

MOUNTVIEW

Intellectual Property (IP) and Recorded Rights Statement

The following is applicable to all Students registered on any course of study at Mountview, and by registering at Mountview Students agree to the following:

- a) Intellectual Property (IP) in all work generated by Students in the course of their studies shall be owned by Mountview with the following exceptions:
 - i. Where Students have created their own course notes, learning aids or other personal learning materials they will own the IP.
 - ii. Where Students are the sole Originator of Scholarly and Creative Materials (for instance designs, theses and dissertations) as part of an Individually-based Assessment they will own the IP.
- b) Where Students originate Scholarly and Creative Materials in partnership with one or more other students as part of their course of study (not including Visiting Industry Professionals), Mountview shall own the IP.
- c) Where Students originate either solely or collaboratively with other students Scholarly and Creative Materials not as part of the course of study but using more than Incidental Use of Mountview Resources then Mountview will own the IP.

Where the Student is the owner of the IP they shall grant to Mountview an irrevocable, royalty-free, non-exclusive license to use the IP for the administrative, archival, promotional, educational and research purposes of Mountview, together with the right to sub-license such rights for the same purposes.

Recorded rights

Mountview will sometimes arrange for the recording of performances and other activities and all rights to the Recorded Material will belong to Mountview.

For example, the Recorded Material may be used by Mountview:

- a) as an archive record of a production/performance;
- b) as evidence of achievement within the assessment process (in the case of curriculum-based activity);
- c) as part of the marketing or publicity activities of Mountview (for example, the use of images in the prospectus and audio-visual clips on websites);
- d) for research purposes;
- e) for teaching purposes at or by Mountview; and
- f) for any legal requirement which Mountview is obliged to comply with.

Students will be asked to sign a digital consent form on enrolment which allows Mountview to use student images (both static and video) for marketing & promotional purposes in accordance with Data Protection legislation. Students can withdraw consent at any time, though withdrawn consent cannot be applied retroactively to printed or already-distributed media.

Definitions

Incidental Use means only a small amount of unrestricted Mountview funds has been used in circumstances in which IP has been created during the personal, unpaid time of the Originator, and in the creation of that IP only a small amount of time has been spent using Mountview Resources or only insignificant Mountview Resources have been used (such as use of office space, library and other general use information sources, personal computers and personal office equipment).

Individually-based Assessment means an assessment listed in the course specification document for a course or programme run by Mountview that must be completed solely by the individual Student. Unless stated otherwise, all assessments are individually based.

Mountview Materials means any item in any medium which is produced for Mountview's administrative purposes (including promotion and marketing of Mountview courses, Student and staff recruitment, papers prepared for any internal committee or similar body, material included in any Mountview handbook for Employees or Students) or any other Mountview purpose and any item created by an Employee whose job description includes the creation of printed or electronic materials.

Mountview Resources means any funds, facilities or resources (including equipment and consumables, use/supply of heat, light or power) of Mountview; another Employee of Mountview outside that individual's personal, unpaid time; or use of Mountview's name in the promotion of the work.

Originator means the author, creator, inventor or other generator of IP who is an Employee or Student at the time of authorship, creation, invention or other generation.

Recorded Material means any record (whether analogue or digital) of an event made on audio, visual, audio-visual, or written media which is capable of being accessed at a later date, including without limitation, video tapes, audio tapes, DVDs, CDs, photographs, sketches, presentation materials, databases, word processed or manuscript documents and materials made for web-based distribution.

Scholarly and Creative Materials includes textbooks (unless such textbooks were developed using Mountview-administered funds paid specifically to support textbook development in which case they are Teaching Materials), academic journal articles, conference papers and related presentations, personal teaching aids, notes created only for personal use, theses and dissertations, artistic, musical or dramatic performances, designs, the creation of a character, popular non-fiction, novels and poems, works of fine art, but excluding any such materials or part of them which forms part of Teaching Materials or Mountview Materials.

Student means any person registered as an undergraduate or postgraduate student of Mountview or following any other course at or delivered by Mountview.

Teaching Materials means any materials created at Mountview or created on behalf of Mountview that are primarily intended (whether by Mountview or by some third party) to be used or accessed by Students at any level, for the purposes of any course of study those Students are following including course guides, handouts (including annotated scores and manuscripts), instruction manuals and assessment and examination questions.

Visiting Industry Professional means an individual engaged by Mountview to contribute to a course of study on the basis of their industry expertise, who is neither a Student nor an Employee of Mountview.

Date reviewed: July 2026

Date of next review: July 2028

Owner: Chief Operating Officer