

Intellectual Property (IP) Policy

Version control

| Date | Action | Next review |
|------|---------------------------------------|-------------|
| | New policy | N/A |
| | Policy reviewed and approved by Board | |
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Overview

Cresconova Labs is dedicated to fostering innovation, creativity, and collaboration among its students and staff. This Intellectual Property (“IP”) Policy establishes clear guidelines for the ownership, use, and protection of IP created within the Education Centre, ensuring fairness and transparency while respecting the rights of all parties involved.

1. Purpose

1.1 This policy aims to:

- 1.1.1 Clarify ownership of IP created by students and staff.
- 1.1.2 Support and encourage innovation and creative work.
- 1.1.3 Establish fair practices for the use and commercialisation of IP.
- 1.1.4 Protect the rights of all stakeholders in compliance with applicable laws.

2. Scope

2.1 This policy applies to all:

- 2.1.1 **Students:** Enrolled in courses, workshops, or activities at Cresconova Labs.
- 2.1.2 **Staff:** Including full-time, part-time, and contract educators, as well as administrative and technical staff.
- 2.1.3 **IP Created:** During participation in Cresconova Labs activities, including but not limited to inventions, designs, software, written works, artwork, prototypes, and other creative outputs.

3. Definitions

3.1 For the purposes of this Policy, the following definitions shall apply:

Intellectual Property (IP): Includes patents, trademarks, copyrights, designs, trade secrets, and any other creations of the mind, whether registered or unregistered.

Creators: Individuals (students or staff) who create IP.

Cresconova Labs Resources: Includes facilities, tools, equipment, software, and other resources provided by the Education Centre.

4. Ownership of Intellectual Property

4.1 IP Created by Students

4.1.1 Students will retain ownership of IP they create during their time at Cresconova Labs, unless:

- a) The work is created as part of a team project or involves significant use of Cresconova Labs Resources.
- b) The work is commissioned by Cresconova Labs or created under specific contractual agreements.

4.1.2 If significant Cresconova Labs Resources are used, Cresconova Labs reserves the right to claim ownership or negotiate a joint ownership agreement.

4.2 IP Created by Staff

4.2.1 IP created by staff in the course of their employment or using Cresconova Labs Resources will be owned by Cresconova Labs, unless agreed otherwise in the employment contract.

5. Collaborative Projects

5.1 For collaborative projects involving multiple creators, ownership and revenue-sharing arrangements will be determined through written agreements at the start of the project.

5.2 If external parties are involved in a project (e.g., partnerships, sponsors), IP rights will be governed by a formal agreement between all parties.

6. Licensing and Commercialisation

6.1 Cresconova Labs reserves the right to negotiate a non-exclusive license to use IP created using Cresconova Labs Resources for promotional, educational, or commercial purposes.

6.2 If IP created by students or staff is commercialised, a fair revenue-sharing agreement will be established based on the contribution of each party and use of Cresconova Labs Resources.

7 Use of Existing IP

7.1 Students and staff must ensure they have the necessary permissions to use third-party IP in their work.

7.2 IP owned by Cresconova Labs may not be used without prior written consent, except for internal educational purposes. Cresconova Labs' IP includes (but is not limited to) its pedagogy, teaching and educational materials, training manuals and materials, curricula, presentations, policies and procedures.

8. Disputes

8.1 Disputes regarding IP ownership or use will be addressed through mediation within Cresconova Labs. If unresolved, the matter may be referred to an external mediator. If all alternative resolution methods fail or are deemed inappropriate, the matter will be subject to the laws of England and will be determined by the courts of England and Wales.

9. Confidentiality and Protection

9.1 Students and staff working on sensitive or collaborative projects may be required to sign confidentiality agreements.

9.2 Creators are encouraged to seek legal protection for their IP (e.g., patents, trademarks) where applicable. Cresconova Labs may provide guidance and support in such efforts.

10. Policy Review

This policy will be reviewed annually to ensure alignment with current laws and best practices in education and innovation.

Contact Information

For questions about this policy or to discuss specific IP-related concerns, please contact Christine Braun (Christine.braun@cresconova.org).