

Copyright Policy

Section 1 - Purpose and Scope

Purpose

- (1) The University is committed to applying and complying with the [Copyright Act](#) to ensure the fair and equitable balance between the rights of creators, owners and users.
- (2) This Policy:
- defines how the University complies with Copyright law and the responsibilities of individuals when making use of Copyright Material; and
 - promotes awareness of and education about Copyright compliance within the University.

Scope

- (3) This Policy applies to all University staff, students and affiliates.
- (4) This Policy does not cover ownership of the Intellectual Property Rights of Staff and Students of Southern Cross University which is governed by the University's [Intellectual Property Rights Policy](#).

Section 2 - Definitions

- (5) For the purposes of this Policy:
- [Copyright Act](#) means the Copyright Act 1968 (Cth).
 - Copyright Officer means a person appointed by the Vice-Chancellor who is responsible for making certain decisions under this Policy, and if no person is appointed as Copyright Officer, the Director, Library Services.
 - Copyright Material includes any literary, dramatic, or artistic work, music, sound recording, film, broadcast or any other material in both physical and digital formats as defined by the Copyright Act.
 - Copyright Management System means any system provided by the University that satisfies legislative and other requirements for providing access to, reporting on, and managing Copyright Material.
 - Commercial Licence means a licence made through an agreement with a publisher or vendor to enable staff and students to access and use Copyright Material for certain educational purposes without seeking explicit permission from copyright owners.
 - Open Access means a set of principles and a range of practices through which material is distributed online, free of cost or other access barriers. Through licensing via an open licence (usually a Creative Commons Licence), freely available material can also be legally shared and reused.
 - Statutory Licence means a licence made under provision of the Copyright Act that permits educational institutions to reproduce and communicate a range of Copyright Material without having to seek explicit permission from copyright owners.

Section 3 - Policy Statement

(6) All use, reproduction and distribution of Copyright Material at the University is required to comply with the provisions of the [Copyright Act](#) and any relevant Statutory or Commercial Licence agreements currently in force.

(7) Information on the use of Copyright Material is kept up to date on the University's [copyright website](#).

(8) A breach of this Policy by a Staff member may be treated as misconduct depending on the nature of the breach and will be dealt with in accordance with University policies, procedures and processes.

(9) A breach of this Policy by a Student may be treated as non-academic misconduct which will be dealt with under the [Rules – Student Academic and Non-Academic Misconduct Rule](#).

(10) The University promotes the use of Open Access licenced material as a preferred option to Copyright Material where possible.

Section 4 - Procedures

Statement of Responsibilities

(11) The University is responsible for:

- a. supporting staff, students and individuals associated with the University to understand their rights and responsibilities in relation to Copyright;
- b. developing, implementing and maintaining systems and processes to facilitate copyright compliance;
- c. monitoring and responding to changes in copyright legislation;
- d. investigating and enforcing alleged breaches of the [Copyright Act](#) reported to the University.

(12) Staff are responsible for:

- a. developing an awareness and understanding of their rights, obligations and liabilities when using Copyright Material for University activities;
- b. complying with the Copyright Act and relevant Commercial Licences when using Copyright Material for the purpose of teaching and learning
- c. registering Copyright Material in the Copyright Management System;
- d. using Copyright Material for research and publication in a way that adheres to the Copyright Act, Copyright Policy and Commercial or Open Access Licences;
- e. seeking advice from the Copyright Officer to ensure compliance;
- f. reporting any breaches of copyright they are made aware of;
- g. using University systems and technology in a way that complies with the Copyright Act, Copyright Policy, and Statutory and Commercial Licences.

(13) Students are responsible for:

- a. developing an awareness and understanding of their rights, obligations and liabilities when using Copyright Material for University activities;
- b. adhering to the requirements of the Copyright Act, the Copyright Policy, and Commercial Licences when using third-party and University Copyright Material which includes, but is not limited to, lecture slides, lecture notes, and course readings;

- c. seeking advice from the Copyright Officer to ensure compliance;
- d. reporting any breaches of copyright which they are made aware of;
- e. using University systems and technology in a way that complies with the Copyright Act, Copyright Policy, and Statutory and Commercial Licences.

(14) The Library is responsible for:

- a. administering the application of the [Copyright Act](#), relevant licences, notifications and labelling requirements, and remuneration payments on behalf of the University;
- b. providing and maintaining Copyright Management Systems to enable access to Copyright Material for teaching, learning and research activities.

(15) The Copyright Officer is responsible for:

- a. monitoring copyright compliance obligations set out by the [Copyright Act](#) and Statutory and Commercial Licence conditions;
- b. promoting the guidelines, processes and systems that support individuals in meeting their obligations;
- c. providing training and expert advice to individuals on the use and attribution of Copyright and licenced material at the University;
- d. maintaining the currency and accuracy of information on the University's [copyright website](#);
- e. auditing and reporting on the use of Copyright Material submitted to Copyright Management Systems at the University;
- f. investigating alleged breaches of Copyright reported to the University.

Section 5 - Associated Documents

(16) This Policy should be read in conjunction with:

- a. [Copyright Act](#)
- b. [Intellectual Property Rights Policy](#)
- c. [Copyright website](#)
- d. [Information Technology Conditions of Use Policy](#)

Status and Details

Status	Current
Effective Date	10th February 2025
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Approval Date	5th February 2025
Expiry Date	Not Applicable
Responsible Executive	Mary Spongberg Senior Deputy Vice-Chancellor +61 7 55893361
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