



# Excellence Imperial Career College (EICC) Intellectual Property Policy

<b>Policy Created</b>	June 18, 2025
<b>Policy Version</b>	V1
<b>Policy Title</b>	Intellectual Property Policy
<b>Effective Date</b>	August 1, 2025
<b>Policy Review</b>	Tri-Annual
<b>Policy Approval</b>	Director of Academics and Director of Administration

## 1. Policy Statement

This policy outlines the principles regarding the use and ownership of intellectual property (IP) at Excellence Imperial Career College (EICC). It covers both the use of IP created by others and the generation of new IP by students, faculty, and staff.

## 2. Scope

This policy applies to all individuals affiliated with EICC, including:

- Students
- Faculty
- Administrative and non-academic staff

## 3. Policy Guidelines

### 3.1 Intellectual Property Created by Students

- **Ownership:** Students retain ownership of their original intellectual property.
- **Use of Other Works:** Students must properly reference and, when necessary, obtain permission for the use of all published or unpublished materials. This includes:
  - Data
  - Source materials
  - Research methodologies
  - Findings, graphs, and images
- **Reporting Infringement:** Students are required to report any suspected IP infringement or unauthorized use to their faculty member or academic supervisor.



# Excellence Imperial Career College (EICC)

## Intellectual Property Policy

### 3.2 Intellectual Property Created by Faculty and Staff

- **Faculty Ownership:** Faculty members retain ownership of the IP they create, except when:
  - They are specifically compensated to assign ownership, or
  - The creation of such IP is explicitly outlined as part of their job responsibilities.
- **Course Content Development:** Faculty engaged in developing course materials must enter into a separate agreement regarding ownership and compensation outside of their standard employment contract.
- **Staff Ownership:** Intellectual property created by non-academic staff in connection with their role or responsibilities at the college will be considered the property of EICC.

### 3.3 Student Employees

When a student is also employed by EICC, their employment contract will clearly define ownership rights for any intellectual property created as part of their job duties.

### 3.4 Joint Work by Students and Employees

For projects jointly developed by students and EICC employees, ownership of the intellectual property will be determined based on the extent and significance of each individual's contribution to the work.

## 4. Administration

The Director of Administration is responsible for overseeing the implementation and enforcement of this policy.

## 5. Review

This policy will be reviewed by the Academic Council in 2028 or as needed.

## 6. Reference

For more information on the definition and types of intellectual property, please refer to the Government of Canada's resource on intellectual property: [What is Intellectual Property?](#)