

LOCUS training program

Module 2: Copyright



Why is copyright important?

- Students 'own' the products they make during their studies at university.
- If we (LOCUS) want to use student material for our website or other dissemination projects, we need to ask permission of the students.
- This way we ensure that all materials are used in a legal and fair way.



How to ask permission

- The legal office of the Amsterdam University of Applied Sciences (AUAS) states that oral permission is valid when it comes to using student materials. This means they do not have to sign anything.
- Students can be informed of the projects' ideas and plans during class.
- To be as transparent as possible it is advice to be as clear as possible about what we want to use, and how we will use it. For example: we explain to our students that we want to use the interview data to make graphs to illustrate research outcomes on our website. Or that we will use their poster presentations to illustrate LOCUS activities to potentially interested parties.
- Whenever we would like to use the material for something else, we ask permission again.



What if students say no.

- A student has the right to refuse our plans with the study material.
- When this is the case this students' material should not be included in the material used for LOCUS activities.



Privacy & Personal Data

- What is personal data?
 - All information that can contribute to the identification of persons
 - 1. Directly: name, picture
 - 2. Indirectly: gender, age, workplace, residence
 - 3. Online information: e-mail address, IP address, cookies
- Ensure that all material made by students is free of all personal data.
- Give students the option to have a reference to them as the source of the material.



Keep in touch with your students

Keep track of student' info by teachers so you can contact them later

