



Policy for the Use of Teaching Materials Developed by Employees at DTU

The Technical University of Denmark (DTU) is a knowledge-producing institution. It not only delivers research but also education at the highest international level. This requires research-based teaching materials of the highest academic quality.

The teachers who produce the material have copyright to it according to copyright law. As a starting point, therefore, permission from the instructors is required for use. However, as part of teaching at a university, it is natural for instructors to reuse each other's teaching materials to some extent without having to request permission every time. For example, it is a widespread tradition that exam assignments can be reused as practice exercises after the exam without permission from the instructor who originally formulated the assignments.

This policy shows the extent of the usage rights DTU has to the teaching material created by DTU's employees.

This policy applies only to the use of non-published material. Sharing of published material is regulated by DTU's agreements with the relevant rights holders, Copydan, and similar organizations.

This policy is based on the previous DTU policy as well as input from UBVA's model agreements and has been endorsed by the Committee for the Protection of Scientific Work (UBVA) under The Danish Confederation of Professional Association, Akademikerne.

SCOPE OF THE POLICY

1. The policy only concerns the intellectual property rights related to non-publisher published teaching materials created by DTU's teachers as part of their employment at DTU.
2. Teaching materials are considered to include all forms of content created by instructors as part of their employment for use in teaching at DTU, where the material is to be shared with DTU's students and/or other employees, including continuing education (efteruddannelse), etc., including slides, handouts, images, e-learning courses, quizzes, and software created solely for teaching purposes.
3. It is an important part of the academic freedom that teachers can publish with publishers, including in the form of books and articles. They have the right to do so, even in cases where the publications may repeat or build on teaching material.
4. Teachers choose their own pedagogical method, and the teacher's personal notes ("own notes") regarding the form of teaching are not covered by this policy.



5. Teachers have the right to use their own teaching materials outside of DTU, both during their employment and thereafter.
6. Teachers have the right to be credited and named in accordance with good practice when teaching materials are used and adapted, including after the termination of the teacher's employment.
7. Teaching material produced by a teacher for use in their own teaching, and teaching programs in collaboration with other actors, can be reused by others and is covered by the policy points 9 and 10 when the material is stored on the DTU learning systems (such as DTU Learn) or has already been distributed for teaching.
8. Other written material created by a teacher for the purpose of teaching or exams may be reused by DTU's other employees to the extent necessary for DTU's usual, non-commercial, teaching activities. Examples include exam assignments, grading guidelines, or course sequences created for implementation with the involvement of various instructors over time.
9. Regarding material that can be reused by others according to points 7 and 8, teachers grant DTU a non-exclusive license (usage right) to their teaching materials. The usage right means that instructors can reuse and modify each other's teaching materials as part of teaching at DTU. Additionally, the material can be used in teaching at other educational institutions that are part of an agreed cross-institutional teaching collaboration with DTU. This usage right also applies after the teachers have left DTU.
10. In teaching materials containing recordings of instructors, the instructors have the right to review the recordings before they are included in teaching. In addition, instructors may at any time demand that the recordings be removed from the teaching material.

APPROVAL AND VALIDITY

The DTU Policy for the Use of Teaching Materials Developed by Employees at DTU has been approved by the management, Direktionen, and discussed in DTU's main cooperation committee, HSU, on 22 March, 2024.

The policy is effective from its publication on DTU's intranet, DTU Inside.

FOLLOW-UP ON THE POLICY

The DTU Policy for the Use of Teaching Materials Developed by Employees at DTU should be revised every five years.

This is a translated version of the policy. In the event of conflicts regarding the policy's interpretation and use, the Danish version of this policy shall precede.