

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

POLICY CONTROL

Policy Number	3034
Policy Title	IBU Copyright Policy
Policy Owner / Responsible Offices	Executive Dean and Vice President (EDVP)
Approval Authority	Academic Council
Applies To	All IBU students, faculty, staff, administrators, researchers, contractors, consultants, and other persons acting on behalf of or using IBU resources, facilities, systems, or learning platforms
Approval Date	September 15, 2026
Effective Date	
Review Date(s)	Every two years, or earlier if required
Revision Date(s)	
Revision Implementation Date(s)	

1. INTRODUCTION AND BACKGROUND

International Business University (IBU) is committed to fostering academic excellence, integrity, scholarship, innovation, and respect for intellectual property rights. Copyright law provides protection to creators of literary, artistic, dramatic, musical, digital, and other original works while supporting the dissemination of knowledge for educational, research, and scholarly purposes.

As required by the Copyright Act (Canada), IBU recognizes both the rights of copyright owners and the rights of users under the Act, including fair dealing and educational exceptions. The University is committed to ensuring that all members of the IBU community understand and comply with their legal and ethical obligations when creating, reproducing, distributing, performing, displaying, or communicating copyrighted materials.

2. PURPOSE

IBU is committed to academic excellence, academic integrity, scholarship, innovation, and respect for intellectual property rights.

The purpose of this Policy is to establish clear institutional expectations for the lawful creation, use, reproduction, communication, distribution, adaptation, performance, display, and storage of copyright-protected works within the IBU community.

This Policy is intended to:

- ensure that IBU and members of its community comply with the Copyright Act (Canada) and other applicable legislation;
- protect the rights of copyright owners and creators;
- promote respect for copyright and moral rights;
- support lawful teaching, learning, research, scholarship, criticism, review, and administrative activities;
- provide guidance regarding Fair Dealing and other statutory exceptions;
- clarify expectations concerning licensed, open-licensed, and public-domain materials;
- promote responsible use of copyright-protected materials in face-to-face, online, hybrid, and technology-enabled learning environments;
- reduce the risk of copyright infringement by IBU and members of the IBU community; and
- support IBU's academic governance, quality assurance, and regulatory obligations.

3. POLICY STATEMENT

IBU expects all members of the University community to comply with the Copyright Act (Canada), applicable licences and subscription agreements, contractual obligations, and relevant University policies and procedures.

IBU recognizes that copyright owners have legal rights over the use and reproduction of their works. At the same time, Canadian copyright law provides important user rights and statutory exceptions that support education, research, scholarship, criticism, review, and other legitimate activities.

Copyright-protected materials must be used in accordance with applicable law. Depending on the circumstances, lawful use may be based on permission from the copyright owner, an applicable licence, public-domain status, an open licence, Fair Dealing, another statutory exception, or another legal authorization:

- Permission has been obtained from the copyright owner;
- The use is authorized by an applicable licence or subscription agreement;
- The work is in the public domain;
- The work has been made available under an open licence, such as a Creative Commons licence, and the applicable licence conditions are followed;
- The use qualifies as Fair Dealing;

- Another exception under the Copyright Act applies; or
- The use is otherwise permitted by law.

Educational or academic use does not, by itself, automatically authorize the copying, reproduction, distribution, or communication of an entire copyrighted work.

4. APPLICABILITY

This Policy applies to all members of the IBU community, including:

- Students;
- Full-time, part-time, sessional, adjunct, and visiting faculty;
- Administrative and support staff;
- Researchers and research assistants;
- Academic and non-academic administrators;
- Contractors and consultants acting on behalf of IBU; and
- Other individuals using IBU facilities, systems, learning platforms, or resources.

This Policy applies to copyright-protected materials in any format, including:

- Books, textbooks, journals, articles, and reports;
- Course materials and educational content;
- Software, applications, and databases;
- Photographs, artwork, graphics, diagrams, maps, and other visual works;
- Audio recordings and music;
- Films, television programs, videos, and broadcasts;
- Websites and online resources;
- Digital and electronic publications;
- Materials posted to learning management systems;
- Examination and assessment materials; and
- Other works protected under the Copyright Act (Canada).

5. DEFINITIONS

5.1 COPYRIGHT

Copyright is the legal protection granted under the Copyright Act (Canada) to creators and copyright owners of original works. Copyright generally provides the owner with exclusive rights, including the right to produce or reproduce the work and, where applicable, to authorize others to do so.

Copyright protection generally arises automatically when an original work is created and fixed in a material form. A copyright symbol or notice is not required for copyright protection.

Unless an exception under the Copyright Act applies, only the copyright owner or an authorized licensee may reproduce, communicate, distribute, adapt, or otherwise use a substantial part of a copyright-protected work as permitted by law.

5.2 COPY OR REPRODUCTION

A copy or reproduction includes the creation of a physical or electronic reproduction of a work by any means, including photocopying, scanning, printing, downloading, emailing, storing, uploading, posting, or otherwise reproducing the work.

5.3 MORAL RIGHTS

Moral rights are rights belonging to the creator of a work, including rights concerning attribution and the integrity of the work. Moral rights are distinct from copyright ownership and are not automatically transferred by copyright assignments.

5.4 FAIR DEALING

Fair Dealing is a statutory user right under the Copyright Act (Act).

The Act provides that Fair Dealing for the purposes of research, private study, education, parody, or satire does not infringe copyright. Separate provisions apply to criticism or review and news reporting and include additional requirements.

Whether a particular dealing is fair depends on the circumstances of the use. The purpose recognized by the Act is only one part of the analysis, alone it's insufficient. Each use must be assessed for fairness based on the specific circumstances. Users are responsible for ensuring that their reliance on Fair Dealing is reasonable, limited to what is necessary for the purpose, and consistent with applicable law and University policy.

5.5 PUBLIC DOMAIN

The public domain consists of works that are no longer protected by copyright or are otherwise not subject to copyright protection. In Canada, copyright generally expires 70 years after the end of the calendar year in which the author dies. Crown copyright in government works expires 50 years after first publication. Public-domain status should be verified before a work is used on that basis.

5.6 OPEN EDUCATIONAL RESOURCES (OER)

Open Educational Resources are teaching, learning, and research materials made available under an open licence that permits specified uses, such as copying, adaptation, redistribution, or reuse, subject to the terms of the applicable licence.

5.7 LICENCE

A licence is permission granted by a copyright owner or authorized provider establishing the terms and conditions under which copyright-protected material may be accessed, reproduced, communicated, adapted, or distributed.

5.8 TECHNOLOGICAL PROTECTION MEASURE (TPM)

A technological protection measure is a technology, device, or component that controls access to or restricts certain acts concerning protected works. The Copyright Act contains provisions restricting unauthorized circumvention of TPMs, subject to statutory exceptions.

6. FAIR DEALING

6.1 GENERAL PRINCIPLES

IBU recognizes Fair Dealing as an important statutory user right under Canadian copyright law.

Members of the IBU community may rely on Fair Dealing where:

1. the purpose of the dealing falls within a purpose recognized by the Copyright Act; and
2. the dealing is fair in the in light of all relevant circumstances.

Educational purpose does not, by itself, establish that a dealing is fair.

The assessment must consider the particular circumstances of the proposed use.

6.2 RECOGNIZED PURPOSES

The Copyright Act recognizes Fair Dealing for:

- research;
- private study;
- education;
- parody; and
- satire.

Separate statutory provisions address criticism, review, and news reporting.

6.3 FAIRNESS ASSESSMENT

When assessing whether a dealing is fair, relevant considerations may include:

- the purpose of the dealing;
- the character of the dealing;
- the amount of the dealing;
- alternatives to the dealing;
- the nature of the work; and
- the effect of the dealing on the work and its potential market.

No single consideration is necessarily determinative.

Members of the IBU community should consider all relevant circumstances when determining whether reliance on Fair Dealing is appropriate.

6.4 INSTITUTIONAL GUIDANCE ON LIMITED EXCERPTS

For practical institutional guidance, a limited excerpt may include, depending on the circumstances:

- one chapter from a book;
- one article from a periodical;
- an entire artistic work, such as a photograph, diagram, drawing, map, chart, or plan, where it is contained within a larger work;
- an entire newspaper article or page;
- an entire poem or musical score contained in a larger work; or
- an entire entry from a reference work such as an encyclopedia, dictionary, or annotated bibliography.

These examples are institutional guidelines and not automatic legal permissions. The legality of a proposed use must be determined based on the circumstances and applicable law.

6.5 MULTIPLE EXCERPTS

Members of the IBU community must not use multiple excerpts from the same work in a manner intended to reproduce or communicate substantially the entire work without appropriate authorization.

Where a proposed use exceeds IBU's practical guidance, the user should:

- assess whether the use may nevertheless be Fair Dealing;
- determine whether another statutory exception applies;
- determine whether a licence authorizes the use; or
- obtain permission from the copyright owner.

7. SIX FAIR DEALING FACTORS

Where a proposed copying or communication exceeds the guidelines established in this policy, the fairness of the dealing should be assessed based on the circumstances of the particular use.

Consistent with Supreme Court of Canada jurisprudence (*CCH Canadian Ltd. v. Law Society of Upper Canada*, 2004 SCC 13; *York University v. Canadian Copyright Licensing Agency (Access Copyright)*, 2021 SCC 32), relevant considerations include:

7.1 PURPOSE OF THE DEALING

The purpose of the copying or communication should be considered, including whether it is for education, research, private study, criticism, review, news reporting, satire, or parody.

7.2 CHARACTER OF THE DEALING

Consideration should be given to how the material is copied or communicated, including the number of copies, the distribution of copies, the duration of access, and whether the material is shared beyond the intended audience.

7.3 AMOUNT OF THE DEALING

The amount and proportion of the work copied or communicated should be considered. The qualitative importance of the portion copied may also be relevant, not only the numerical percentage.

7.4 ALTERNATIVES TO THE DEALING

Consideration should be given to whether there are reasonable alternatives to copying or communicating the work, including whether a non-copyrighted source, licensed resource, or other lawful alternative is reasonably available.

7.5 NATURE OF THE WORK

The nature of the work should be considered, including whether the work has been published and whether the work is primarily intended to disseminate information or contains confidential, unpublished, or highly creative material.

7.6 EFFECT OF THE DEALING

Consideration should be given to the effect of the copying or communication on the copyright owner and the potential market for the work.

No single factor is determinative. Fair Dealing must be assessed based on all relevant circumstances.

8. ATTRIBUTION AND ACKNOWLEDGEMENT

Members of the IBU community should appropriately acknowledge sources when using copyright-protected material.

Where attribution is required by law, licence, or applicable academic standards, the required attribution must be provided.

For criticism, review, and news reporting, the source and other information required by the Copyright Act must be identified.

Where material is used under an open licence, including a Creative Commons licence, all applicable attribution and licence conditions must be followed.

Attribution alone does not provide permission to reproduce or communicate a work where permission is otherwise required.

9. EDUCATIONAL USE AND STATUTORY EXCEPTIONS

IBU may rely on applicable educational exceptions under the Copyright Act where the statutory requirements are satisfied.

The Copyright Act contains specific provisions concerning educational institutions, including provisions addressing instructional display, examinations, performances, news programs, and broadcasts. These provisions are subject to statutory conditions and limitations.

Accordingly, faculty and staff must not assume that an educational purpose automatically permits unrestricted copying, distribution, communication, performance, or publication of copyright-protected material.

Where an educational exception is relied upon, the user must ensure that the requirements of the applicable provision are satisfied before relying on the exception.

10. LICENSED AND SUBSCRIPTION MATERIALS

Materials obtained through publishers, libraries, databases, software providers, subscription services, or other licensing arrangements must be used in accordance with the applicable licence or contractual terms.

Where licence terms provide specific permissions or restrictions, those terms must be followed.

Members of the IBU community must not:

- share licensed resources with unauthorized persons;
- circumvent access restrictions;
- use licensed materials for prohibited purposes;
- systematically download or reproduce materials beyond permitted limits; or
- redistribute licensed materials where redistribution is not authorized.

Where a licence provides more restrictive terms than this Policy, the applicable licence must be respected.

11. OPEN-LICENSED MATERIALS AND OER

IBU supports the responsible use and development of Open Educational Resources (OER) and other openly licensed materials.

Materials made available under Creative Commons or similar licences may be used in accordance with the applicable licence.

Users are responsible for reviewing and complying with licence conditions, including, where applicable:

- attribution;
- restrictions on commercial use;
- restrictions on adaptation;
- distribution requirements;
- share-alike requirements; and
- other licence-specific conditions.

12. ONLINE LEARNING AND DIGITAL CONTENT

Faculty, staff, students, and other members of the IBU community who create, upload, communicate, or distribute digital learning materials must comply with copyright law and applicable licences.

When using an IBU learning-management system or other University platform, users must:

- upload only materials they are legally authorized to use;
- respect copyright and intellectual property rights;
- limit access to copyright-protected material where required;
- comply with applicable licence and subscription restrictions;
- respect applicable technological protection measures;
- avoid unauthorized downloading, copying, recording, or redistribution of instructional content; and
- take reasonable measures to prevent unauthorized access or distribution.

Users who upload, communicate, store, or distribute copyright-protected materials through IBU learning-management systems or other University platforms must also comply with Section 14 of this Policy and the IBU Privacy Policy and IBU Cybersecurity and Data Protection Policy, as applicable.

Where copyright-protected material is provided through an IBU platform, access should be limited to the intended and authorized audience where required by law, licence, or the circumstances of the use.

13. COPYRIGHT OWNERSHIP AND MORAL RIGHTS

Copyright ownership in works created by IBU faculty, staff, students, researchers, contractors, or other members of the IBU community shall be determined in accordance with the IBU Intellectual Property Policy, applicable employment agreements, contracts, research agreements, publication agreements, and applicable law.

This Policy does not establish or alter ownership rights in intellectual property. Where an issue concerning ownership, assignment, licensing, or commercialization of intellectual property arises, the matter shall be addressed in accordance with the IBU Intellectual Property Policy and any applicable contractual or legal requirements.

Members of the IBU community shall respect the moral rights of creators, including rights relating to attribution and the integrity of a work, in accordance with applicable law and IBU policies.

Nothing in this Policy shall be interpreted as limiting or overriding rights or obligations established under the IBU Intellectual Property Policy, an applicable agreement, or applicable law.

Questions concerning ownership or other intellectual property rights should be referred to the appropriate institutional authority in accordance with the IBU Intellectual Property Policy.

Where a copyright-protected work is created collaboratively by two or more members of the IBU community, including faculty members, students, staff, researchers, or other contributors, the rights and interests of the contributors shall be recognized in proportion with their respective contributions and in accordance with the IBU Intellectual Property Policy, applicable employment agreements, contracts, research agreements, publication agreements, and applicable law.

14. COPYRIGHT AND PRIVACY/DATA PROTECTION CONSIDERATIONS

Copyright compliance does not, by itself, authorize the collection, recording, use, disclosure, storage, transmission, or distribution of personal information, confidential information, or other protected information.

Members of the IBU community who create, record, upload, store, communicate, reproduce, or distribute copyright-protected materials through IBU systems, learning management systems, online platforms, or other technologies must also comply with the IBU Privacy Policy, the IBU Cybersecurity and Data Protection Policy, applicable privacy legislation (including the Freedom of Information and Protection of Privacy Act (Ontario) and the Personal Information Protection and Electronic Documents Act (Canada), as applicable), and any other applicable institutional policies, procedures, contractual obligations, and legal requirements.

Where instructional content, lectures, presentations, recordings, photographs, videos, research materials, course materials, or other copyright-protected works contain personal information, confidential information, or other protected information, users must ensure that the collection, use, reproduction, storage, communication, or distribution of such materials is authorized and conducted in accordance with applicable privacy, confidentiality, contractual, and institutional requirements.

Members of the IBU community must take reasonable measures to prevent unauthorized access to, disclosure of, or distribution of copyright-protected materials that contain personal information, confidential information, or other protected information.

Where recording, reproduction, communication, or distribution of instructional or other copyright-protected content involves identifiable individuals, users must comply with applicable requirements concerning notice, consent, collection, use, disclosure, retention, and security of personal information.

Where copyright law and privacy, data protection, confidentiality, or information security requirements apply concurrently, compliance with one requirement does not eliminate or replace the obligation to comply with the others.

Where a proposed use of copyright-protected material raises both copyright and privacy or data protection considerations, the user must ensure that all applicable requirements are satisfied before proceeding. Where the requirements are unclear, the user should seek guidance from the appropriate IBU authority before using, recording, communicating, or distributing the material.

15. ACCESSIBLE FORMATS

IBU may create or provide accessible-format copies of copyright-protected works where permitted by the Copyright Act (including section 32) and applicable accessibility legislation, including the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

Accessible-format copies must be created, used, stored, and distributed in accordance with applicable legal requirements, licences, and institutional procedures.

The creation or distribution of accessible-format copies must be limited to what is reasonably necessary to meet the accessibility needs for which the exception is relied upon.

16. PROHIBITED ACTIVITIES

Unless expressly authorized by law, licence, or the copyright owner, members of the IBU community must not:

- reproduce substantial portions of copyright-protected works without authorization;
- distribute copyright-protected material to unauthorized persons;
- upload copyright-protected works to public websites, file-sharing services, or social media platforms without authorization;
- knowingly use pirated or unlawfully obtained materials;
- violate applicable copyright licences or subscription agreements;
- circumvent technological protection measures except where a specific legal exception applies;
- remove copyright notices or rights-management information where prohibited by law;
- record, reproduce, or redistribute lectures, course materials, or instructional content without appropriate authorization where authorization is required; or
- knowingly assist, facilitate, or encourage copyright infringement.

17. USE OF THIRD-PARTY ONLINE CONTENT

The fact that material is publicly accessible on the Internet does not necessarily mean that it is free from copyright restrictions.

IBU community members should not assume that material available online may be freely copied, downloaded, modified, uploaded to an IBU platform, or redistributed.

Before using online material, users should consider whether the material is:

- in the public domain;
- openly licensed;
- covered by an applicable licence;
- permitted under Fair Dealing or another statutory exception; or
- otherwise authorized for the intended use.

Where the legal status of material is unclear, the user should seek guidance before using it.

18. RECORDING AND DISTRIBUTION OF INSTRUCTIONAL CONTENT

Lectures, presentations, instructional videos, course materials, examinations, assessments, and other educational content may contain copyright-protected works and may also be subject to performers' rights under the Copyright Act, intellectual property, privacy, confidentiality, contractual, and other legal considerations.

Students and other members of the IBU community must not record, reproduce, publish, distribute, transmit, or commercially exploit instructional content without appropriate authorization, except where such activity is permitted by law or an applicable IBU policy.

Where recording is permitted, the recording must be used only for the authorized purpose and must not be distributed, published, uploaded to public platforms, or otherwise communicated to unauthorized persons without appropriate authorization.

Faculty members should establish reasonable expectations concerning the recording and redistribution of their instructional content, subject to applicable law and IBU policies.

Any recording or use of instructional content must also comply with the IBU Privacy Policy, the IBU Cybersecurity and Data Protection Policy, and any other applicable institutional requirements concerning personal information, confidentiality, and information security.

Where another IBU policy establishes specific requirements concerning recording, student conduct, privacy, intellectual property, or the use of instructional materials, the applicable policy shall also be followed.

Any recording, reproduction, publication, communication, or distribution of instructional content must comply with Section 14 of this Policy, as well as the IBU Privacy Policy, IBU Cybersecurity and Data Protection Policy, and any other applicable IBU policies and legal requirements.

19. ROLES AND RESPONSIBILITIES

19.1 STUDENTS

Students are responsible for:

- complying with the Copyright Act and this Policy;
- respecting copyright and intellectual property rights;
- properly acknowledging and citing sources;
- obtaining permission where required;
- using copyright-protected materials lawfully; and
- seeking guidance where they are uncertain about the legality of a proposed use.

19.2 FACULTY MEMBERS

Faculty members are responsible for:

- ensuring instructional materials are used in accordance with copyright requirements;
- using Fair Dealing and educational exceptions responsibly;
- complying with applicable licences and subscription agreements;
- providing appropriate attribution and acknowledgement;
- taking reasonable measures to prevent unauthorized distribution of course materials; and
- promoting copyright awareness among students.

19.3 STAFF AND ADMINISTRATORS

Staff and administrators are responsible for:

- complying with copyright requirements in administrative and operational activities;
- respecting applicable licences and contractual restrictions;
- ensuring materials distributed through IBU systems are appropriately authorized;
- seeking guidance when copyright requirements are unclear,
- maintaining and updating copyright policies, procedures, and guidance materials, and ensuring they remain consistent with applicable legislation.

19.4 RESEARCH AND COPYRIGHT

Researchers must comply with applicable copyright requirements when accessing, reproducing, adapting, communicating, publishing, or otherwise using copyright-protected works in connection with research activities.

Researchers must also comply with the IBU Research Ethics Policy, applicable research agreements, funding-agency requirements, publication agreements, confidentiality obligations, and other applicable institutional or legal requirements.

Where a research activity involves copyright, privacy, confidentiality, human participants, third-party materials, or research data, compliance with this Policy does not replace any approval, consent, authorization, or other requirement established under the applicable IBU policy or agreement.

Questions concerning copyright ownership or publication rights arising from research should be addressed in accordance with the IBU Intellectual Property Policy, Research Ethics Policy, applicable research agreements, and other relevant institutional requirements.

19.5 EXECUTIVE DEAN AND VICE PRESIDENT (EDVP)

The EDVP is responsible for:

- overseeing implementation of this Policy;
- providing or coordinating institutional guidance on copyright;
- supporting copyright awareness and education;
- coordinating responses to significant copyright concerns;
- ensuring appropriate institutional procedures are maintained; and
- initiating periodic review and revision of this Policy.

19.6 ACADEMIC COUNCIL

Academic Council is responsible for:

- approving the Copyright Policy;
- approving significant amendments; and
- exercising its responsibilities in accordance with IBU's governance framework.

20. COPYRIGHT GUIDANCE AND CONCERNS

Members of the IBU community who are uncertain whether a proposed use is permitted should seek guidance before reproducing, communicating, distributing, adapting, or publishing the material.

IBU may designate a Copyright Officer, Copyright Coordinator, library representative, academic administrator, or other responsible person to provide guidance.

Where a proposed use is not clearly authorized by:

- Fair Dealing;
- an educational exception;
- an applicable licence;
- an open licence;
- public-domain status;
- another statutory exception; or
- another legal authorization,

the user should obtain permission from the copyright owner or use a lawful alternative.

21. COPYRIGHT COMPLAINTS AND TAKEDOWN REQUESTS

IBU may establish procedures for receiving and responding to copyright complaints, notices, and requests concerning allegedly unauthorized use of copyright-protected materials.

Where IBU receives a credible copyright concern, IBU may take appropriate interim or corrective measures, including:

- reviewing the material or activity;
- restricting or removing access to material where appropriate;
- requesting additional information or documentation;
- seeking permission or licensing;
- referring the matter to the appropriate institutional authority; or
- taking other measures required by law or IBU policy.

Removal of material or restriction of access does not necessarily constitute an admission of copyright infringement.

22. COPYRIGHT AND ACADEMIC INTEGRITY

Copyright compliance and academic integrity are related but distinct institutional obligations.

Members of the IBU community must comply with copyright law when using, reproducing, communicating, distributing, adapting, or otherwise using copyright-protected materials. They must also comply with the IBU Academic Integrity Policy concerning plagiarism, attribution, authorship, citation, and the appropriate acknowledgment of sources.

A failure to properly acknowledge a source may constitute academic misconduct even where the underlying use of the material does not constitute copyright infringement. Conversely, a use of copyright-protected material may constitute copyright infringement even where the source has been appropriately acknowledged.

Where conduct may constitute both a copyright concern and academic misconduct, the matter may be addressed under this Policy and the IBU Academic Integrity Policy, as applicable. Academic misconduct matters shall be investigated and addressed in accordance with the procedures and decision-making processes established under the IBU Academic Integrity Policy.

23. NON-COMPLIANCE

Failure to comply with this Policy or applicable copyright law may expose IBU and/or an individual to legal, financial, academic, employment, contractual, or reputational consequences.

Where non-compliance involves a student, the matter may be addressed in accordance with the IBU Student Code of Conduct, Academic Integrity Policy, or other applicable IBU policy or procedure, as appropriate.

Where non-compliance involves a faculty or staff member, the matter may be addressed in accordance with applicable employment policies, contracts, collective or employment agreements, and institutional procedures.

Where conduct may constitute a violation of more than one IBU policy, the University may address the matter under the applicable policies and procedures. Nothing in this Policy is

intended to establish a separate disciplinary, investigation, hearing, or appeal process where such processes are already established under another IBU policy.

Depending on the nature and seriousness of the conduct, appropriate measures may include:

- removal or restriction of unauthorized material;
- corrective education or copyright training;
- academic consequences in accordance with applicable IBU policies;
- disciplinary action in accordance with applicable employment policies and procedures;
- restriction or suspension of access to IBU systems or resources;
- a requirement to obtain appropriate permission or licensing;
- recovery of costs or damages where legally appropriate; and
- referral for legal action where warranted.

24. REVIEW AND QUALITY ASSURANCE

This Policy shall be reviewed at least every two (2) years, or earlier where required due to changes in applicable legislation, jurisprudence, technology, institutional practices, academic standards, or regulatory requirements.

IBU will monitor the effectiveness and implementation of this Policy through relevant academic quality assurance processes, review of copyright-related concerns and incidents, institutional feedback, internal reviews, and regulatory or external quality assurance reviews.

The findings of such reviews may be used to identify areas for improvement and to update the Policy, related procedures, copyright education, and institutional compliance practices as appropriate.

Any substantive amendments to this Policy shall be submitted to the appropriate approval authority in accordance with IBU's governance framework.

25. NO CONFLICT

This Policy establishes institutional requirements concerning the use of copyright-protected works and shall be interpreted together with all applicable IBU policies, procedures, agreements, and applicable law. Where an activity is subject to requirements under more than one IBU policy, all applicable requirements shall be observed, and this Policy shall not limit, replace, or supersede requirements relating to academic integrity, intellectual property ownership, research ethics, privacy, cybersecurity, student or employee conduct, confidentiality, or other institutional obligations.

Where an apparent inconsistency exists between this Policy and another IBU policy, the matter shall be referred to the appropriate institutional authority for interpretation and resolution, while applicable legislation and binding contractual or licensing obligations shall continue to apply.

26. RELATED DOCUMENTS

- IBU Academic Integrity Policy;
- IBU Intellectual Property Policy;
- IBU Research Ethics Policy;
- IBU Student Code of Conduct;
- IBU Privacy Policy;
- IBU Cybersecurity and Data Protection Policy;
- Copyright Act (Canada).
- Personal Information Protection and Electronic Documents Act (Canada) (if applicable);
- Freedom of Information and Protection of Privacy Act (Ontario) (if applicable);
- Accessibility for Ontarians with Disabilities Act, 2005.