory licence](#) may be provided to students on MyUni or in teaching materials, as long as the work is being used for educational purposes and the [warning notice](#) is included.

The Copyright Agency licence cannot be relied on for artistic works which are used for merely decorative purposes. University resources, [Open Educational Resources](#) or other appropriately [licensed material](#) should be used instead.

9. Hyperlinks to library licensed material are strongly encouraged to be provided via [Course Readings](#). This enables links to be correctly configured and maintained to ensure students can access library licensed material off campus.

Library licensed material refers to third party copyright material where the Library has entered into a commercial arrangement for access to the material. This includes journal articles, ebooks, streaming videos, music and other publications available via the Library's online databases.

Copies of library licensed material must not be uploaded to MyUni.

10. The following third party copyright material may be provided via [Course Readings](#) or MyUni:
 - Links to freely available online material.
 - Material copied under the terms of an open licence, e.g. Open Educational Resources.
 - Material copied and made available with specific permission from the copyright owner.

If material is uploaded to MyUni it is the responsibility of the Course Coordinator to ensure that evidence of any licence (including an open licence) or permission is retained in accordance with the [University Information Management Policy](#).

Physical supply of third party materials to students

11. Physical copies of the following materials may be supplied to students, e.g. included in class handouts:
 - Works copied under the terms of the University's educational statutory licence as long as copying limits are complied with, e.g. 1 chapter or 10% of a book, 1 article per journal issue, 10% of a music score. See the [copyright website](#) for full details.
 - Material copied under the terms of an open licence, e.g. Open Educational Resources.
 - Material copied with specific permission from the copyright owner.
12. Physical copies of library licenced materials may only be supplied to students if allowed under the terms of the licence. Check the terms of use of the database or contact the Coordinator [Copyright and Licensing](#).

Inclusion of third party materials in lecture recordings

13. Third party material may be played in lectures if required for educational purposes, e.g. music, films, videos from online sources such as YouTube. However, this material may only be included in the lecture recordings if covered by a licence, exception or permission.
14. The following third party material may be included in lecture recordings:
 - Radio and television broadcasts, e.g. radio and television programs which have been copied from off air recordings or played from catch-up services after initial broadcast.
 - Music which is included in the APRA AMCOS and Aria repertoires.
 - Material in which copyright does not subsist or has expired.
 - Material where the use is covered by an open licence, e.g. Open Educational Resources.
 - Material where copyright permission has been obtained.
15. Course Coordinators are responsible for ensuring that recordings are paused if material is not covered by a licence, exception, or permission, or that the recording is subsequently edited to remove the material before being made available to students.

PROCEDURES FOR NON-AWARD COURSES

These procedures apply to courses which are not undertaken as a part of a program of study leading to an award. For example: Massive Open Online Courses, short courses, micro-credentials, and continuing or professional education courses.

16. The educational statutory licences, music licence and library licenced materials should not be relied on for non-award students.
17. Third party copyright material which is freely available online can be linked to or embedded. Care should be taken to avoid providing links to infringing material.
18. Copies of third party copyright material can only be supplied to non-award students, either online or physically, if:
 - Copyright does not subsist or has expired.
 - The material is covered by an appropriate licence which allows the use, e.g. Open Educational Resources; or
 - Permission has been obtained..
19. It is the responsibility of the person organising the course to ensure that evidence of any licence (including an open licence) or permission is retained in accordance with the University Information Management Policy.