



## Intellectual Property / Copyright Policy

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<b>Policy Name:</b>	Intellectual Property / Copyright Policy
<b>Handler:</b>	President, Deanship of Graduate Studies and Research
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### 1. Overview

FBSU encourages innovation and creativity among its faculty, staff, students, and affiliates. This policy establishes clear guidelines for ownership, management, and commercialization of intellectual property (IP) created using university resources, ensuring alignment with international standards and Saudi Arabian regulations. It balances creator rights with institutional interests, fostering a culture of accountability and innovation.

### 2. Purpose

- Define ownership rights for copyrightable works and inventions.
- Facilitate ethical commercialization of IP for societal and institutional benefit.
- Ensure compliance with national laws and global best practices in IP management.

### 3. Scope

Applies to:

- FBSU members: Faculty, staff, students, and officially appointed visitors.
- Non-members: Contractors, consultants, and collaborators using FBSU resources.
- Works created during paid leave, funded projects, or with substantial university support.

## 4. Definitions

- **Copyrightable Work:** Original creations fixed in a tangible medium (e.g., books, software, media, course materials).
- **Substantial University Support:** Use of financial, personnel, or specialized resources beyond standard provisions (e.g., dedicated labs, grant funding, assigned staff).
- **Traditional Scholarly Work:** Materials produced as part of academic activities (e.g., textbooks, peer-reviewed articles).
- **Institutional Work:** Creations commissioned by FBSU or produced under administrative duties (e.g., manuals, official reports).

## 5. Ownership Guidelines

### 5.1 FBSU-Owned Works

The university retains copyright for:

- Works created with substantial university support (e.g., funded research, lab equipment).
- Institutional materials (e.g., official publications, courseware frameworks, administrative documents).
- Works by non-employees (contractors, consultants) unless otherwise stipulated in written agreements.
- Software or inventions linked to patentable discoveries (governed by FBSU's Patent Policy).

#### Examples:

- Courseware tools (e.g., LMS modules, exam platforms).
- Media recordings (e.g., lecture videos, promotional content).
- Commissioned research outputs from grants.

### 5.2. Creator-Owned Works

Creators retain copyright for:

- Traditional scholarly works (e.g., textbooks, syllabi, journal articles).
- Consultation works without substantial use of FBSU resources.
- Artistic or literary works created independently (e.g., novels, personal artworks).

#### Examples:

- Faculty-authored textbooks used in courses.
- Student theses or dissertations.
- Graphic designs created using personal devices.

## **6. Authorship Rights:**

FBSU distinguishes between scholarly works produced as part of routine academic responsibilities and those developed with significant institutional support, whether through funding or considerable use of university resources. In cases where the university holds copyright ownership, it will formally recognize all individuals who have made meaningful contributions to the creation of the work. The university will make every reasonable effort to license and commercialize such intellectual property. Any revenue generated from these activities will be shared in accordance with a mutually agreed-upon arrangement between the creators and the university.

## **7. FBSU Grants Authorship Rights for Traditional Scholarly Works to Creators**

In alignment with common international academic practices, FBSU does not claim ownership over the copyright of scholarly works produced by its members as part of their standard academic responsibilities. Instead, the university transfers these rights to the original creators. Traditional scholarly works developed in the course of regular academic activities may include, but are not limited to:

- Course syllabi and other original instructional materials designed for university teaching;
- Books, including textbooks;
- Written content in both print and digital formats;
- Software and digital applications;
- Architectural designs and related works;
- Visual art, illustrations, and graphic content; and
- Audio-visual creations such as films, video content, and sound recordings.

These works are recognized as the intellectual property of the individual who created them, provided they were developed without substantial institutional support and within the scope of customary academic duties.

## **8. FBSU Maintains Copyright Ownership for Institutionally Supported Works**

FBSU retains copyright for works developed with support that exceeds the standard academic provisions typically available to faculty or staff. This applies in the following cases:

- When the creation of a work involves significant use of university resources, including direct financial support or extensive contributions from university personnel beyond the normal level of assistance offered to faculty members.

- When a work is specifically commissioned, requested, or developed for institutional use.
- When a work is produced as part of a funded research or development project, in accordance with the terms outlined in the relevant contract or agreement.
- When the work is generated by university administrators or officers as part of their official responsibilities and institutional assignments.

It is important to note that routine access to general university resources - such as library services, office supplies, personal computing devices, IT infrastructure, or clerical support - is not considered "substantial use" and therefore does not, on its own, justify university ownership.

## **9. Additional Categories of Copyrighted Works**

FBSU reserves the right to claim copyright ownership over the following categories of work:

- **Institutional Publications and Collaborative Works:** This includes official university publications, instructional manuals, reports, media productions, and any materials produced collectively by colleges or departments. Additionally, courseware and instructional content developed as part of degree or non-degree programs fall under this category. While courseware refers to the technical platforms and tools used for content delivery, it is distinct from the actual academic content.
- **Video and Media Recordings:** The university holds copyright to the video or media formats used for capturing educational material, though it does not claim ownership over the intellectual content within those recordings.
- **Software:** FBSU will assert copyright over software only if it qualifies as an invention or is eligible for patent protection. If it does not meet these criteria, the university generally waives ownership claims.
- **Consulting-Related Works:** For works produced through external consulting activities, FBSU will not claim copyright—provided the creator does not make significant use of university resources. However, all members of the university community must adhere to FBSU's Consultation Center policies and any other applicable institutional guidelines.
- **Works Created by Nonemployees:** This includes work produced by external contributors such as consultants, contractors, or visiting professionals. In such cases, FBSU retains copyright ownership over the outputs unless otherwise agreed. Ownership arrangements should be clearly defined through formal contracts signed by all relevant parties.

## **10. Materials Associated with Inventions**

All copyrightable materials developed as part of an invention will be governed by FBSU's Patent Policy. These materials are considered integral components of the invention and will be managed accordingly under that framework.

## **11. Revenue Sharing**

### **11.1 Commercialized Works:**

- Creators: Receive 40% of net royalties (shared equally among joint inventors).
- FBSU: Retains 60% to reinvest in research, innovation, and infrastructure.

### **11.2 Exceptions:**

- Contractual agreements with external partners may alter distribution terms.

## **12. Disclosure Process**

### **12.1 Mandatory Disclosure:**

Creators must notify the Deanship of Graduate Studies and Research if their work:

- Involves substantial university resources.
- Is part of a funded project or institutional assignment.
- Has potential for commercialization.

### **12.2 Submission Requirements:**

- Description of the work and resources used.
- Financial relationships with third parties.

## **13. Disclosure of Copyrightable Works**

Creators must promptly disclose any copyrightable material for which FBSU may hold potential ownership rights. The disclosure should detail the circumstances under which the work was developed, including the extent of university resources utilized and any financial or contractual relationships with third parties that could impact the university's rights or interests in the work