

# INTELLECTUAL PROPERTY

CODE: P022

Section: Academic/Student

Policy Owner: BOG

Procedure Owner: CEO

## **POLICY**

The Policy of the Board of Governors is to protect the Intellectual Property resulting from works carried out on the Institute's facilities, with its funds and resources. ITS has a responsibility to educate, expand knowledge, research, encourage innovation and communicate to the general public. The Institute of Tourism Studies reserves all the rights of works, including license agreements, technology development and revenue sharing agreements.

## **PROCEDURES**

Institute of Tourism Studies has the ownership of the Intellectual property right in the following works:

1. Administrative materials.
2. Curriculum materials.
3. Teaching materials and equipment.
4. Teaching and learning resources.
5. Professional, technical and artistic works.
6. Any other technology or works as communicated by the Chief Executive Officer.

Any third parties must be aware of the Intellectual policies and procedures before engaging in business with the Institute of Tourism Studies. The Chief Executive Officer will assist any queries in this regard. Any documents pertaining to intellectual property are kept in the CEO's office.