



Victoria University of Wellington Students' Association

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## Intellectual Property Policy

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**1. Policy:**

All inventions, patent rights, trademarks or other processes developed or created by an employee arising from and developed in connection with the activities of VUWSA shall be the sole property of VUWSA.

**2. Purpose:**

To ensure all Executive members, employees, volunteers and contractors clearly understand and comply with their obligations regarding intellectual property.

**3. Organisational Scope:**

This policy applies to the following:

- All Executive members of VUWSA
- All employees of VUWSA
- All volunteers of or affiliated to VUWSA
- All contractors of VUWSA.

**4. Procedure:**

On termination of Executive membership, employment, volunteer or contractor relationship, all Executive members, employees, volunteers and contractors are to ensure that all intellectual property is returned to the Association.

**5. Definition:**

Intellectual property includes any material developed, created or designed by an Executive member, employee, volunteer or contractor in the course of their work at VUWSA. This may include hard copies of documents, files or other written material as well as electronic material, audio and video material, for example:

- Organisational policy and procedures
- Research
- Publications
- Any process developed
- Systems developed
- Inventions

**6. References:**

VUWSA employment agreements  
VUWSA Constitution

**7. Approval Dates:**

Approved on:	3 September 2009
This version takes effect from:	7 September 2009
Drafted by: Freemantle	Mark Maguire and Jasmine
This policy will be reviewed by:	30 August 2011