



## **Intellectual Property and Copyright Policy for Students**

### **1. Purpose of the Policy**

This policy outlines the ownership, copyright, and permitted use of academic work produced by students enrolled in programs offered by the Asian College of Teachers (ACT). It aims to ensure transparency, protect students' intellectual property rights, and clarify the institution's responsibilities and limitations.

### **2. Scope**

This policy applies to all written academic work produced by students as part of their program requirements, including but not limited to:

- Research proposal/work
- Dissertations or thesis components
- Capstone projects
- Assignments
- Portfolios and reflective journals

### **3. Copyright Ownership**

- Students retain full copyright ownership of all original academic work they create and submit as part of their program, provided the work is their original intellectual output.
- Submission of academic work for assessment does not transfer ownership of copyright to the Asian College of Teachers.

### **4. Institutional Ownership Claims**

- The Asian College of Teachers does not claim ownership rights over student-produced academic work solely by virtue of submission, assessment, or certification.

- All intellectual property rights remain with the student unless otherwise agreed in writing under specific, exceptional circumstances (e.g., institution-funded research projects with prior contractual agreements).

## 5. Permission Granted to the Institution

By submitting academic work for assessment, students grant the Asian College of Teachers a limited, non-exclusive permission to use the work strictly for the following purposes:

- Academic assessment and moderation
- Internal and external quality assurance, including review by awarding bodies or External Quality Assurers
- Secure archival and record-keeping, as required by regulatory or accreditation frameworks

This permission:

- Allows students to publish, reuse, or submit their work elsewhere (subject to academic integrity and awarding body regulations)
- Does not permit commercial use of the work by the institution
- Does not allow public dissemination or promotional use without the student's explicit written consent

## 6. Confidentiality and Ethical Use

- Student work will be handled with due regard for confidentiality and academic ethics.
- Any use of student work beyond assessment, quality assurance, or regulatory compliance requires prior written permission from the student.

## 7. Compliance with Awarding and Regulatory Bodies

For programs governed by external awarding bodies or regulatory authorities, student work may be shared with such entities solely to meet compliance, audit, and



certification requirements, in accordance with applicable data protection and academic regulations.

## **8. Policy Review**

This policy is subject to periodic review to ensure alignment with academic best practices, regulatory requirements, and intellectual property laws. Bottom of Form