	ORGANISATIONAL AND OPERATIONAL PROCEDURES ANNEX 2	Version Number: 00. Effective from: 23 September 2022 Reference number: JISZ-SZ/25/2022.
Regulation on the protection and management of intellectual property		

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PREAMBLE

1. §

- (1) The Regulation for the Protection and Management of Intellectual Property (hereinafter: the Regulation) are an important tool for the protection and exploitation of intellectual property rights and for the conscious, responsible and foresightful management of intellectual creations. The Regulation supports both the management of Corvinus University of Budapest (hereinafter: University) and the supervisory and control bodies in determining whether the measures taken to exploit an intellectual creation take due account of the expenses incurred in the creation of the intellectual creation to be exploited, whether funded publicly or from sponsors or other sources, and the extent to which the intellectual creation created using these resources is exploited. Setting out the roles and responsibilities for the exploitation of intellectual creations is expected to strengthen the University's exploitation initiatives.
- (2) The purpose of this Regulation is to encourage the intellectual creativity of university citizens in a way that stimulates the university's innovation environment, and to ensure the evaluation, registration and value-creating utilisation of intellectual creations created at the University.
- (3) The University supports the rise of open science practices, a new approach to scientific communication based on the principles of transparency and collaboration, as an innovative way of disseminating new research results using latest technological developments and the achievements of digitisation.
- (4) This Regulation also aims to ensure that the intellectual creations generated at the University, as a nationally prominent intellectual workshop in its field, are adequately protected, and that the University's intellectual property portfolio enhances the University's role, quality and position in society and the corporate world.
- (5) In the context of this Regulation and in carrying out its activities, the University protects the property rights of intellectual creations covered by the scope of this Regulation by ensuring that their use for business and/or innovation purposes is subject to due process.
- (6) The University shall endeavour to extend the personal scope of the provision of principle to companies established by the University and owned or partly owned by the University, the activities of which result in intellectual creations covered by the material scope of this provision of principle.

SCOPE OF THE REGULATION

2. §

- (1) The **personal scope** of this Regulation applies to
 - a) persons in employment relationships, other relationships aimed at work, and civil law relationships, who are involved in scientific research and teaching within the University and in partnership with the University, as well as in the implementation of other tasks of the University,

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- b) persons who have a student status at the University, in respect of whom the University, taking into account the value of the intellectual creations they may create, the exploitation potential of such intellectual creations and their insight into or involvement in the scientific research activities of an organisational unit of the University, which goes beyond the general education of the students of the University (e.g. student competitions, results of action weeks or start-up programmes), considers it appropriate to apply the Regulation, thus in particular to students in doctoral programmes and Master programmes, and
- c) natural persons who are involved in an innovation activity where the University's facilities are used, and the costs of the activity are borne at least in part by the University and who have accepted to be bound by this Regulation by a written statement.
- (2) The **material scope** of this Regulation covers all of the following creations that are created mostly by the scientific or innovative research activities of the persons covered by the scope of this Regulation.
- a) intellectual creations for which industrial property protection, including in particular trade marks and design, patent and utility model protection, may be obtained, and
- b) author's works which are protected by copyright by virtue of copyright law, and
- c) proprietary knowledge protected under the Trade Secrets Protection Act, in respect of which the employee status can be established, and any intellectual creation the creation of which is an employment obligation of a person covered by the scope of this Regulation.
- (3) The material scope also covers
- Any other intellectual creation that is made subject to the Regulation by an agreement between the University and a third party (i.e. rights in intellectual creation not created at the University are acquired by the University for free or in return for a consideration).
 - Intellectual creations the rights to which are already held by the University at the time of the entry into force of this Regulation, provided that the rights holder of the intellectual creations in question has consented to their inclusion in the scope of this Regulation.
- (4) The material scope of this Regulation does not cover intellectual creations created within the framework of a student status (e.g. theses, doctoral dissertations, etc.), which are subject to the Study and Examination Regulations in force from time to time, even though they are considered to be authors' works.
- (5) This Regulation covers in particular the following topics:
- a) the principles and requirements for the protection of the rights to creations created at the University and the protection of intellectual creations,
- b) the principles of valuation and registration of intellectual creations created at the University as research centre, including the statement of the expenses incurred in the creation of intellectual creations,

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- c) the principles of valuation, registration and exploitation procedures relating to intellectual creations subject to the rights of the University as research centre,
- d) the responsibilities and powers relating to the above.

RELATED REGULATORY DOCUMENTS

3. §

- (1) Enabling legislation for formulating this Regulation: Act CCIV of 2011 on National Higher Education and Act LXXVI of 2014 on Scientific Research, Development and Innovation.
- (2) Related legislation and internal regulatory documents:
 - a) Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.),
 - b) Act LXXVI of 2014 on Scientific Research, Development and Innovation (hereinafter: Innovation Act),
 - c) Act V of 2013 on the Civil Code,
 - d) act LXXVI of 1999 on Copyright (hereinafter: Copyright Act).

DEFINITIONS

4. §

- (1) The definitions in this Regulation shall apply according to the definitions in the Innovation Act.

GENERAL PROVISIONS

Principles and requirements for the protection of rights to intellectual creations

5. §

- (1) All intellectual creations created at the University shall be protected. All employees and students of the University shall respect them and exercise the rights attached to them as intended and in accordance with the requirements of good faith and fairness.
- (2) The intellectual creations of the University and the rights to use them may only be transferred to third parties under the terms and conditions set out in this Policy.
- (3) In the exploitation of intellectual creations and in the procedures relating to them, the interests of the University shall be given priority, with the rights of authors guaranteed by law being safeguarded in all cases.
- (4) Proceeds from intellectual creations created shall be shared between the parties concerned (the University's central costs, organisational unit, employee) on the basis of the relevant regulations, bearing in mind the legitimate interests of the parties.
- (5) The registration and exploitation of intellectual creations may only be started if contracts and legal relationships have already been established.

Regulation on the protection and management of intellectual property**Organisational framework****6. §**

- (1) The University' strategic management and administration of intellectual creations, the evaluation of intellectual creations and the management of intellectual creations and technologies are carried out by Corporate and Institutional Relations (hereinafter: CIR), as authorised by the Organisational and Operational Procedures.
- (2) The powers of the CIR in relation to intellectual property protection include
 - a) Designing and operating processes related to the valuation and management of intellectual property. The CIR's own internal regulation sets out the process.
 - b) Keeping up-to-date records of the University's intellectual property in appropriate information systems, in digitised form, and in the form of a strictly confidential file.
 - c) Internal management data reporting and external data reporting related to intellectual property management activities.
 - d) Exploring the potential for the exploitation of intellectual creations and coordinating and managing such exploitation.
 - e) Advising staff members on the protection of intellectual property with the professional support of the legal organisational units.
 - f) Supporting the acquisition of various industrial property protection related to intellectual property protection, conducting voluntary registration procedures with the assistance of a patent attorney.
 - g) Proposals on the protection of intellectual property and the need for notification
- (3) In order to enforce the principles set out in this Regulation, the University operates an Innovation Committee, which has the role of forming opinions, taking decisions and making proposals on matters within its competence. The Innovation Committee gives its opinion on proposals for amendments to this Regulation, may propose amendments to it, and to the development of exploitation activities managed by CIR, and decides on the exploitation of certain intellectual creations, the relevant financial and content issues. The composition and the principles of operation of the Innovation Committee are governed by the OOP.

INTELLECTUAL CREATIONS**Intellectual creations protected by copyright****7. §**


- (1) Intellectual creations protected by copyright under these Rules are intellectual creations that are protected by copyright by operation of law and are author's work created by the Author
 - a) in the context of an employment relationship,
 - b) in the context of an employment relationship, but not as part of his or her job duties,
 - c) in the context of another legal relationship aimed at work or in the context of a similar legal relationship,

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- d) in connection with his or her student status,
 - e) as an agent/contractor of the University, for consideration.
- (2) Intellectual creations protected by copyright for the purposes of this Regulation include, but are not limited to
- a) creations of an original and individual character created in the fields of science, literature and the arts, resulting from the intellectual activity of the author (hereinafter: author's work). Author's works may include, in particular, literary, scientific and journalistic works,
 - public speeches and lectures,
 - study programme development materials,
 - the programmes, topics, examination methods and methodology of the subjects offered by the University,
 - course materials, notes, case studies, written tests, exam papers, presentations, projects related to the subjects offered by the University,
 - computer programs and their documentation,
 - established economic/business/social science models, estimation procedures and their coding and documentation,
 - databases (for the purposes of this Regulation, a database is a collection of individual works, data or other content arranged according to a system or method, the content of which is individually accessible by computer or any other means),
 - project works, presentations, economic/business/social science models, estimation procedures or databases prepared by a student by agreement between the University and the student,
 - b) intellectual creations which are to be treated as proprietary knowledge, which are intellectual creations recorded in an identifiable form, kept secret, not readily accessible, and which contain specific economic, technical and organisational knowledge and experience which can be put to practical use by the University and in the restricted access and secrecy of which the University has a commercial and economic interest (know-how),
 - c) marks that may be protected by a trade mark,
 - d) any other intellectual creation that is made subject to the scope this Regulation by an agreement between the University and a third party (e.g. the acquisition by the University of rights in intellectual creation not created at the University, whether free of charge or for valuable consideration).

Right to dispose of intellectual creations**8. §**

- (1) The property rights in an intellectual creation subject to the material scope of the Regulation shall vest in the University subject to the following conditions:


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- a) Intellectual creations created in the context of employment: the transfer of an intellectual creation under the obligation to notify and document the intellectual creation automatically confers the property right to the intellectual creation to the University as the employee's legal successor.
- b) Intellectual creations created in the context of employment but not in the context of job duties: the property right to the intellectual creation belongs to the employee. Following the exploration of an intellectual creation within the context of the obligation to notify it, the University owns the property rights in the intellectual creation in the manner and to the extent that it agrees contractually with the employee in accordance with the provisions appropriate to the type of intellectual creation.
- c) Intellectual creations created under other legal relationships aimed at work or other civil law relationships: the University shall agree in writing in advance on the right of disposal of intellectual creations created under such relationships, according to the nature of the transaction. The right of disposal of the University shall be proportionate to the University's involvement in the creation of the intellectual creation concerned.
- d) Intellectual creations acquired under other civil law agreements: the University's right of disposal (ownership: transfer, assignment; right of use/exploitation: exploitation or use) shall be detailed in the agreement. Such agreements shall be valid only in writing and/or, where possible, together with an entry in the official register. The University intends to regulate separately the mandatory content of such agreements.
- e) Intellectual creations created in the context of student status: in the case of property rights in intellectual creations created in the context of student status and covered by the scope of this Regulation, where the University creates the conditions for the creation of the intellectual creation, it is appropriate that the University should also own all or part of the intellectual property rights, otherwise this would be unfair to students. In this respect, the University and the student shall, taking into account Point d), agree on the property rights to the intellectual creation, including the extent of the contribution of each party and the resulting rate of exploitation.

Agreement on moral rights

9. §

- (1) The transfer, assignment, use or exploitation of property rights in intellectual creations to the University shall not affect the individual rights of the person who created the intellectual creation (hereinafter: Author). For the purpose of moral rights, it is also irrelevant whether the intellectual creation was created or acquired in an employment relationship, other legal relationship aimed at work or other civil law relationship. Moral rights include, in particular, authorship, indication of name and protection of reputation. The parties shall agree on moral rights.

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**Provisions on intellectual creations created through cooperation in education,
research and innovation**

10. §

- (1) The University shall agree with the institutions participating in the educational and/or research cooperation on the exercise of the rights of disposal relating to the intellectual creations created in the framework of the cooperation.
- (2) As a general rule, in respect of intellectual creations eligible for legal protection or other protection and created under or in connection with a cooperation agreement, the partners and their employees shall, subject to the provisions of the Intellectual Property Protection Act, jointly and, in case of doubt, equally own the rights to the work and, in this respect, the parties may jointly dispose of the intellectual creations. It is proposed to explain how the disposition should be made. Exceptions may only be made in the legitimate economic interest of the University.

**General procedural provisions on intellectual creations, notification of
intellectual creations and decision on exploitation**

11. §

- (1) Intellectual creations under 7. §(2)b) to 7. §(2)d) shall be notified by the author or the head of the organisational unit which committed the creation of the work.
- (2) If the person exercising the relevant employer rights becomes aware that his or her employee is participating or has participated, either individually or as a co-author, in the creation of a notifiable intellectual creation, he or she shall facilitate the notification procedure in this respect.
- (3) When making a notification, the author shall inform the University of the intellectual creations covered by the scope of this Regulation. With the notification, the author also offers the property rights in the intellectual creation.
- (4) The author shall inform the University of the creation of the intellectual creation referred to in Paragraph (1) of this Section within 15 (fifteen) days of the creation of the intellectual creation.
- (5) The author shall submit the notification/information on the digital interface developed for this purpose and/or by sending a notification form to VIK or by sending an email to szellemi_tulajdon_vik@uni-corvinus.hu. One (1) copy of the annex of the notification form is the electronic documentation of the intellectual creation, which is a complete and final copy.
- (6) The author shall present the intellectual creation in sufficient detail to allow the decision-maker to determine
 - a) the identities of the authors of the intellectual creation and the proportion of their authorships, where appropriate,
 - b) the type of the intellectual creation,
 - c) the nature of the creation of the intellectual creation,

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- d) the opportunity for use or utilisation,
 - e) the possibility of initiating patent or registration proceedings or, in the case of an ongoing patent application, of continuing such proceedings,
 - f) in the case of uncertainty as to the applicability, the facts supporting it.
- (7) The CIR may request in writing, setting a deadline of five (5) days, that the intellectual creation dossier be supplemented if it considers that the intellectual creation dossier does not contain the information and data necessary for its decision.
- (8) The CIR shall submit the pre-decision material and the proposal to the Innovation Committee for decision within thirty (30) days of the notification, excluding the deadline for correcting deficiencies.
- (9) The Innovation Committee shall take its decision within eight (8) days.
- (10) The CIR will inform the person concerned and the head of the organisational unit of the decision.

Patent application or registration procedure

12. §

- (1) If the University claims an intellectual creation or decides to acquire property rights in an intellectual creation, it may initiate the registration or patenting process appropriate to the type of intellectual creation, in accordance with the provisions of the applicable law.
- (2) If the University does not claim the intellectual creation or fails to make a declaration of its decision within the relevant deadline, the author is free to dispose of the intellectual creation after receipt of the written notification of the renunciation or after the expiry of the deadline for decision.
- (3) If the University claims the intellectual creation, the author shall deliver the documentation of the intellectual creation to the CIR within five (5) days of receipt of the decision. The documentation shall describe the intellectual creation in the following manner and to the following extent
- a) a specialist with expertise in the field can understand the intellectual creation,
 - b) the University can use or exploit the intellectual creation as intended based on the content of the documentation,
 - c) the University can start to develop protection appropriate to the type of intellectual creation.
- (4) The author shall, at the written request of the University, supply in writing such information as the University deems necessary to fulfil these requirements.
- (5) At the time of registration, the University will decide on the following.
- a) recognition of the identity and authorship of the author or authors,
 - b) a decision on the personal and material applicability of this Regulation, i.e. whether or not the intellectual product notified is covered by this Regulation,

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- c) identification of the type of the intellectual creation,
- d) identification of the nature of the creation,
- e) disposal or surrender of the property right in the intellectual creation,
- f) starting the patenting (or registration) procedure.

**THE RULES OF PROCEDURE FOR INTELLECTUAL CREATIONS THAT ARE
AUTHORS' WORKS**

13. §

- (1) This section contains the procedural rules that the University intends to apply in relation to intellectual creations in respect of which it decides to acquire or use property rights relating to the intellectual creation, or which it intends to use or exploit as trade secrets (proprietary knowledge) and which are considered to be author's work under the law in force.

Written statements relating to the work

14. §

- (1) The University shall, within five (5) days of the delivery of the decision to the author, prepare, with the assistance of the competent legal organisational unit, the statements of rights in relation to the work which are required to be made in writing in the case of authors' works. The University shall separately regulate the form and content of the statements, it being understood that the University shall prepare the statement as a private document providing conclusive evidence, and the statement shall state:
 - a) the identity and authorship right of the author,
 - b) the completeness of the author's work,
 - c) the creation of the author's work on the basis of an employment relationship,
 - d) the University's ownership of the property rights in the author's work,
 - e) the University's right to use and/or commercially exploit all or part of the author's work,
 - f) the definition of the content of the use, in particular the disclosure and/or communication to the public of the author's work, the further development and/or adaptation of the knowledge contained in the author's work and the possibility of storing the author's work on a medium,
 - g) the definition of the content of the exploitation, in particular the use of the author's work for commercial purposes in the course of own activity, the sale of the property rights in the author's work, the authorisation of the use of the author's work by third parties,
 - h) an agreement concerning the author's moral rights,
 - i) the remuneration due to the author for the use or exploitation of the work for commercial purposes.
- (2) The University also regulates confidentiality concerning the content and treatment of trade secrets as part of the statements or in a separate contract. The University wishes to make

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specific provisions on their content, it being understood that the statements and confidentiality rules shall be recorded in a private document providing conclusive evidence.

Specific provisions relating to intellectual creations created in the context of employment relationships but outside job duties and considered authors' works or proprietary knowledge**15. §**

- (1) The University applies two procedures to authors' works that it determines, in its decision-making process, to have been created in the context of employment relationships, but outside job duties, that were not created under any other agreement with the employee, and that it intends to use or exploit for commercial purposes.
 - a) The University offers the author the purchase by transfer of the property rights in the intellectual creation in the case of author's works where such transfer is possible. In this case, the Parties shall enter into a transfer agreement under which the University shall purchase the property rights in the intellectual creation. The University shall treat intellectual creation that it acquires in this way as if it had been created in the context of an employment relationship.
 - b) The University shall offer to conclude a contract for the use of the author's work. In this case, the University shall treat the author's work as if it had been created under another relationship aimed at work or under another civil law relationship.
- (2) The University intends to regulate the terms and conditions of the transfer and use contracts separately, it being understood that the University intends to conclude such contracts within 90 (ninety) days following the written notification of its decision to the authors. The University does not claim authors' works and will act accordingly if it is unable to conclude an agreement with the authors within this deadline.
- (3) Depending on the type of intellectual creation that is the subject of the proprietary knowledge, the University intends to apply the rules applicable to intellectual creations that could be protected by industrial property rights and/or that are authors' works created in the context of an employment relationship but outside job duties to intellectual creations of this category. The agreement to be concluded with the author shall, however, ensure at all times that confidentiality provisions apply for the entire duration of the intended use or exploitation of the proprietary knowledge.

Provisions relating to authors' works or proprietary knowledge created under civil law agreements**16. §**


- (1) In relation to the management of authors' works ordered by the University and created by other non-profit or for-profit organisations or individuals, either individually or in collaboration with the University, the University shall enter into a civil law agreement.
- (2) The University shall continue to deal with such author's works in accordance with the terms and conditions of the civil law agreement.

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- (3) The University intends to separately provide for the procedural rules to be followed in the establishment of such a civil law relationship, it being understood that disposition of the property rights in the author's work shall at all times be in proportion to the University's participation in the creation of the author's work.
- (4) By default, the University also provides for the acceptance of such author's works in the civil law agreement, it being understood that if a decision procedure is required in connection with the acceptance of the resulting author's work and its management by the University, the notification obligation lies with the University's contact person specified in the civil law agreement, or, in the absence of such contact person, with the author of the author's work who is covered by the personal scope of this Regulation.
- (5) The University intends to follow the provisions established for authors' works created under a civil law agreement and jointly created under a civil law agreement in relation to intellectual creations that are created under such relationships and that are to be treated as proprietary knowledge. However, the agreement for creation shall at all times ensure that confidentiality provisions apply for the entire duration of the creation and intended use of the proprietary knowledge.

Provisions on contracts for the creation of intellectual creations**17. §**

- (1) The University shall in any case enter into a written civil law agreement (hereinafter: contract) appropriate to the nature of the transaction, if it intends to create an intellectual creation covered by the scope of this Regulation in collaboration with another natural and/or legal person.
- (2) The contract shall include
 - a) the form and extent of the University's contribution to the creation of intellectual creation,
 - b) the provision of a share of the property rights in the intellectual creation corresponding to the University's contribution,
 - c) the measures and process envisaged in relation to the protection of the intellectual creation, in particular the extent of the claims for the forms of protection that will be created,
 - d) an agreement on the accounting treatment of the intellectual creation,
 - e) an agreement on the intended use of the intellectual creation and the University's rights, opportunities and obligations in relation to that use.
- (3) The heads of the organisational units involved in the cooperation shall prepare the contracts in technical terms.

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Other provisions applicable to authors covered by the scope of this Regulation

18. §

- (1) The rights and obligations set out in this Regulation shall survive the termination of any employment relationship, other relationship aimed at work or student status with the University.
- (2) Persons who have an employment relationship or other legal relationship aimed at work the University shall ensure that the terms of their agreements with external parties are not incompatible with their obligations to the University and with the Regulations. This provision applies in particular to research and development agreements for consideration with external parties. A researcher who has a legal relationship with the University shall inform any person intending to enter into a contract with him or her of his or her obligations to the University and shall ensure that they are aware of the existence and content of the University's relevant regulations. Failure to do so constitutes a serious breach of an employment obligation and will result in disciplinary action and liability for damages.

Keeping records of intellectual creations and accounting for expenditure. Principles of registration, evaluation and record keeping

19. §

- (1) The CIR will enter notified intellectual creations into the redesigned digital customer registration system. This software ensures up-to-date record keeping, data reporting and process tracking.
- (2) The University keeps records of intellectual creations in an appropriate form and detail, in accordance with accounting regulations.
- (3) The arrangements for documenting and registering intellectual creations shall be laid down in a regulation of the Presidential Committee. Its document management policy is set out in the Document Management Regulation.
- (4) The Head of Finance is authorised to issue an order on the rules relating to expenditure.

Commercial/market exploitation of intellectual creations

20. §

- (1) The University shall use its best endeavours to exploit the intellectual creation after or in parallel with taking steps to evaluate the intellectual creation and, where relevant, to obtain the necessary protection. Exploitation may be in particular, but not limited to:
 - a) the establishment of a business for direct use,
 - b) the transfer of intellectual creations to a spin-off company as contribution in kind,
 - c) the conclusion of a licence agreement,
 - d) conclusion of an invention/patent transfer contract,
 - e) use within the University.

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- (2) The CIR shall implement the exploitation strategy by presenting specific business initiatives, such as the outcome of substantive negotiations, draft agreements and business plans to the Presidential Committee. Researchers shall cooperate in the exploitation negotiations and their preparation at the request of the CIR.
- (3) During the exploitation process, in particular prior to the publication of the application for industrial property protection by the authorities, the full description of the intellectual creation and the experimental data and other research results relating to it may be disclosed to third parties only under non-disclosure agreements.
- (4) The costs incurred in connection with the commercial exploitation of the intellectual creation shall be borne by the University, primarily from the resources available in the Innovation Fund or from grant budgets.
- (5) The CIR shall exercise and fulfil the rights and obligations arising from the contracts and shall discharge the administrative and other obligations arising from the contracts.

Sharing of the proceeds of exploitation

21. §

- (1) The University encourages lecturers and researchers to produce new and socio-economically useful research results by sharing the proceeds from the exploitation of intellectual creations.
- (2) Lecturers and researchers who have made substantial contributions to the creation of an intellectual creation and are identified as such on the intellectual creation notification form submitted to the CIR are entitled to receive remuneration for the exploitation of the intellectual creation.
- (3) The royalty is payable by the University as the exploiter. In the case of joint protection, unless otherwise agreed by the co-owners, the co-owner who exploits the creation shall pay the royalty.
- (4) The royalty shall be proportionate to the value of the use licence and/or the transfer of protection in the case of authorisation of use and/or transfer of protection, or to the economic advantage derived from the authorisation of use without consideration and/or free transfer.
- (5) Once protection is granted, the CIR shall immediately arrange the technical preparation of the royalty contracts to be concluded with the researcher.
- (6) The royalty is based on:
 - a) for setting up a business for the exploitation: the amount agreed between the University and the researcher,
 - b) for a licence agreement: the licence fee payable to the University and any monetary remuneration in respect thereof, excluding any assets, services or rights granted to the University by the licensee under research or other contracts,

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- c) for a contract for the transfer of an intellectual creation: the fee payable to the University and any monetary remuneration in respect thereof, excluding any assets, services or rights granted to the University by the licensee under research or other contracts,
 - d) for exploitation by the University: the amount for which the intellectual creation could be obtained on the market,
 - e) the results of the Cooperative Doctoral Programme announced by the National Research, Development and Innovation Office and their possible financial exploitation are shared 20-80% between the University and the employer of the student who received the grant of the Cooperative Doctoral Programme.
- (7) The proceeds shall first be used to pay the costs of evaluating and obtaining legal protection for the intellectual creation and the procedure for exploiting it. These costs shall include the remuneration of representatives before the authorities and internal and external experts, as well as expenditure incurred by the University, the fees for the protection and annual maintenance of registered intellectual creations and indirect costs.
- (8) The amount, method and timing of payment of the royalties and expenses shall be set out in a written royalty agreement between the University and the researcher.

PROTECTING THE COPYRIGHT OF LECTURERS AND RESEARCHERS

22. §

- (1) CIR shall, with the involvement of the legal organisational units and/or the Library, organise training sessions and information days on copyright issues for lecturers and researchers, at least once a year, with the aim of providing University employees with relevant and useful information on certain aspects of the rights of use of their intellectual creations.
- (2) Lecturers and researchers should send any copyright issues or problems to the CIR, which will carry out the necessary consultations with the legal organisational units and/or the Library and provide a unified solution to the requesting party.
- (3) The CIR shall, with the involvement of the legal organisational units and/or the Library, provide support on request in answering copyright questions concerning the work of lecturers and researchers, and in resolving copyright issues, concerning in particular
 - a) intellectual creations generated through educational work, in textual, visual and audio-visual form:
 - curricula,
 - the programmes, topics, examination methods and methodology of the subjects,
 - learning materials,
 - exam methodology,rights of use,
 - b) legal issues relating to the use of authors' works (e.g. databases) in scientific publications.
- (4) Acts of plagiarism infringing the copyright of a lecturer or academic researcher shall be governed by the relevant legislation and/or the provisions of the internal regulations.

Regulation on the protection and management of intellectual property

- (5) In the event of suspected plagiarism by an employee of the University in a given case, the injured party may initiate ethical and disciplinary proceedings in accordance with the provisions of the Code of Ethics and the Anti-plagiarism Regulations, and may initiate criminal proceedings in the case of suspected criminal offences. The ethics procedure shall be conducted by an authorised person in accordance with the relevant regulations.
- (6) If an act of plagiarism is suspected against a person other than an employee of the University, the internal regulatory provisions of the employer of the person suspected of plagiarism shall apply to cases of plagiarism infringing the copyright of a lecturer or researcher. In this case, Paragraph (3) shall apply.

CLOSING PROVISIONS

23. §

- (1) This Regulation was adopted by the Board of Trustees at its meeting of 22 September 2022 by Resolution No. 34/2022 (22 September), it shall enter into force on 23 September 2022 and the Intellectual Property Protection and Management Regulation adopted by the Senate at its meeting of 21 June 2022 by Resolution SZ-32/2021/2022 (21.06.2022) shall be repealed.
- (2) This Regulation shall apply to intellectual products created after its entry into force.
- (3) This Regulation forms Annex 2 to the Organisational and Operational Procedures.