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Copyright FAQ for UofG students

Version 3: 04/07/2022

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# Executive Summary

The purpose of this document is to provide UofG students with an overview of how IP/copyright ownership is applied to their materials from a UofG perspective. There’s also guidance on the sharing of materials, and can third party copyright protected materials be used for private research and study? Below is an executive summary of key points throughout the document.

* There is no requirement register works for copyright in the UK, as this protection is automatically generated when a work is available in a ‘fixed’ format. You can have further protection, by choosing to use the internationally recognised copyright symbol “©” when making your work available
* UofG students who are not employed by the University will own any IP they create. You can further information regarding this in the University’s [IP and Commercialisation Policy](https://www.gla.ac.uk/media/Media_185772_smxx.pdf) (section 9).
* It is advised to obtain written permission from a copyright owner when seeking permission to use their work
* The UK copyright exceptions can allow excerpts of copyright protected material to be used for non-commercial [private study](https://www.legislation.gov.uk/ukpga/1988/48/section/29), and or [quotation](https://www.legislation.gov.uk/ukpga/1988/48/section/30), providing the usage aligns to fair dealing factors. *N.B, the exceptions should only be used if no suitable blanket licence is in place, no written permission to use material granted, or no copyright free alternative could be found*
* You cannot share any of the work you have copied using the [Private study exception](https://www.legislation.gov.uk/ukpga/1988/48/section/29), via email or if your phone if you have taken any photographs of pages within a book/journal

# 1. Do I need to register my work, so it can be copyright protected?

There’s no need to register your work, as copyright is assigned automatically (under UK Law), when a work is created in a fixed format (i.e., a photograph taken using a mobile phone). Several steps can be taken to demonstrate evidence that you created the work at a specific point in time.

One of the steps that you can employ is to add the internationally recognised copyright symbol “©” when you’re publishing or making your copyright protected work available. On a similar theme, you could add a watermark to your documents and images to further indicate they’re protected by copyright. Finally, you could produce a copyright notice to deter possible infringement and make it clear your work is protected. A copyright notice demonstrates you have an awareness of copyright and take any infringement seriously.   
  
The UK Copyright Service, have guidance you can refer to when writing your copyright notice, which can be viewed at the following webpage: [Using Copyright Notices](https://copyrightservice.co.uk/copyright/p03_copyright_notices).

***N.B, a fuller explanation of how copyright is created (UK Law), can be viewed in the appendices section of this document.***

# 2. Do I own the copyright of work I’ve created and for coursework I produce?

Yes, students own the copyright of original work they have created, i.e., emails, exam scripts, dissertations, course work, projects, and assignments. By law, students who are not employed by the University will own any IP (intellectual property) they create. Where a student is being sponsored by a third party, they may be required to assign IP to the University of sponsoring body, subject to the terms and conditions which apply to the studentship. For further details regarding ownership of IP (from a student’s perspective), please view the University’s [IP and commercialisation policy](https://www.gla.ac.uk/media/Media_185772_smxx.pdf) (section 9).

# 3. Can I copy materials from the University Library for private study?

Yes, copying material such as an article from a journal or extract from a book is permissible, providing the intended use is for non-commercial research and private study. The UK copyright exception [Section 29](https://www.legislation.gov.uk/ukpga/1988/48/section/29), is what permits the copying conditions outlined in the previous sentence, however you must make sure the use would align to “[Fair Dealing](https://www.gov.uk/guidance/exceptions-to-copyright#fair-dealing)”. Below are some factors that you must consider when trying to determine if your use is “Fair”.

* Only use the amount of work required to fulfil your purpose, i.e., don’t copy pages of a book unnecessarily, if you all you need is two sentences to illustrate your point.
* Would your usage damage the interests of the creator, and impact them negatively financially?
* Always provide attribution (citation) for the creator and their work unless it is impossible or impractical to do so.

## 3.1: Can I share the copy I make with friends?

No, you cannot share the copy with anyone else (including friends). This includes sharing via email, social media and through print. The relevant copyright exception (section 29) doesn’t permit the sharing of the single copy you produce.  
  
**N.B, this also covers using a mobile phone, under section 29, you could photograph a page from a book for your own private study (providing the copying is Fair). However, you’re not permitted to share the copy (image) with other individuals, as this would violate the terms of the exception.**

## 3.2: How much can I copy?

There is no legally defined amount or exact percentage of what can be copied under fair dealing exceptions. Its at this point you should refer to the guidance around Fair Dealing and consider the factors we previously looked at (shown below):

* Only use the amount of work required to fulfil your purpose, i.e., don’t copy pages of a book unnecessarily, if you all you need is two sentences to illustrate your point.
* Would your usage damage the interests of the creator, and impact them negatively financially?
* Always provide attribution (citation) for the creator and their work unless it is impossible or impractical to do so.

**N.B., for guidance on using other peoples work, please refer to** [**this document**](https://edshare.gla.ac.uk/id/document/6737)**.**