

**FFURFLEN MANYLION POLISI
POLICY IDENTIFICATION FORM / FRONT SHEET**

TEITL Y POLISI: <i>POLICY TITLE:</i>	Y Polisi ynghylch Hawliau mewn perthynas ag Eiddo Deallusol a Hawlfraint ym maes Addysg Uwch <i>HE Intellectual Property Rights and Copyright Policy</i>
UWCH-GYFARWYDDWR A CHYFRIFOLDEB: <i>RESPONSIBLE EXECUTIVE DIRECTOR:</i>	<i>James Nelson</i>
PWRPS: <i>PURPOSE:</i>	Yn y ddogfen hon, eglurir safbwynt y Grŵp parthed hawlfraint a pharthed creu, perchenogi a defnyddio eiddo deallusol. <i>This document sets out the Grŵp's position on copyright and on the creation, ownership and exploitation of intellectual property.</i>
EFFAITH AR DDWYIEITHRWYDD: <i>IMPACT ON BILINGUALISM:</i>	<i>Gweler yr Asesiad Effaith ar ddiwedd y ddogfen. Please refer to Impact Assessment at the end of the document</i>
EFFAITH AR GYDRADDOLDEB: <i>IMPACT ON EQUALITY:</i>	<i>Gweler yr Asesiad Effaith ar ddiwedd y ddogfen. Please refer to Impact Assessment at the end of the document</i>
EFFAITH AR GYNALIADWYEDD: <i>IMPACT ON SUSTAINABILITY:</i>	<i>Gweler yr Asesiad Effaith ar ddiwedd y ddogfen. Please refer to Impact Assessment at the end of the document</i>
ARGYMHELLIAD: <i>RECOMMENDATION:</i>	<i>Ei gymeradwyo To approve</i>
CYFATHREBU: <i>COMMUNICATION:</i>	<i>Tîm Strategol, Porth y Grŵp Tîm Strategol, Grŵp Portal</i>
PWLLGOR / GRŴP MONITRO: <i>COMMITTEE / GROUP RESPONSIBLE FOR MONITORING:</i>	<i>Tîm Polisi, CSSC, Y Bwrdd</i>
CYMERADWYWYD GAN (A'R DYDDIAD): <i>APPROVED BY (AND DATE):</i>	<i>Tîm Polisi – 16/06/23 CSSC – 20/06/23 Y Bwrdd - 29/06/23</i>
DYDDIAD ADOLYGU: <i>REVIEW DATE CYCLE:</i>	<i>Ddwywaith y flwyddyn Bi-Annually</i>

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Y Polisi ynghylch Hawliau mewn perthynas ag Eiddo Deallusol a Hawlfraint ym maes Addysg Uwch

I bwy mae'r Polisi hwn yn berthnasol?

Mae'r polisi hwn yn berthnasol i staff sy'n addysgu ar raglenni AU ac i ddysgwyr sydd wedi cofrestru ar raglenni AU yn GLLM.

Pwrpas y Polisi

Yn y ddogfen hon, eglurir safbwynt y Grŵp parthed hawlfraint a pharthed creu, perchenogi a defnyddio eiddo deallusol.

Datganiad Polisi

Mae ymelwa ar Eiddo Deallusol yn hybu lledaenu gwaith staff a myfyrwyr, a gall gynhyrchu incwm i'r Grŵp a'i gyflogeion. Nid yw ond yn gyfiawn bod staff a myfyrwyr sydd wedi cyfrannu at greu a datblygu Eiddo Deallusol yn cael eu trin yn deg, gan gael rhan o'r budd ariannol sy'n deillio o ymelwa ar Eiddo Deallusol.

Yn ogystal, mae gan y Grŵp rwymedigaeth gyfreithiol i orfodi diogelu hawlfraint mewn perthynas â defnyddio deunyddiau trydydd parti.

Mae hawlfraint yn diogelu gweithiau gwreiddiol – rhai llenyddol, artistig, dramatig a cherddorol, recordiadau sain, ffilmiau neu ddarllediadau, a threfn deipograffig (dyluniad) argraffiadau a gyhoeddwyd. Caiff llyfrau, papurau a chylchgronau, cerddoriaeth, gwaith celf a ffotograffau, ffilmiau, rhaglenni teledu a radio, meddalwedd a gemau cyfrifiadurol eu diogelu gan hawlfraint. Gall perchennog hawlfraint drwyddedu copïau neu addasiadau o'r gwaith (e.e. cyfieithiadau, hawl i wneud ffilm ar sail llyfr ac ati). Mae hawlfraint am ddim ac yn awtomatig.

Fel rheol, derbynnir bod gwybodaeth a geir ar y Rhyngrwyd wedi'i diogelu gan hawlfraint, ac felly dylid ei thrin yn union fel y byddech yn trin gwaith argraffedig.

Dyma brif egwyddorion y Polisi hwn:

- Dymuna'r Grŵp greu amgylchedd sy'n annog ac yn hybu creu a lledaenu dyfeisiadau, gwaith ymchwil a damcaniaethau newydd
- Diogelu Eiddo Deallusol gwerthfawr a chreu mantais gystadleuol wrth ddatblygu canlyniadau
- Hyrwyddo defnydd llwyddiannus o Eiddo Deallusol
- Annog trosglwyddo gwybodaeth, gan hybu twf economaidd yn rhanbarthol ac yn genedlaethol
- Hwyluso'r gwaith o ddatblygu Eiddo Deallusol drwy ddarparu cydnabyddiaeth ariannol deg a chyfiawn i Staff, Myfyrwyr, Meysydd Rhaglen a'r Grŵp.

Yn y Polisi hwn, eglurir safbwynt y Grŵp parthed creu, perchenogi, diogelu a defnyddio Hawlfraint ac Eiddo Deallusol yn y Grŵp. Nod y Polisi hwn yw cael cydbwysedd rhwng buddiannau'r Grŵp a buddiannau'r Crëwr (Crewyr) ar delerau teg a rhesymol.

Dull Gweithredu

Staff

Bydd y Grŵp yn berchen ar yr holl Eiddo Deallusol a gynhyrchir gan Staff:

- Yn ystod eu cyflogaeth a/neu wrth iddynt gyflawni eu dyletswyddau i'r Grŵp; neu
- Sy'n defnyddio adnoddau'r Grŵp; neu
- Wrth iddynt gyflawni dyletswyddau nad ydynt yn arferol iddynt ond sydd wedi'u neilltuo'n arbennig i Staff

Myfyrwyr

Fel rheol, bydd myfyrwyr yn berchen ar Eiddo Deallusol a grëir ganddynt yn ystod eu hastudiaethau.

Fel rheol, caiff Myfyriwr sydd wedi cytuno i neilltuo ei Eiddo Deallusol i'r Grŵp ei drin, at ddibenion perchnogaeth a chydnabyddiaeth, fel aelod o staff y Grŵp.

Er mwyn osgoi unrhyw amheuaeth, caiff myfyrwyr sydd hefyd yn gyflogeion, neu staff sy'n dilyn cwrs astudio, eu trin fel aelodau o'r staff at ddibenion y Polisi hwn, ond dim ond os yw'r gyflogaeth yn berthnasol i weithgareddau academaidd y sefydliad. astudio at ddibenion anfasnachol, gweinyddol, hyrwyddol, addysgol, rheoli ansawdd, arholi ac addysgu, gan gynnwys digideiddio gwaith myfyrwyr, ond heb fod yn gyfyngedig i hynny.

Anogir myfyrwr sy'n parhau'n ansicr o'i hawliau a'i ymrwymiadau o ran diogelu Eiddo Deallusol i ymgynghori yn y lle cyntaf â'r Pennaeth Cynorthwyol sy'n gyfrifol am y maes rhaglen, ac yna i ofyn am gyngor annibynnol os bydd angen. Dylid cofio hefyd y gall Undeb y Myfyrwyr gynnig cymorth i'r perwyl hwn.

Gweithredu mewn perthynas â Hawlfraint

Staff

Pan fyddwch yn casglu gwybodaeth i'w rhoi ar-lein (e.e. ar gyrsiau Moodle), gwnewch yn siŵr mai chi piau hawlfraint y deunyddiau a ddefnyddiwyd, neu sicrhewch ganiatâd perchennog yr hawlfraint i'w rhoi ar-lein. Ni ddylech lwytho delweddau, ffotograffau, ffeiliau pdf (copïau electronig o ddogfennau), diagramau ac ati i fyny, na defnyddio clipiau sain/fideo, heb gael caniatâd perchennog yr hawlfraint, rhag ofn i chi dorri deddf hawlfraint.

Pan fyddwch yn creu dolennau i gynnwys ar-lein allanol, fel arfer da, ceisiwch greu dolennau i hafan gwefan arall, yn hytrach nag i dudalennau eraill (cyswllt dwfn). Os nad yw hyn yn bosibl, er cwrtseisi, mae hi wastad yn arfer da anfon neges e-bost i safleoedd yn egluro eich bod yn creu dolen o'ch safle chi i'w safle hwy. Bob tro y byddwch yn creu dolen i safle, eglurwch fod y defnyddiwr yn symud o'ch safle chi i safle deiliad hawlfraint arall.

Mae'r un rheolau'n berthnasol hyd yn oed os edrychir ar eich cynnwys electronig yn fewnol yn unig (e.e. ar y fewnrwyd). Mae arweiniad llawn ar ddefnyddio hawlfraint mewn gwaith staff ar gael ar:
<https://www.cla.co.uk/>

Myfyrwyr

Noder: Nid yw hawlfraint yn berthnasol at ddibenion asesu. Gweler y ddogfen sy'n cynnwys y Polisi Ymarfer Annheg.

Caniateir i fyfyrwyr ddefnyddio gwybodaeth o ffynonellau sydd dan hawlfraint o fewn terfynau'r rheoliadau "Delio Teg" a eglurir gan Asiantaeth Trwyddedu Hawlfraint.

Mae arweiniad llawn ar ddefnyddio hawlfraint mewn gwaith myfyrwyr ar gael ar:
<https://www.cla.co.uk/>

Trwyddedau hawlfraint

Mae gan y Grŵp nifer o gynlluniau cyd-drwyddedu, sy'n galluogi staff (gyda rhai cyfyngiadau sydd wedi'u diffinio'n glir) i:

- Wneud copïau ac i sganio copïau o ddeunyddiau printiedig (trwydded Yr Asiantaeth Trwyddedu Hawlfraint - y CLA)
- Gwneud recordiadau o ddarllediadau teledu (trwydded yr Asiantaeth Recordio Addysgol – ERA)
- Gwneud copïau niferus o erthyglau mewn papurau newyddion i ddibenion addysgu a gwybodaeth reoli (Asiantaeth Trwyddedu Papurau Newyddion – yr NLA)

Trwydded y CLA yw prif drwydded hawlfraint y Grŵp. Mae telerau trwydded y Grŵp yr un fath ar gyfer y ddarpariaeth Addysg Uwch a'r ddarpariaeth Addysg Bellach. Mae'r CLA'n gweithredu fel asiant i'r Gymdeithas Trwyddedu a Chasglu Breindaliadau Awduron (ALCS), Y Gymdeithas Trwyddedu Cyhoeddwr ac amrywiol sefydliadau sy'n ymwneud â hawliau atgynhyrchu y tu allan i'r Deyrnas Unedig.

Mae llungopïo gwaith sydd dan hawlfraint heb ganiatâd yn golygu torri cyfraith hawlfraint a gall arwain at gamau cyfreithiol neu achos troseddol a allai ddeillio ar ddirwyon sylweddol a/neu garcharu. Mae trwydded y CLA yn caniatáu llungopïo o lyfrau, cyfnodolion a chylchgronau.

Golyga hyn:

Bod gan staff a myfyrwyr hawl i wneud llungopiâu o lyfrau a chyfnodolion a gyhoeddwyd yn y Deyrnas Unedig a gwledydd eraill y mae gan y CLA gytundebau cyfatebol â hwy.

Cyfyngir ar faint y gellir ei gopiö o dan y Drwydded Hawlfraint. Os na chadwch o fewn y cyfyngiadau hyn, byddwch bron yn sicr o fod yn torri cyfraith hawlfraint.

Beth a ganiateir?

Mae'r drwydded yn caniatáu i staff a myfyrwyr awdurdodedig (gan gynnwys dysgwyr o bell) gopiö rhannau (o destunau neu raffigwaith, neu o gyfuniad o destun a graffigwaith) o'r rhan fwyaf o lyfrau, cyfnodolion a chylchgronau a gyhoeddir yn y Deyrnas Unedig (a Thiriogaethau Mandadol eraill), os yw'r Grŵp yn berchen ar gopi o'r llyfr/graffigwaith. Dylech hefyd edrych ar restr y CLA o Gateoriâu/Gweithiau Eithriedig.

Nid yw'r cyfyngiadau hyn yn berthnasol i gopiâu a chwyddwyd i bobl rannol ddall, ar yr amod y cyfyngir y copiâu hyn i ddefnyddwyr o'r fath.

Gwneud nifer o gopiâu

Gellir gwneud sawl copi o ddeunydd sydd dan drwydded, ond ni ddylid gwneud mwy na'r nifer o gopiâu sy'n angenrheidiol i sicrhau bod copi gan bob myfyriwr sy'n dilyn y modiwl, ynghyd â'r darlithydd. NI chaniateir gwneud copiâu systematig neu niferus o'r un deunydd trwyddedig, neu ran ohono, ar gyfer cwrs, y tu hwnt i'r cyfyngiadau a nodwyd uchod.

Gellir cael rhagor o wybodaeth ar wefan y CLA – <https://www.cla.co.uk/>

Datrys Anghydfod

Yn y lle cyntaf, dylid cyfeirio unrhyw faterion, anghydfod, honiadau neu geisiadau am eglurhad ar yr hyn a ddarperir yn y Polisi hwn at Reolwr AU y Grŵp a fydd yn cysylltu â'r Pennaeth Cynorthwyol perthnasol neu'r sawl a enwebwyd ganddynt wrth ystyried y mater.

Oni ddeuir i benderfyniad rhwng y naill a'r llall o fewn amser penodol, gellir cyfeirio'r anghydfod i sylw Pennaeth Coleg Llandrillo a fydd yn dod i benderfyniad.

Os bydd y partiön yn gofyn am gyngor allanol mewn anghydfod o'r fath, y parti sy'n gofyn am y cyngor fydd yn talu amdano. Bydd y penderfyniad yn derfynol a bydd yr holl bartiön sydd dan sylw'n cael eu rhwymo ganddo.

Monitro a Mesur Effaith

Caiff y Polisi ynghylch Hawliau o ran Eiddo Deallusol ei fonitro a'i wella'n flynyddol gan y Pwyllgor Ansawdd a Safonau Academaidd ym maes Addysg Uwch, a'i adolygu gan y Tîm Polisi er mwyn ei gymeradwyo.

Cyhoeddi'r Polisi

Bydd y polisi hwn ar gael yn ddwyieithog i'r cyhoedd ar wefan y Grŵp a bydd ar gael i'r holl aelodau staff ar fewnrwyd y Grŵp.

Cymeradwywyd y Polisi gan: Y Tîm Polisi

Dyddiad Cymeradwyo'r Polisi: Mehefin 2023

Dyddiad Adolygu'r Polisi: Awst 2025

Diffiniadau

Yn y Polisi hwn, dyma ystyr y geiriau a ganlyn:

Gwrthdaro Buddiannau	fel y diffiniad a geir ym mholisi'r Grŵp o ran Gwrthdaro Buddiannau yn y ddogfen ar reoliadau ariannol.
Crëwr (Crewyr)	unigolyn neu unigolion sy'n creu, llunio neu ddyfeisio eitem sy'n Eiddo Deallusol.
Eiddo Deallusol	yn cynnwys hawlfraint, patentau, hawliau dylunio, nodau masnach, enwau masnach, marciau gwasanaeth, hawliau o ran cronfeydd data, hawliau bridwyr planhigion, modelau defnyddioldeb, gallu, gwybodaeth gyfrinachol a hawliau eraill mewn perthynas ag eiddo deallusol, boed ym mhob achos wedi'u cofrestru neu beidio, a chan gynnwys ceisiadau ar gyfer dyfarnu unrhyw hawliau blaenorol a phob hawl neu ffurfiau ar ddiogelu mewn unrhyw awdurdodaeth.
Staff	pawb a gyflogir gan y Grŵp, boed mewn swydd academiaidd, weinyddol neu dechnegol, neu sy'n gysylltiedig â swydd academiaidd neu swydd arall, boed yn swydd tymor penodol neu'n swydd barhaol.
Myfyrwyr	myfyrwyr sydd wedi cofrestru gyda'r Grŵp
Adnoddau'r Grŵp	Cyfleusterau neu adnoddau'r Grŵp sy'n cynnwys (ond heb eu cyfyngu i): (i) gofod ac offer mewn swyddfeydd, labordai a stiwdios; (ii) caledwedd, meddalwedd a chymorth cyfrifiadurol; (iii) gwasanaethau ysgrifenyddol; (iv) cynorthwywyr addysgu a chynorthwywyr labordai; (v) cyflenwadau a chyfleustodau; (vi) cyllid ar gyfer gweithgareddau ymchwil ac addysgu, ad-dalu costau teithio a chostau eraill, cyfarpar neu amser; (vii) gwasanaethau cymorth canolog
Tiwtor	aelod o'r staff academiaidd sy'n gyfrifol am oruchwylio, cynorthwyo, arwain, monitro neu gefnogi mewn unrhyw fodd arall ddarn penodol o waith academiaidd, gan gynnwys asesiadau, a wnaed gan Fyfyriwr.
Grŵp	Grŵp Llandrillo Menai
Maes Rhaglen	unrhyw adran, ysgol, sefydliad neu uned academiaidd arall (neu gyfatebol) sy'n bennaf gyfrifol am ddarparu rhaglenni sy'n arwain at ddyfarnu cymwysterau academiaidd a/neu unedau sy'n ariannu eu hunain a/neu swyddogaethau eraill o'r fath sy'n cynnwys, ond heb eu cyfyngu i wasanaethau cyffredinol i'r Grŵp.

HE Intellectual Property Rights and Copyright Policy

Who does this Policy Apply to?

This policy applies to staff who teach HE programmes and students who are enrolled on HE programmes at GLLM.

Purpose of the Policy

This document sets out the Grŵp's position on copyright and on the creation, ownership and exploitation of intellectual property.

Policy Statement

The exploitation of Intellectual Property enhances dissemination of staff and student work and can generate income for the Grŵp and its employees. It is only equitable that Staff and Students who have contributed to the creation and exploitation of Intellectual Property are treated fairly in terms of sharing the beneficial income resulting from the exploitation of Intellectual Property.

The Grŵp also has a legal obligation to enforce copyright protection in regard to the use of third party materials.

Copyright protects original literary, artistic, dramatic and musical works, sound recordings, films or broadcasts, and the typographical arrangement (layout) of published editions. Books, papers and magazines, music, artwork and photographs, films, television and radio programmes, software and computer games are all protected by copyright. The owner of copyright can licence copies or adaptations of the work (e.g. translations, movie rights to a book etc). Copyright is free and automatic.

It is generally accepted that information found on the Internet is protected by copyright and therefore should be treated in exactly the same way as you would printed works.

The main principles of this Policy are as follows:

- The Grŵp wishes to create an environment that encourages and promotes the creation and dissemination of inventions, new research and theories
- To protect valuable Intellectual Property and to create a competitive advantage in the exploitation of results
- To promote the successful exploitation of Intellectual Property
- To encourage knowledge transfer thereby increasing regional and national economic growth
- To facilitate the development of Intellectual Property by providing fair and equitable financial rewards to Staff, Students, Programme Areas and the Grŵp.

This Policy sets out the position of the Grŵp for the creation, ownership, protection and exploitation of Copyright and Intellectual Property within the Grŵp. This Policy aims to balance the interests of the Grŵp with those of the Creator(s) on fair and reasonable terms.

Intellectual Property Implementation

Staff

The Grŵp shall own all Intellectual Property created by Staff:

- In the course of their employment and/or the performance of their duties for the Grŵp; or
- Using Grŵp Resources; or
- In the course of duties falling outside of normal duties but specifically assigned to Staff

Students

Students shall normally own the Intellectual Property they create during the course of their studies.

For the avoidance of doubt, students who are also employees, or staff following a course of study shall be treated as staff for the purpose of this Policy only where that employment relates to the academic activities of the institution.

Students grant to the Grŵp a perpetual, irrevocable licence to use the Intellectual Property they create during a course of study for non-commercial administrative, promotional, educational, quality control, examination and teaching purposes including but not limited to digitization of Student work.

A Student who remains uncertain of their rights and obligations in the protection of Intellectual Property is encouraged to consult with the Assistant Principal responsible for the programme area in the first instance and seek independent advice if necessary. The Students Union should also be considered as a source of support for this purpose.

Copyright Implementation

Staff

When compiling your own online content (e.g. on Moodle courses) make sure that the materials you use are either your own copyright, or you have obtained permission from the copyright holder to put them there. You must not upload images, photographs, pdf files (electronic copies of documents), diagrams etc. or use audio/video clips without first obtaining permission from the copyright holder as this would make you personally vulnerable to copyright infringement.

When linking to external online content as a matter of good practice try to link to another website's home page, rather than to pages below this (deep linking). If this is not possible as a matter of courtesy it is always good practice to email the sites explaining that you are linking from your site to theirs. Always make clear when linking sites that the user is moving from your site to another copyright holder's site.

The same rules apply even if your electronic content is simply going to be viewed internally (eg on the intranet). Full Guidance on the application of copyright to staff work is available by reference to: <https://www.cla.co.uk/>

Students

Note: Copyright does not apply for the purposes of assessment. Please see the Unfair Practice Policy Document.

Students are permitted to use information from copyrighted sources within the confines of the "Fair Dealing" regulations outlined by the Copyright Licensing Agency.

Full Guidance on the application of copyright to student work is available by reference to: <https://www.cla.co.uk/>

Copyright licences

The Grŵp has a number of collective licensing schemes, which enables staff (within certain well-defined restrictions) to:

- Make copies and scanned copies of printed materials (The Copyright Licensing Agency 'CLA' licence)
- Make recordings of television broadcasts (Educational Recording Agency 'ERA' licence)
- Make multiple copies of articles in newspapers for teaching purposes and management information (Newspaper Licensing Agency 'NLA' Licence)

The CLA Licence is the Grŵp's main copyright licence. The licence terms for the Grŵp are the same for HE and FE provision. The CLA acts as an agent for the Authors' Licensing and Collecting Society, the Publishers Licensing Society and various Reproduction Rights Organizations outside the UK.

Unauthorised photocopying of copyright works is an infringement of copyright that can result in legal action or criminal proceedings which could lead to substantial fines and/or imprisonment. The CLA licence allows photocopying from books, journals and magazines.

What this means:

Staff and students within are permitted to make photocopies from books and journals published in the UK and other countries with which the CLA has reciprocal agreements.

There are limits to the amounts that can be copied under the Copyright Licence. Should you fail to observe these limits you would almost certainly be infringing copyright law.

What is allowed?

The licence enables staff and authorised students (including distance learners) to copy extracts (of text or graphics

or a combination of text and graphics) from most books, journals and periodicals published in the UK (and the other Mandating Territories) if the Grŵp owns a copy. The CLA's list of Excluded Categories/Works should also be consulted.

These restrictions do not apply to enlarged copies made for partially sighted persons as long as these copies are restricted to such users.

Multiple copies

Multiple copies of licensed material may be made but the number of copies must not exceed the number needed to ensure that each student on the module and the lecturer has one copy. Systematic or repeated copying of the same licensed material or part thereof for any one course of study beyond the limits set out above is NOT permitted.

More information can be found on the CLA website - <https://www.cla.co.uk/>

Dispute Resolution

Any issues, dispute, claims or any clarification required as to any provision of this Policy should in the first instance be referred to the HE Manager at the Grŵp who will liaise with the relevant PAM or their nominee in considering the matter. If a decision is not mutually agreed within a reasonable amount of time then the dispute can be referred to the Principal Coleg Llandrillo who will make a determination.

If the parties seek outside advice in such a dispute, the costs of such advice will be borne by the party seeking it. The decision will be final and binding on all parties involved.

Monitoring and Impact Measurement

The IPR Policy is monitored and enhanced annually by the Higher Education Quality and Academic Standards Group, and reviewed for approval by Tim Polisi.

Publication of Policy

This policy will be made publicly available bilingually on the Grŵp website and will be available to all members of staff via the Grŵp intranet.

Policy approved by: Tim Polisi

Policy approval date: June 2023

Due for Review: August 2025

Definitions

In this Policy, the following expression shall have the following meanings:-

Conflicts of Interest	as defined in the Grŵp's Conflicts of Interest policy within the financial regulations document.
Creator(s)	any person or persons who creates, devises or invents an item of Intellectual Property.
Intellectual Property	shall include copyright, patents, design rights, trademarks, trade names, service marks, database rights, plant breeders' rights, utility models, know-how, confidential information and other intellectual property rights, in each case whether registered or unregistered and including applications for the grant of any foregoing and all rights or forms of protection in any jurisdiction.
Staff	all persons employed by the Grŵp be it in an academic, administrative, technical, academic related or other position whether fixed-term or permanent .
Students	registered students of the Grŵp
Grŵp Resources	Grŵp facilities or resources including (but not limited to): (i) office, laboratory & studio space & equipment; (ii) computer hardware, software & support; (iii) secretarial services; (iv) teaching & laboratory assistants; (v) supplies & utilities; (vi) funding for research & teaching activities, travel & other funding reimbursements, equipment or time; (vii) central support services
Tutor	a member of academic staff responsible for supervising, assisting, guiding, monitoring or in any other way supporting a specified piece of academic work, including assessments, by a Student
Grŵp	Grŵp Llandrillo Menai
Programme Area	any department, school, institute or other academic unit (or equivalent) as having primary responsibility for the delivery of programmes leading to the award of academic qualifications and/or self-funded units and/or such other functions including but not limited to general services to the Grŵp

**Asesiad o'r Effaith ar Gydraddoldeb
Equality Impact Assessment**

Cwblhawyd yr asesiad gan: Assessment completed by:	Gwennan Richards	Dyddiad: Dated:	15/05/2023
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Ystyriaeth Consideration	Ymateb Response	Gofynion / rheoliadau arbennig Special requirements / controls
Which protected groups might be disadvantaged by the policy/process?	This document sets out the Grŵp's position on copyright and on the creation, ownership and exploitation of intellectual property. It is not anticipated that any protected groups will be disadvantaged by this policy.	
Which protected groups might benefit from the policy/process?	This policy will benefit all protected group as it ensures that ownership of their intellectual property is respected.	
Does the policy advance equality and foster good relations?	Yes, the policy ensures that all HE students are treated fairly and equally.	
Could any part of the process discriminate unlawfully?	Not if the policy is fully adhered to	
Are there any other policies that need to change to support the effectiveness of this one?	No	
Conclusion	Continue the policy or procedure	

LLOFNODWYD: SIGNED:		Dyddiad: Dated:	15/05/2023
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**Asesiad o'r Effaith ar y Gymraeg
Welsh Language Impact Assessment**

Cwblhawyd yr asesiad gan: Assessment completed by:	Gwennan Richards	Dyddiad: Dated:	15/05/2023
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Ystyriaeth Consideration	Ymateb Response	Gofynion / rheoliadau arbennig Special requirements / controls
What positive effects will the implementation of the policy or procedure have on the use of Welsh language?	This document sets out the Grŵp's position on copyright and on the creation, ownership and exploitation of intellectual property. the policy applies equally to both welsh and english medium Intellectual Property.	
What negative effects will the implementation of the policy or procedure have on the use of Welsh language?	It is not anticipated this policy will have any negative effects on the use of the Welsh language.	
Are there sufficient Welsh-speaking staff available to implement the policy or procedure?	Yes, there are sufficient Welsh-speaking staff to ensure the policy/procedures can be implemented in Welsh.	
If not, what steps will be taken to ensure that sufficient staff are available, and by when?	n/a	
Does the policy or procedure comply with Grŵp Llandrillo Menai's Welsh Language Schemes/Language Strategy?	Y	
Conclusion	Continue the policy or procedure	

LLOFNODWYD: SIGNED:		Dyddiad: Dated:	15/05/2023
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**Asesiad o'r Effaith ar Gynaliadwyedd
Sustainability Impact Assessment**

Cwblhawyd yr asesiad gan: Assessment completed by:	Lisa Fowlie	Dyddiad: Dated:	31/05/2023
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Ystyriaeth Consideration	Ymateb Response	Gofynion / rheoliadau arbennig Special requirements / controls
How will this policy impact upon the Grŵp's sustainability strategy? Sut fydd y polisi hwn yn effeithio ar strategaeth cynaliadwyedd y Grŵp?	This document sets out the Grŵp's position on copyright and on the creation, ownership and exploitation of intellectual property. This policy should not have an impact on the Grŵp Sustainability and Environmental Policy.	
Casgliad: Conclusion:	Continue the Policy and process	

LLOFNODWYD: SIGNED:		Dyddiad: Dated:	31/05/2023
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