



Policy Number:	58
Approval Date:	March 2023
Implementation Date:	March 2023
Approved By:	VP of Operations
Upcoming Review:	March 2028

Intellectual Property Policy

Purpose

The purpose of this policy is to define the ownership, protection, and management of intellectual property (IP) rights at the Alberta College of Acupuncture & Traditional Chinese Medicine (ACATCM).

Scope

This policy applies to all members of the ACATCM community, including faculty, staff, students, researchers, and any other individuals who use or create IP in connection with their ACATCM activities or employment. This policy also covers all forms of IP, including but not limited to inventions, trademarks, copyrights, trade secrets, software, and other related creations.

Definitions

For the purpose of this policy, the following definitions apply:

Intellectual Property: Includes trademarks, copyrights, and trade secrets.

Creator: Refers to an individual or group of individuals who create or invent intellectual property.

College: Refers to the Alberta College of Acupuncture and Traditional Chinese Medicine.

Policy

1. Ownership of Intellectual Property
 - a. Ownership of intellectual property created by employees and students at the College, using College resources or facilities, is vested in the College;
 - b. Ownership of intellectual property created by employees and students at the College, without the use of College resources or facilities, shall be determined by the applicable intellectual property law;
 - c. Ownership of intellectual property created by third parties while working under contract with the College shall be governed by the terms of their contract.
2. Disclosure of Intellectual Property
 - a. The Creator is responsible for disclosing any intellectual property created using College resources or facilities, including but not limited to inventions, discoveries, designs, software, and copyrightable works;
3. Commercialization and Licensing

- a. The College recognizes the importance of commercializing intellectual property, to promote the College's mission, and generate revenue;
 - b. The College shall endeavor to license or commercialize intellectual property in a manner that is consistent with the College's mission, values, and applicable laws.
4. Copyright and Trademarks
- a. The College shall respect the rights of creators of copyrightable works, and shall take necessary measures to protect such works from unauthorized use;
 - b. The College shall respect the rights of trademark owners and shall not use a trademark without the owner's consent.
5. Intellectual Property Protection
- a. ACATCM shall take reasonable measures to protect the IP rights owned by ACATCM, including filing for trademarks, and copyrights as appropriate;
 - b. ACATCM shall also take appropriate measures to maintain the confidentiality of any trade secrets or proprietary information;
 - c. ACATCM may take legal action to protect its IP rights if necessary.
6. Intellectual Property Disposition
- a. ACATCM shall have the right to dispose of its IP in any manner it deems appropriate;
 - b. Any disposition of IP shall be subject to the approval of the ACATCM's Board of Directors.
 - c. Disposition of IP may include, but is not limited to, licensing, sale, or assignment.
7. Policy Violation
- Any employee or student who violates this policy shall be subject to disciplinary action, up to and including termination of employment or expulsion from the College.
8. Policy Dissemination
- a. This policy shall be made available to all employees and students at the College, and shall be published on the College's website;
 - b. All employees and students at the College shall receive training on this policy and their responsibilities with respect to intellectual property.

Policy Review

This policy shall be reviewed every five years or as required by applicable law.

Related Policies

- Scholarly and Research Property Policy