

Copyright (DLI) Procedure

Section 1 - Preamble

- (1) This Procedure is effective from 2nd of March 2026.

Section 2 - Purpose

- (2) This Procedure outlines how Deakin Lancaster Indonesia (DLI) manages copyright obligations and protects copyright across partner institutions and relevant jurisdictions: Australia, the United Kingdom, and Indonesia.

Section 3 - Scope

- (3) This Procedure applies to Students and Staff of DLI across all jurisdictions and activities.
- (4) This Procedure operates under the copyright laws of Australia (Copyright Act 1968), the United Kingdom (Copyright, Designs and Patents Act 1988), and Indonesia (Law No. 28 of 2014 on Copyright).
- (5) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy and Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

Section 4 - Policy

- (6) This Procedure is pursuant to the Copyright (DLI) Policy.

Section 5 - Procedure

Teaching materials

- (7) Module Chairs will ensure that all teaching materials comply with the relevant Deakin copyright guidelines or Lancaster copyright guidelines.
- (8) Module Chairs will ensure that all prescribed and recommended reading materials will be appropriately licenced and available in the DLI reading list system.
- (9) Rights to share, re-use or publish teaching material need to be obtained in writing from the Copyright Officer at the authoring institution.

(10) Where staff collaborate with members of another partner organisation to create teaching materials, the creation of those materials must be the subject of an agreement in writing. The agreement should specify who will own the copyright and all other intellectual property in the materials and in what proportions. Any such agreement must be entered into before the creation of the material. Agreements must be signed by the DLI Rector.

(11) Staff can contact their relevant Copyright Officer for information and support if needed. Where copyright laws conflict between jurisdictions, the most restrictive standard shall apply to ensure universal compliance.

(12) The DLI Rector must ensure that where DLI commissions the creation of teaching materials (other than by a Deakin or Lancaster Staff in pursuance of their terms of employment), the author or creator of that material agrees in writing to assign the copyright and any other intellectual property in the material to DLI and that any third-party material has appropriate permissions. Any such agreement must be entered into before the creation of the material and signed off on by the appropriate delegated authority.

Student Works

(13) DLI will seek written consent from students to where commercial use of student work is sought

Access and Use

(14) All educational copying and communication of materials must be compliant and include appropriate copyright warning notices as required by applicable legislation or licencing.

(15) Students and staff accessing DLI digital resources must:

- a. Respect their copyright obligations
- b. Use materials only for study and research purposes;
- c. Not redistribute or share materials in ways that would breach legislative or licencing requirements;
- d. Respect technological protection measures and access controls; and
- e. Report suspected copyright violations to DLI staff.

Infringement Claims

(16) Copyright owners may submit a take-down notice to DLI Rector in accordance with the instructions on the DLI website.

(17) The DLI Rector or nominee will acknowledge receipt of the notice, investigate, document and respond to the claim as soon as possible, in collaboration with relevant teams at Deakin and Lancaster Universities.

(18) While the complaint is under investigation, DLI will restrict access to the material in question.

(19) Material will only be restored following appropriate investigation and resolution of the infringement claim.

Permission Requests

(20) On receipt of a request from an external body to use copyright materials used by DLI, the DLI Rector or nominee will seek permission from the relevant institutional Copyright Officer or nominee.

Commercial agreements

- (21) Staff who wish to enter into a commercial agreement to use DLI copyright teaching materials must first obtain approval from the DLI Rector or nominee.

Moral rights

- (22) Authors of teaching materials may request, in writing to DLI, not to have their moral rights attributed.

Training and Support

- (23) Deakin University and Lancaster University Copyright Officers or nominee will provide support including: a) Copyright advice and guidance; b) Licencing negotiation assistance; c) Permissions database management; and d) Regular updates on Australian and United Kingdom copyright law changes.
- (24) Staff and students should seek advice from Deakin or Lancaster University Copyright Officers when uncertain about copyright requirements rather than risk non-compliance.

Section 6 - Definitions

- (25) For the purpose of this procedure:
- DLI:** The tri-partite collaboration between Deakin, Lancaster and Navitas for educational operations in Indonesia.
 - Staff:** All employees and associates in DLI activities across all jurisdictions.
 - Students:** All persons enrolled in courses delivered through DLI.
 - Copyright Officer:** The designated person at each Partner institution responsible for copyright compliance and management.

ASSOCIATED DOCUMENTS

These associated documents are available on the DLI Policy page:

- Copyright (DLI) Policy
- Code for Upholding Freedom of Speech and Academic Freedom.

PROCEDURE DETAIL	
Name of procedure	Copyright (DLI) Procedure
Overarching policy	Copyright and Use of Electronic Resource (DLI) Policy
Approved by	Yayasan Governing Board
Approval date	27 th of February 2026
Date of effect	2 nd of March 2026
Date of review	Within 12 months of approval
DLI Approval	Joint Management Committee 26 th of February 2026
Responsible Executive	DLI Rector
Implementation Officer	DLI Chief Operating Officer
Policy or procedure superseded	N/A
Associated documents	Copyright (DLI) Policy Code for Upholding Freedom of Speech and Academic Freedom.
Summary	This Procedure outlines how Deakin Lancaster Indonesia (DLI) manages copyright obligations and protects copyright across partner institutions and relevant jurisdictions: Australia, the United Kingdom, and Indonesia
Key words for online searching	Copyright, Obligations
Category	Administrative
Target audience	Students, staff, associates