

## **Notice of Confirmation concerning e-Learning Content Production and Usage**

This is to confirm the following matters of particular importance specified by the Internal Regulations Concerning the Handling of Copyrights, Etc. for e-Learning Content at the Center for Engineering Education Development in Hokkaido University's Faculty of Engineering (hereinafter referred to as the Internal Regulations) pursuant to the provisions of Paragraph 3 of Article 4 of the Internal Regulations regarding the production of e-learning content of lectures (hereinafter referred to as the content) by the Center for Engineering Education Development in Hokkaido University's Faculty of Engineering (hereinafter referred to as the Center). (Definitions of terms are quoted from the Internal Regulations.)

### **Confirmation Point 1: use of the content by the Center (Article 4 of the Internal Regulations)**

- 1) The author shall allow the Center to take photographs and record and videotape his or her lectures and edit the resultant data and the handouts distributed during the lectures to produce the content.
- 2) The author shall allow the Center to transcribe the lectures and have the transcriptions translated by professionals or with translation software to produce the content.
- 3) The author shall allow the Center to broadcast the content via the Internet.
- 4) The author shall allow the Center to duplicate the content in electromagnetic storage media, such as CD-ROMs, DVD-ROMs and flash memories, to create backups.
- 5) If the System Administrator determines that the whole or a part of the content may infringe on the copyright, portrait rights or other rights of any third parties and there are unavoidable circumstances, such as an inability to contact the author, the author shall allow the Center to edit the content without his or her prior consent.

### **Confirmation Point 2: content reviewing and revisions by the author (Paragraph 1 and Paragraph 2 of Article 5 of the Internal Regulations)**

In the production of the content, the Center asks the author to review and revise the content. The reviewing and revisions must be conducted with the appropriate care to ensure that the content will not infringe on the copyright, portrait rights or other rights of any third parties.

### **Confirmation Point 3: report after content reviewing and revisions (Paragraph 3 and Paragraph 4 of Article 5 of the Internal Regulations)**

When the author finds after reviewing and revising the content that the content may infringe on the copyright, portrait rights or other rights of a third party or third parties, he or she must promptly report the matter to the System Administrator. The Center and the author must take appropriate measures through mutual cooperation, such as obtaining authorization for use from the third party or third parties or removing the part(s) concerned from the content.

Working in mutual cooperation, the Center is responsible for any editing work that is conducted using the resources it owns. Procedures to obtain authorization for use from the third party or third parties must be carried out mainly by the author in order to avoid issues, etc. arising from a failure to communicate his or her intentions effectively to the third party, and the Center engages in activities such as providing the author with information on the Copyright Act regarding the procedures.

### **Confirmation Point 4: period and scope of content use authorization (Paragraph 1 and Paragraph 2 of Article 6, and Article 7 of the Internal Regulations)**

In principle, the content is available for viewing only to students of Hokkaido University and its partner institutions (including those in other countries) who have completed the procedures prescribed by the Center and have been given approval to use the content. The period of the authorization is indefinite.

In particular, Hokkaido University's part-time graduate students (with jobs), credited auditors and special auditors as well as students of Hokkaido University's Graduate School of Engineering and the Graduate School of Information Science and Technology (excluding part-time graduate students (with jobs), credited auditors and special auditors) who have been judged as having difficulty in attending regular classes by both the course instructor(s) and their supervisors are eligible to view the content to use for completion (for credit recognition). However, this applies only to the period in which the author is employed by Hokkaido University.

The author can change these provisions at any time by submitting a request to the System Administrator.

### **Confirmation Point 5: content-use exception (Paragraph 3 of Article 6 of the Internal Regulations)**

When the retirement, etc. of the author has caused the content of his or her course(s) that were available for the use for completion (for credit recognition) to become available only for viewing, the usage can be changed if the successor, etc. who teaches the same course(s) wishes to allow students, etc. to access the system to use for completion. However, the successor, etc. must submit a request to the System Administrator after obtaining the consent of the author.

### **Confirmation Point 6: measures against a lawsuit, etc. for copyright infringement (Article 8 of the Internal Regulations)**

If a lawsuit, etc. has been filed against the author alleging copyright infringement, etc. of the content, the Center shall provide the author with administrative support and deal cooperatively with the situation.

### **Confirmation Point 7: guarantee of content use by the Center in the event of copyright transfer (Article 10 of the Internal Regulations)**

When the copyright of lectures given by the author is transferred to a third party, the author shall make the third party succeed to his or her rights and obligations specified in these regulations.

The above paragraph means that the transfer, etc. to a third party of the copyright of lectures given by the author is possible, but that the transfer, etc. must take place under conditions where the Center can continue to use the content based on the provisions of the Internal Regulations. This applies also when the author has passed away and his or her surviving family automatically inherits the copyright.

The author shall place his or her signature and the System Administrator shall affix his or her seal on two duplicate copies of this notice of confirmation, and each party shall keep one copy of the originals.

Date: \_\_\_\_\_

Course name: \_\_\_\_\_

Author's signature: \_\_\_\_\_

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