

# Intellectual Property Policy

Policy #	SR-500	Revision #	01
Accessibility level	A	Effective date	1/17/2021

## 1. Purpose

- 1.1. The purpose of this policy is to provide and describe the policy for the management of intellectual property for the benefit of the FBSU stakeholders and staff.

## 2. Definitions

- 2.1. Intellectual Property (IP) means information, ideas, inventions, innovations, designs, literary text and any other matter or thing whatsoever that as a creation of human intervention and capable of legal protection or the subject of legal rights

## 3. Policy

- 3.1. The University seeks to provide an environment to encourage creative work, dissemination of knowledge and advancement of teaching and research. Intellectual Property created out of these activities is recognized by the University as a valuable asset.
- 3.2. FBSU adheres to the principle that knowledge and ideas should be made available within the public domain for the benefit of the entire community with the recognition of Intellectual Property for the FBSU staff.
- 3.3. This policy seeks to facilitate the Commercialization of IP created by the FBSU Staff and Students.
- 3.4. The policy provides procedures for the disclosure of IP protection, management and Commercialization
- 3.5. FBSU, as an employer, owns all Intellectual Property invented, created, made or designed by FBSU Staff in the Course of Employment. This includes copyright in any material that is:
  - Course Material
  - Computer programs
  - Administration Material
- 3.6. FBUS owns a copyright work created by an Originator, the Originator may request a license to use the IP outside the course of Employment at FBSU, and FBSU shall approve this use by a written agreement with certain conditions
- 3.7. The University does not seek to claim ownership over any Intellectual Property created by an Employee outside the Course of Employment provided no use of FBSU resources in the creating/inventing this IP work. If FBSU resources have been used then FBSU reserves the right to claim a negotiated percentage ownership of that Intellectual Property.

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- 3.8. FBSU makes no automatic claim to ownership of IP created independently by Students. However, the student may be requested to assign his/her a special Intellectual Property rights as a pre-condition to involvement in a project at FBSU.
- 3.9. FBSU Staff and Students , who receive the University Confidential Information must not disclose any kind of information without express consent from the University
- 3.10. The Deanship of Scientific Research, on behalf of FBSU, is responsible for Patents registrations and managing the patent portfolio at FBSU.
- 3.11. The Deanship of Scientific Research is responsible for developing the patent requesting forms and procedure, copyright forms, along with any kind of related disclosure agreements,
- 3.12. Net Revenues (percentile form) from commercialization of an IP work, shall be clearly written in the IP disclosure agreement between the originator, FBSU, and any other related parties

#### 4) Related Documents

- 4.1. Patent requesting form (SR-500-F1)
- 4.2. Copyright form (SR-500-F2)