

# Intellectual Property (IP) Policy

Review Date: [1/1/2025]

## 1. Introduction

iQualifyUK is committed to fostering innovation and academic excellence while ensuring that all intellectual property (IP) created within the organisation is appropriately managed and protected. This policy establishes the ownership and rights related to intellectual property developed by employees, staff, and contractors of iQualifyUK.

## 2. Ownership of Intellectual Property

All intellectual property created by employees, staff, and contractors in the course of their employment or engagement with iQualifyUK is owned exclusively by the organisation. This includes, but is not limited to:

- Course materials, research papers, and academic publications.
- Software, databases, and digital resources.
- Teaching materials, assessments, and instructional designs.
- Innovations, inventions, and discoveries made during employment.
- Logos, branding, and marketing content.

## 3. Employee and Contractor Obligations

- Employees and contractors must disclose any significant intellectual property developed during their tenure at iQualifyUK.
- Any use of iQualifyUK's intellectual property outside of employment must receive prior written consent from the organisation.
- Employees are not permitted to sell, license, or otherwise distribute iQualifyUK's intellectual property without formal approval.

## 4. Exceptions and Special Agreements

While iQualifyUK retains ownership of intellectual property developed within the organisation, specific agreements may be made in cases where:

- Research is conducted in collaboration with external entities, and ownership rights are contractually shared.
- Employees create intellectual property outside their contracted duties, in which case ownership may be negotiated.
- Copyrights for academic publications, where iQualifyUK grants staff the right to publish work independently, provided it does not compromise institutional interests.

## 5. Use of Intellectual Property

iQualifyUK reserves the right to use any intellectual property created by its employees for:

- Educational and training purposes.
- Commercialisation, licensing, and partnerships.
- Institutional promotion and marketing.
- Further research and development.



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## 6. Enforcement and Compliance

Any breaches of this policy, including unauthorised use or disclosure of iQualifyUK's intellectual property, may result in disciplinary action and legal recourse where necessary.

## 7. Review and Amendments

This policy will be reviewed annually and updated as necessary to align with changes in legislation and institutional needs.

## 8. Contact Information

For any queries or concerns regarding intellectual property rights, please contact:

Email: [Support@iQualifyUK.com](mailto:Support@iQualifyUK.com)

## Approval

**Policy Owner:** iQualifyUK

**Approved By:** Board of Directors

**Approval Date:** 22/01/2025