

## **UNIVERSITY OF GIRONA FOUNDATION: INNOVATION AND TRAINING. CRITERIA FOR THE COPYING OF MATERIAL FOR TEACHING ACTIVITIES**

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Those who teach courses, seminars and similar activities on behalf of the FUDGIF often need to reproduce and make available to their students copies of texts or other materials (illustrations, tables, graphs, images, etc.) produced by other authors. These materials may be protected by intellectual property regulations. Clearly, if the materials are produced by the teacher or if the teacher who wishes to use third-party materials has the author's permission, there is no problem with using them. For all other cases, involving the use of materials for which teachers do not have the author's permission, the intellectual property regulations set forth a series of guidelines.

In order to comply with these regulations and not infringe on the rights and interests of authors, editors and other parties, it is important to follow the instructions listed below:

I - Teaching material <b>with prior approval</b> of the University of Girona
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1. In accordance with the Intellectual Property Law, in addition to their own texts and materials teachers may incorporate the following in their teaching programmes: presentations, images or other materials by other authors, for the purposes of quotation, discussion or analysis. In such cases the author and source must be acknowledged. Each teacher is responsible for respecting the intellectual property rights of third parties in the use of texts or other materials
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3. Likewise, these materials may be made available **in virtual classrooms**. In this case, it is also possible to use excerpts from university manuals and textbooks, provided that the excerpt includes a link to the place where the student may obtain the complete work in question.
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1. When teachers wish to supply students with photocopies they consider to be a necessary teaching support, these photocopies must be made on photocopiers licensed for this purpose by the Spanish Copyright Centre (CEDRO).
2. In accordance with the Intellectual Property Law, in addition to their own texts and materials teachers may incorporate the following in their teaching programmes: support presentations, images or other materials by other authors, for the purposes of quotation, discussion or analysis. In such cases the author and source must be acknowledged. Each teacher is responsible for respecting the intellectual property rights of third parties in the use of texts or other materials.
3. Except in the case described in the previous point (incorporation based on the right to quote), as things stand it is not currently possible to use materials by other authors for this type of teaching in **virtual classrooms** without their express permission.