

## Sharing of Teaching Materials and Copyright

### Principles

1. The University's position in relation to the ownership of copyright is set out in the 'Design Right and Copyright of Teaching and Learning Materials: Policy on ownership and use' which is available on the Research and Enterprise Services website at:  
<http://www.ncl.ac.uk/res/assets/documents/DesignRightandCopyrightofTeaching2002.pdf>
2. The general principle is that any teaching materials developed in relation to employment at Newcastle University belong to the University.
3. Teaching materials in the policy are defined as any materials, whether in written, recorded or other electronic form including web-based material, computer programs, computer-based learning material and databases, produced by one or more members of staff in the course of their duties for use in or connection with a degree programme module or other course offered by the University.

Personal lecture notes and other materials that are not routinely made available to students are also excluded from the definition of Teaching Materials.

ReCap recordings are also excluded as performance rights remain with the member of staff.

4. Working with colleagues at another institution in relation to the delivery of a Newcastle award or with colleagues at another Newcastle University campus should be considered as part of staff employment with the University and it is expected that colleagues will work together to share knowledge and expertise to ensure that the programmes offered provide an excellent student experience and are successful.
5. Material shared will only be used as a basis for delivery, individual academics would be expected to tailor the material to meet their own style and reflect their own research interests.
6. Those staff requested to share material should not be expected to produce any new information and only share information which is already available.
7. Any material shared should include appropriate copyright acknowledgements, however, material should only be attributed to Newcastle University where it is appropriate to do so.
8. No fee payment will be associated with the sharing of materials.
9. Arrangements in each partnership/campus for sharing material will differ, however, an established route for the sharing of material should be agreed and followed.

For Singapore – Material will be provided by the Newcastle based School to the relevant Director of Operations and the DELT will co-ordinate and provide the information to SIT directly.

For London – the NU based module leader will normally provide the information to the deputy module leader at NUL through Blackboard to which NUL staff will be granted access. Other methods of sharing may be agreed.

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