



“Enabling Students to Accomplish their Academic Goal”

Intellectual Property Copyright and Use of Learning Materials Policy

DOCUMENT CONTROL

Policy Number: LTP12

Version: 1.0

Date: March 2026

Owner: Head of Quality and Operations

Approved by: Board of Directors

Next Review: March 2027

Address: 1st Floor, 9 Lymington Avenue, Wood Green N22 6EA

Email: info@bellmontcollege.co.uk

Tel: + 44 (0) 203 840 9294 + 44 (0) 203 929 7665

Website: www.bellmontcollege.co.uk

March 2026

Contents:

1. Introduction.....	3
2. Purpose of the Policy.....	3
3. Scope of the Policy.....	4
4. Regulatory and Legal Framework.....	5
5. Core Intellectual Property, Copyright and Learning Materials Principles.....	6
6. How this Policy Supports Students Across the Student Journey.....	7
7. Ownership, Rights and Permissions.....	8
8. Belmont College Learning Materials and Staff-Created Content.....	9
9. Student Work, Assessment Materials and Consent.....	9
10. Liverpool Hope University Partnership Materials and Online Resources.....	10
11. Third-Party Content, Licences and Open Educational Resources.....	11
12. Digital Platforms, Software, Artificial Intelligence and Emerging Technologies..	11
13. Recording Teaching, Learning Activities, Images and Audio-Visual Content..	12
14. Public Information, Marketing, Branding and Use of Logos.....	12
15. Accessibility, Equality, Data Protection and Confidentiality.....	13
16. Research, Scholarship, Enterprise and Commercial Use.....	13
17. Procurement, Supplier Contracts and Commissioned Materials.....	14
18. Leaving, Transfer, Archiving and Reuse of Materials.....	15
19. Reporting Concerns, Breaches, Investigation and Remedies.....	15
20. Governance, Committee Oversight and Implementation Framework.....	16
21. Roles and Responsibilities.....	17
22. Training, Monitoring, Audit, Evidence and Review.....	19
23. Conclusion.....	20

1. Introduction

Bellmont College is committed to ensuring that intellectual property, copyright and learning materials are created, used, shared, stored and protected lawfully, fairly and professionally. Teaching resources, assessment materials, digital content, student work, staff-created materials, College branding and partner resources are central to the student experience. The College therefore requires clear arrangements so that students and staff can learn, teach, assess, support and innovate while respecting the rights of creators, publishers, partners, students and third parties.

Bellmont College currently works with Liverpool Hope University as an awarding and academic partner for relevant higher education provision. Under this partnership, students may receive teaching, learning support and local services from Belmont College while the award, academic regulations, online resources and elements of academic oversight may be governed through Liverpool Hope University arrangements, depending on the programme and applicable partnership framework. Belmont College is also seeking Office for Students approval for its own funding arrangements and future institutional development. Future regulatory or funding developments may result in changes to funding arrangements, contracts, access to learning resources, policy ownership, governance and partnership responsibilities, however, Belmont College continues to protect student interests, maintain transparency and ensure that students are not disadvantaged by regulatory or partnership transition.

This policy has been written to operate within the current Liverpool Hope University partnership and to remain suitable for future independent or revised regulatory arrangements. Where Liverpool Hope University systems, academic regulations, learning resources, copyright guidance, student contract terms or teaching recording arrangements apply, Belmont College signposts students and staff clearly and works with Liverpool Hope University to protect students, maintain academic standards and avoid misuse of materials. Where Belmont College assumes direct responsibility under future arrangements, Belmont College updates this policy and related procedures so that learning materials, intellectual property and student-facing information remain properly controlled.

This policy should be read alongside the *(BCP6 Belmont College IT Acceptable Use Policy)*, *(BCP4 Belmont College Information Security and Cybersecurity Policy)*, *(LTP11 Belmont College Student Partnership – Declaration of Authenticity)*, *(QGP5 Belmont College Information Governance, Public Information and Transparency Policy)*, *(QGP1 Belmont College Quality Assurance Handbook)*, *(BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy)* and relevant Liverpool Hope University student, academic, copyright, data protection and digital policies where they apply.

2. Purpose of the Policy

The purpose of this policy is to establish a clear, practical and institution-wide framework for managing intellectual property, copyright and the use of learning materials at Belmont College. It explains how Belmont College protects lawful ownership, enables appropriate educational use, prevents infringement, supports students, maintains quality and complies with partner, contractual and regulatory expectations.

The policy is intended to help staff, students, committees and partners understand what can be created, copied, recorded, reused, published, uploaded, adapted, stored or shared. It also explains the controls that should be applied before materials are used in teaching, assessment, public information, marketing, online learning, artificial intelligence tools, staff development, governance or external communication.

The operational purpose of this policy is to ensure that:

- students receive lawful, accessible and reliable learning materials that support their programme and do not misrepresent the provision available to them;
- staff understand how to use College, partner, third-party and student materials responsibly;
- student work is treated respectfully and used only for legitimate academic, quality assurance, regulatory, support or publication purposes with appropriate consent where required;
- copyright, licence terms, database rights, moral rights, trademarks, confidentiality and data protection obligations are considered before materials are copied, recorded, uploaded, shared or reused;
- Liverpool Hope University materials, online resources, regulations and systems are used only in accordance with applicable partnership requirements;
- intellectual property risks are monitored through Bellmont College committees and included in quality, information security, public information, student protection and risk reporting where relevant.

3. Scope of the Policy

This policy applies to all intellectual property, copyright-protected materials and learning materials created, received, used, accessed, stored, adapted, recorded, uploaded, published, displayed, licensed, purchased, commissioned or shared by or on behalf of Bellmont College. It applies regardless of format, platform, location, ownership of device or whether the material is used on campus, online, through blended delivery, through Liverpool Hope University systems or through third-party services.

The policy applies to:

- all applicants, students and former students where their work, records, complaints, appeals or academic materials remain active;
- all employees, visiting lecturers, agency staff, consultants, contractors, suppliers, Directors, committee members and external advisers;
- academic partners and awarding bodies, including Liverpool Hope University where partnership arrangements apply;
- teaching materials, lecture slides, handouts, recordings, worksheets, assessment briefs, marking guides, feedback templates, case studies, images, video, audio, software, datasets, digital learning objects, webpages, marketing content, social media content, policies, procedures and governance papers;

- student work, including coursework, presentations, recordings, portfolios, reflective writing, group work, placement material, digital artefacts and other assessment evidence;
- materials accessed through virtual learning environments, library resources, partner platforms, email, shared drives, cloud services, artificial intelligence systems and collaboration tools.

This policy does not replace individual contracts of employment, supplier agreements, licence terms, partnership agreements, student contracts or statutory rights. Where there is a conflict, Belmont College seeks advice from the relevant senior lead and, where necessary, legal or partner guidance. Where Liverpool Hope University arrangements apply, Belmont College follows the applicable Liverpool Hope University requirements and supports students and staff to understand which rules apply.

4. Regulatory and Legal Framework

Bellmont College applies the following regulatory and legal framework to intellectual property, copyright and learning materials.

Requirement	Application to this policy
Office for Students Conditions B1, B2, B3, B4 and B5	Supports academic quality, learning resources, student engagement, assessment materials and standards.
Office for Students Conditions C1-C5	Supports accurate student information, fair terms, complaints, student protection and continuity of study.
Office for Students Conditions E1, E2, E3 and E8	Supports governance, accountability, financial control, public funds, procurement and institutional assurance.
Higher Education and Research Act 2017	Provides the regulatory framework for student interests, quality, standards and provider accountability.
Competition and Markets Authority expectations	Supports clear information, fair terms, fair handling of changes and fair complaints routes.
UK Quality Code for Higher Education	Supports quality, standards, partnership, learning resources, assessment, student engagement and enhancement.
Copyright, Designs and Patents Act 1988	Applies to copyright, moral rights, teaching materials, recordings, permitted educational use and accessibility.

Requirement	Application to this policy
Patents Act 1977; Trade Marks Act 1994; Registered Designs Act 1949; database rights legislation	Applies to inventions, brands, designs, logos, datasets, databases and software.
Consumer Rights Act 2015; Consumer Contracts Regulations 2013; Consumer Protection from Unfair Trading Regulations 2008	Applies to student-facing information, digital content, services, contracts and material changes.
UK GDPR and Data Protection Act 2018	Applies to student work, recordings, learning analytics, complaints, records, retention and secure data handling.
Equality Act 2010 and accessibility duties	Supports accessible learning materials, inclusive delivery and reasonable adjustments.
Computer Misuse Act 1990; Online Safety Act 2023; Malicious Communications Act 1988; Communications Act 2003	Applies to digital misuse, harmful content, unauthorised access and online sharing.
Fraud Act 2006 and Bribery Act 2010	Applies to false ownership claims, procurement irregularity, misappropriation and misuse of public funds.
Office of the Independent Adjudicator Good Practice Framework	Informs fair complaints and redress where learning materials, records or access are disputed.
Liverpool Hope University partnership requirements	Apply where Liverpool Hope University systems, materials, regulations, copyright, recording, data protection or academic procedures govern partnership provision.

5. Core Intellectual Property, Copyright and Learning Materials Principles

Bellmont College operates on the principle that learning materials should support high-quality, inclusive and lawful education. Intellectual property controls should not create unnecessary barriers to learning, but they must protect legal rights, academic integrity, partner obligations, confidentiality and student interests.

Bellmont College applies the following principles:

- lawfulness: materials must be created, copied, shared, recorded, licensed and retained in accordance with applicable law, contracts and partner requirements;

- fairness: students, staff and creators should be treated fairly, and their work should not be used in misleading, exploitative or inappropriate ways;
- student interest: decisions about materials should support access to learning, continuation of study, assessment integrity and fair treatment;
- accuracy and transparency: students should understand which materials are official, which policies apply and what they may do with resources provided to them;
- respect for creators: copyright, moral rights, licences, acknowledgements and attribution requirements should be respected;
- accessibility and inclusion: materials should be designed and provided in accessible formats wherever reasonably possible;
- security and confidentiality: confidential teaching, assessment, student, staff, partner and commercially sensitive materials must be protected;
- accountability: decisions, permissions, licences, consents, risks and breaches must be recorded and capable of committee review where appropriate.

6. How this Policy Supports Students Across the Student Journey

Bellmont College uses the student journey to explain how this policy works in practice. Intellectual property and copyright are not only technical legal issues. They affect recruitment, induction, teaching, assessment, feedback, digital learning, accessibility, student voice, complaints and completion.

Student stage	What students can expect	Implementation route
Enquiry and public information	Students should receive accurate information about programmes, resources, delivery arrangements, online access and partner responsibilities.	Public information checks; partner review where relevant; (<i>QGP5 Belmont College Information Governance, Public Information and Transparency Policy</i>).
Application, offer and enrolment	Applicants should understand who awards the qualification, what resources are available, which partner systems may be used and what student responsibilities apply.	Recruitment, Admissions and Registry Committee; offer checks; induction signposting; (<i>RAP1 Belmont College Recruitment, Selection and Admission Policy</i>).
Induction and access to resources	Students should be told how to access and use learning materials, online resources, library content, partner systems and academic integrity guidance.	Induction records; student handbook; IT onboarding; Liverpool Hope University signposting where applicable.
Teaching and learning	Materials should be lawful, current, accessible, relevant to approved programmes and used	Learning and Teaching Committee; module review; accessibility checks; teaching

Student stage	What students can expect	Implementation route
	in ways that support student learning.	observation and student feedback.
Assessment and authenticity	Assessment briefs, exemplars, submissions and feedback must be protected, accurate, fairly used and aligned with academic integrity requirements.	Academic Board; assessment moderation; (<i>LTP11 Belmont College Student Partnership – Declaration of Authenticity</i>).
Recording and digital learning	Recordings, online materials and images should be used lawfully, securely and with appropriate consideration of consent, data protection and accessibility.	IT and Information Security monitoring; DPO advice; partner process where Liverpool Hope University systems or policies apply.
Complaints, concerns and redress	Students should have clear routes to raise concerns about access to materials, misuse of work, inaccurate information or unfair use of content.	Quality Committee; complaint trend review; (<i>CAP3 Belmont College Complaint and Appeal Policy and Procedure</i>).
Completion, archiving and reuse	Student work and learning materials should be retained, archived, reused or deleted in accordance with lawful purpose, policy and consent requirements.	Retention checks; quality assurance evidence; (BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy).

7. Ownership, Rights and Permissions

Ownership and permission must be considered before materials are used. Intellectual property may belong to Belmont College, an employee, a student, Liverpool Hope University, another partner, a publisher, a software supplier, an external creator, a commissioner, a contractor, a funding body or another third party. The fact that material is available online does not mean it may be copied, uploaded, edited or reused without restriction.

Staff and students should assume that text, images, diagrams, slides, recordings, datasets, software, logos, music, video clips, web content and digital resources are protected unless there is clear evidence that the material is owned by the College, licensed for the intended use, covered by an appropriate exception, available under a valid open licence or approved for use by the rights holder.

Before using material, the responsible person should consider:

- who owns the material and whether the owner has granted permission for the intended use;
- whether the use is educational, internal, public, commercial, assessable, recorded, published or shared beyond the classroom;

- whether the material includes personal data, images, voices, confidential information, assessment material or partner content;
- whether attribution, acknowledgement, licence notices or restrictions are required;
- whether the use could mislead students about the source, status or endorsement of the material;
- whether the material can be made accessible without breaching licence terms or altering meaning.

Where ownership or permission is unclear, the material must not be published externally or uploaded to open platforms until advice has been obtained from the Head of Academic Programmes, Head of Quality and Operations, IT and Information Security Lead, Data Protection Officer or the relevant partner contact as appropriate.

8. Belmont College Learning Materials and Staff-Created Content

Bellmont College staff create materials as part of teaching, assessment, student support, quality assurance, administration, governance, marketing and institutional development. Subject to employment contracts, commissioned agreements, funding terms and applicable law, materials created by staff in the course of their duties for College purposes are normally treated as Belmont College materials for use in delivery, quality assurance, continuity, staff cover, regulatory evidence and student support.

This approach is intended to protect students. If a staff member is absent, leaves the College or is unable to deliver, Belmont College maintains the ability to provide teaching, assessment continuity and access to approved resources. Staff should therefore store official materials in approved College or partner systems rather than only on personal devices or personal cloud accounts. Materials required for programme delivery should be accessible to authorised colleagues where needed for continuity and quality assurance.

Staff retain professional responsibility for the accuracy, currency, accessibility and lawful use of materials they create or adapt. They must not include third-party content, images, student work, personal data, confidential information, unpublished partner material, assessment answers or commercial content unless the use is authorised and appropriate. Staff should identify sources and should avoid presenting third-party material as their own work.

Where staff create materials outside their College duties, use personal resources, collaborate with external bodies, publish scholarly work, use external funding, or develop commercial products, ownership may need separate consideration. Staff must seek advice before entering external agreements that could restrict Belmont College's ability to deliver approved programmes or conflict with College or Liverpool Hope University partnership obligations.

9. Student Work, Assessment Materials and Consent

Bellmont College respects the intellectual property of students. Students normally own copyright in their original work unless there is a specific agreement, contract, assignment, funding condition or legal requirement that provides otherwise. However, by submitting work for assessment or participating in learning activities, students permit

Bellmont College and, where applicable, Liverpool Hope University or another awarding body to use the work for legitimate educational, assessment, quality assurance, moderation, verification, academic integrity, complaint, appeal, regulatory and record-keeping purposes.

Student work may be retained, shared or reviewed where necessary for marking, moderation, external examination, academic misconduct investigation, complaints, appeals, awarding body review, regulatory audit, professional body review, quality assurance or legal obligations. This use must be proportionate, secure and consistent with (*LTP11 Belmont College Student Partnership – Declaration of Authenticity*), (*LTP6 Belmont College Academic Integrity and Misconduct Policy*), (*BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy*) and relevant Liverpool Hope University procedures where applicable.

Student work must not normally be used in public marketing, staff training, exemplar banks, research, external publication, social media, promotional material or open learning resources without appropriate consent or a clear lawful basis. Where work is used as an exemplar for teaching or quality purposes, it should normally be anonymised unless named use has been agreed and is appropriate. Consent should be specific, informed, freely given and recorded where required.

Students must also respect the intellectual property of others. They must not copy, adapt, purchase, submit, share or distribute another person's work as their own. They must acknowledge sources, follow assessment instructions, comply with permitted collaboration rules and declare or acknowledge the use of artificial intelligence or digital tools where required. Misuse may be considered under (*LTP6 Belmont College Academic Integrity and Misconduct Policy*), (*QGP3 Belmont College Student Handbook*) or relevant Liverpool Hope University academic misconduct procedures.

10. Liverpool Hope University Partnership Materials and Online Resources

Bellmont College recognises that Liverpool Hope University materials, online resources, academic regulations, digital systems, teaching resources, recorded learning activities, assessment requirements and student-facing policies may apply to students on relevant partnership provision. Such materials remain subject to Liverpool Hope University ownership, licences, terms, conditions, academic regulations and acceptable use requirements. Belmont College staff and students must not copy, extract, alter, republish, upload, distribute or reuse Liverpool Hope University materials outside the permitted partnership purpose unless authorised.

Where Liverpool Hope University resources are accessed through University platforms, students and staff must follow the relevant Liverpool Hope University terms, system rules, data protection requirements, copyright guidance and student or staff policies. Belmont College supports students to understand the difference between local Belmont College services and Liverpool Hope University responsibilities, including where complaints, academic appeals, data protection or academic misconduct routes are governed by Liverpool Hope University.

Where a partnership change, funding approval, regulatory transition or revised delivery model affects access to Liverpool Hope University materials or systems, Belmont

College assesses the student impact, consult and communicate where appropriate, and put suitable continuity arrangements in place through *(CAP1 Belmont College Student Protection Plan and Policy)* and *(BCP2 Belmont College Business Continuity Plan)*.

11. Third-Party Content, Licences and Open Educational Resources

Third-party content can enrich learning when it is used lawfully and appropriately. It includes books, journal articles, web pages, reports, images, charts, videos, audio, software, datasets, case studies, maps, diagrams, news material, commercial training resources and open educational resources. Staff and students must comply with licence terms, copyright exceptions and attribution requirements.

Third-party material should only be used where:

- the College or partner has a licence that permits the intended use;
- the material is openly licensed and the licence terms are followed;
- permission has been obtained from the rights holder;
- the use is covered by a lawful exception and is fair, proportionate and properly acknowledged;
- the material is linked to rather than copied where that is the safer and more appropriate approach.

Staff must be particularly careful when uploading extracts, images, videos, music, published articles, book chapters, web screenshots or commercially supplied resources to virtual learning environments or shared drives. A licence to view or download material personally does not necessarily permit copying to students, embedding in teaching slides, recording in a lecture, uploading to a learning platform or distributing by email.

Open educational resources and Creative Commons materials may be used where the licence terms are understood and followed. This includes requirements about attribution, non-commercial use, share-alike obligations, no-derivatives restrictions and licence notices. Staff should avoid editing or combining open materials in ways that breach licence terms or confuse students about the source and authority of the content.

12. Digital Platforms, Software, Artificial Intelligence and Emerging Technologies

Digital platforms, software and artificial intelligence tools create opportunities for learning, accessibility, productivity and creativity, but they also create risks relating to copyright, ownership, confidentiality, data protection, academic integrity, licensing, security, bias, accuracy and contractual control. Belmont College therefore manage digital content and emerging technologies through this policy, *(BCP6 Belmont College IT Acceptable Use Policy)*, *(BCP4 Belmont College Information Security and Cybersecurity Policy)* and *(LTP6 Belmont College Academic Integrity and Misconduct Policy)*.

Software must be acquired, installed, accessed and removed through approved processes. Staff and students must not copy, distribute, download, install or use unlicensed, pirated, unsupported or unauthorised software. Licence terms must be checked before software is used for teaching, student support, assessment, analytics, administration or public activity. Where software is procured using public funds or

College funds, value for money, accessibility, data protection, security, licensing and supplier risk must be considered.

Artificial intelligence outputs must be treated carefully. AI-generated content may be inaccurate, biased, based on protected material, incompatible with licence terms or unsuitable for student-facing use. Staff must check AI-generated content before it is used in official materials, and students must follow assessment instructions about AI use. Personal data, confidential information, assessment material, unpublished student work, partner data, safeguarding information or commercially sensitive content must not be entered into public AI tools unless the use has been authorised and appropriate safeguards are in place.

Where AI or emerging technology is used to create teaching resources, feedback templates, images, videos, policies, reports or assessment support, the responsible person must consider whether the material is accurate, lawful, properly reviewed, accessible, inclusive, transparent and consistent with academic integrity requirements. Use of AI should not replace academic judgement, lawful permission checks, student support duties or quality assurance processes.

13. Recording Teaching, Learning Activities, Images and Audio-Visual Content

Recordings of teaching and learning activities can support accessibility, revision, continuity and flexible learning. They can also capture staff performance, student contributions, personal data, third-party material, copyright-protected slides, images, audio or video. Belmont College therefore ensure that recording arrangements are lawful, proportionate and clearly explained to students and staff.

Where teaching or learning activities are recorded, Belmont College considers consent, privacy notices, data protection, accessibility, safeguarding, copyright, lecturer rights, student contributions, partner rules and the purpose of the recording. Recordings should normally be stored only on approved College or partner systems, retained only for as long as needed, and accessed only by authorised users. Students must not record, download, edit, share or publish teaching sessions, staff comments, peer contributions or partner materials without authorisation.

Where Liverpool Hope University lecture capture or recording arrangements apply, Belmont College follows the relevant Liverpool Hope University policy and student guidance. Belmont College not use recordings in a way that undermines attendance requirements, assessment security, privacy, academic integrity or partner obligations.

Images, photographs, video clips, testimonials, screenshots and audio recordings of students or staff must not be used in marketing, social media, promotional material or public information unless the College has appropriate permission, a lawful basis and a clear record of approval. Particular care must be taken where vulnerable individuals, safeguarding concerns, disability information, protected characteristics, children or sensitive circumstances are involved.

14. Public Information, Marketing, Branding and Use of Logos

Belmont College branding, logos, templates, photographs, publications, policies, website text, promotional materials and public statements form part of the College's identity and reputation. They must be used accurately, professionally and only for

authorised College purposes. Unauthorised use of the Belmont College name, logo, website content or materials may mislead students, damage trust or create legal and regulatory risk.

Public information and marketing material must not imply endorsement, accreditation, partnership, professional recognition, access to resources or student entitlement unless this is accurate and approved. Where the Liverpool Hope University name, logo, course information, award title, online resources, regulations or partnership status are referenced, Belmont College ensures that the wording is consistent with approved partnership information and does not create misleading expectations.

Staff, students, contractors and partners must not use Belmont College or Liverpool Hope University branding for personal, political, commercial, social media or external purposes without permission. Public information must be reviewed in accordance with (*QGP5 Belmont College Information Governance, Public Information and Transparency Policy*) and, where relevant, Liverpool Hope University approval requirements.

15. Accessibility, Equality, Data Protection and Confidentiality

Learning materials should be created and shared in a way that supports fair access. Accessibility is part of student protection and academic quality, not an optional extra. Staff should consider readable formatting, alternative text, captions, transcripts, accessible document structure, colour contrast, assistive technology compatibility and reasonable adjustments when preparing materials. Where material cannot be made accessible without affecting copyright or licence terms, staff should seek an alternative lawful solution rather than leaving students without access.

Belmont College considers the impact of materials, recordings, digital resources and permissions on disabled students, students with additional learning needs, commuting students, students with caring responsibilities, students with limited digital access and students with protected characteristics. Equality considerations are monitored through (*SWP2 Belmont College Equality, Diversity and Inclusion Policy*) and (*SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy*).

Intellectual property activity often involves personal data, including student work, assessment records, feedback, recordings, attendance data, images, voices, complaints, appeals, safeguarding information and disability support records. Personal data must be processed lawfully, fairly, securely and transparently. Staff must use approved systems, limit access to those who need it, retain records only for appropriate periods and report any suspected data breach promptly under (*BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy*).

Confidential College, student, staff, partner, supplier and governance materials must not be uploaded to public websites, social media, open AI tools, personal accounts or external platforms unless authorised and supported by appropriate safeguards. Confidentiality obligations continue after employment, study, placement, contract or partnership activity ends.

16. Research, Scholarship, Enterprise and Commercial Use

Belmont College supports scholarship, professional development, innovation and the creation of new educational materials. Where staff or students develop materials,

projects, research outputs, case studies, datasets, inventions, teaching products, commercial resources or externally publishable content, ownership and permission must be considered early. This is particularly important where the work involves College resources, public funds, partner resources, student data, third-party content, external collaborators or commercial opportunities.

Staff must not commit the College to external publication, licensing, commercialisation, consultancy, platform terms, revenue sharing or ownership transfer without appropriate approval. Where Liverpool Hope University research, knowledge exchange, postgraduate research or intellectual property arrangements apply, Bellmont College follows the applicable University process and ensure that partner rights are respected.

Student research or projects that include personal data, confidential information, third-party content, employer materials, placement information or potential commercial value must be supervised carefully. Students should be informed about ownership, confidentiality, ethical approval, data protection, publication, repository use and any restrictions imposed by employers, placement providers, partners or funders.

17. Procurement, Supplier Contracts and Commissioned Materials

When Bellmont College buys, commissions or licenses materials, systems or services, the contract should make intellectual property, copyright, data protection, accessibility, confidentiality, support, exit arrangements and permitted educational use clear. This applies to software, learning platforms, digital content, commissioned photography, graphic design, marketing materials, training resources, consultancy reports, policy templates, assessment tools and externally developed teaching materials.

Procurement and contract decisions should confirm:

- what the College is allowed to use, copy, adapt, archive, share with students or transfer to another system;
- whether Liverpool Hope University or another partner may access or use the material for partnership delivery, quality assurance or student protection;
- whether the supplier retains ownership or grants a licence, and whether the licence survives termination;
- whether students or staff may download, print, annotate, quote, access remotely or use the material after completion;
- how personal data, confidential information, accessibility and cybersecurity are managed;
- what happens if a contract ends, the supplier fails, the College changes systems or a programme is taught out.

Where procurement involves public funds or student-facing services, Bellmont College considers value for money, fairness, continuity of study and fraud prevention in accordance with (*BCP3 Bellmont College Fraud and Inappropriate Use of Public Funds Policy*) and relevant financial controls.

18. Leaving, Transfer, Archiving and Reuse of Materials

When staff, students, contractors or partners leave Belmont College or change role, access to materials and systems must be managed carefully. College, partner and student materials must not be removed, retained, copied, reused or transferred to personal accounts unless authorised. Staff leaving the College must ensure that teaching materials, assessment records, programme information, student support records and quality assurance evidence needed for continuity are stored in approved locations and accessible to authorised colleagues.

Students leaving or completing their studies may retain copies of their own work and materials that have been provided for personal study, subject to any applicable copyright, licence, confidentiality, assessment security or partner restrictions. They must not redistribute teaching materials, recordings, assessment briefs, partner resources or staff-created content publicly without permission.

Materials should be archived, retained or deleted in accordance with (BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy), the (*QGP10 Belmont College Retention Record Schedule*), academic quality requirements, partner requirements and legal obligations. Where materials are needed for teach-out, complaints, appeals, external examination, regulatory review or student protection, retention decisions must take account of those purposes.

19. Reporting Concerns, Breaches, Investigation and Remedies

Belmont College encourages early reporting of intellectual property, copyright, licence, data protection or learning material concerns. Early reporting helps the College correct problems, protect students, avoid infringement, preserve evidence and maintain trust. Concerns may include unauthorised copying, use of unlicensed software, misuse of student work, unauthorised recordings, publication of confidential materials, incorrect use of logos, inaccurate course information, suspected plagiarism, misuse of AI, data breach, or inappropriate sharing of Liverpool Hope University resources.

Concerns should normally be reported to the relevant line manager, Programme Coordinator, Head of Academic Programmes, Head of Professional Services, Head of Quality and Operations, IT and Information Security Lead or Data Protection Officer, depending on the nature of the issue. Students may also raise concerns through student support, student representatives or the complaints route under (*CAP3 Belmont College Complaint and Appeal Policy and Procedure*). Where Liverpool Hope University materials, systems, students or regulations are involved, Belmont College notifies or liaises with Liverpool Hope University through the agreed partnership route.

Belmont College assesses concerns promptly and proportionately. Actions may include removing or correcting material, obtaining permission, replacing resources, communicating with affected students, making accessibility adjustments, preserving evidence, notifying a rights holder or partner, investigating misconduct, taking disciplinary action, recovering costs, reporting a data breach, or escalating to external bodies where required. Belmont College seeks to protect students from avoidable disadvantages and considers academic mitigation or redress where a breach affects learning, assessment or continuation of study.

20. Governance, Committee Oversight and Implementation Framework

This policy is implemented through Belmont College’s academic, professional services, digital, quality assurance, risk and governance structures. Implementation is not dependent on informal practice. The College expects issues to be identified, assigned to owners, recorded, escalated and reviewed through committees until actions are completed.

The implementation model is: identify the material or issue; assess ownership, permission, student impact, data protection, accessibility and partner requirements; assign responsibility; obtain approval or permission where required; communicate or consult where student interests may be affected; record evidence; report to the relevant committee; escalate material risks; review actions and lessons learned.

Committee / body	How it implements this policy
Board of Directors	Retains ultimate governance oversight of regulatory compliance, student interests, risk, financial sustainability and significant intellectual property or learning-material risks.
Audit & Risk Committee	Reviews audit, internal control, risk, financial sustainability, cybersecurity, procurement and compliance risks linked to intellectual property and learning materials.
Academic Committee	Provides academic governance oversight of standards, assessment integrity, student experience and academic risks arising from teaching and learning materials.
Senior Management Committee	Coordinates operational delivery, resourcing, partner liaison, regulatory transition, serious incident response and cross-departmental action.
Quality Committee	Monitors academic quality assurance, student-facing information, complaints themes, enhancement actions and use of student work or materials in quality processes.
Learning and Teaching Committee	Reviews teaching materials, digital learning resources, accessibility, assessment support, recording, artificial

Committee / body	How it implements this policy
	intelligence use and student feedback on resources.
Recruitment, Admissions & Registry Committee	Monitors applicant information, student records, enrolment documents, consent records and material information about resources and partner arrangements.
Student Staff Committee	Provides a student-facing route for feedback on access to materials, clarity of resources, recording, digital access, accessibility and communication.

21. Roles and Responsibilities

Clear roles and responsibilities help the College apply this policy consistently. The table below summarises the main responsibilities. These responsibilities apply alongside job descriptions, committee terms of reference, contracts, student terms and partner requirements.

Role	Responsibilities
Board of Directors	Retains ultimate governance oversight of institutional sustainability, student interests, regulatory assurance, risk, financial control and significant intellectual property or learning-material risks.
Chief Executive Officer	Holds executive accountability for institutional leadership, regulatory compliance, financial sustainability, quality assurance, student protection and effective implementation of this policy.
Head of Quality & Operations	Leads policy implementation, quality assurance, committee reporting, regulatory monitoring, risk monitoring, public information review, partnership liaison and policy review.
Head of Academic Programmes	Oversees academic delivery, assessment materials, teaching resources, module information, academic integrity, programme monitoring and escalation of academic risks.

Role	Responsibilities
Head of Professional Services	Oversees admissions, registry, student support, finance communications, applicant information, enrolment processes, consent records and appropriate student access to learning materials.
Head of IT & Human Resources	Oversees secure digital access, software licensing, cybersecurity coordination, secure storage, audit logs, staff induction and staff responsibilities connected to this policy.
Data Protection Officer	Advises on lawful, fair and secure handling of personal data in learning materials, recordings, student work, consent records, complaints, investigations and external notifications.
Programme Coordinator	Coordinates programme-level implementation, resource checks, assessment information, student communication, escalation of concerns and alignment with partner requirements.
Module Tutors	Ensure teaching materials and assessment information are accurate, lawful, accessible, properly attributed and aligned with approved provision.
Student Support staff	Support students affected by accessibility barriers, misuse of work, unauthorised recordings, online sharing, scams, wellbeing concerns, safeguarding issues or confusion about official resources.
Marketing, communications and public information staff	Ensure public-facing content, images, testimonials, course information, branding, social media and partner references are accurate, approved, accessible and lawful.
All staff	Use approved systems, maintain accurate records, protect confidential materials, respect copyright and intellectual

Role	Responsibilities
	property, report concerns promptly and cooperate with investigations.
Students and student representatives	Use learning materials for authorised study purposes, respect copyright, acknowledge sources, protect accounts, avoid unlawful sharing and raise concerns constructively.
Contractors, consultants, suppliers and partners	Comply with contractual requirements, protect data, respect Bellmont College and Liverpool Hope University materials, declare conflicts and cooperate with audit or investigation requirements.

22. Training, Monitoring, Audit, Evidence and Review

Bellmont College provides proportionate guidance and training so that relevant staff understand copyright, intellectual property, use of learning materials, student work, recording, data protection, accessibility, academic integrity, software licensing, artificial intelligence, public information controls and Liverpool Hope University partnership requirements. Training may be delivered through induction, staff development, committee briefings, policy updates, targeted guidance and incident learning.

Monitoring includes public information review, module review, teaching resource checks, student feedback, complaints and appeals analysis, accessibility review, IT and information security monitoring, software licence checks, procurement review, policy review, audit findings, risk register review, partner liaison and committee reporting. Where a weakness is identified, Bellmont College assigns an owner, agrees corrective action, monitors completion and reviews whether students have been affected.

Bellmont College retains evidence including policy approval records, committees minutes, training records, audit findings, licence records, consent records, public information review records, accessibility checks, complaint reports, student feedback, risk assessments, breach reports, action logs, partner communications and evidence of corrective action. This evidence demonstrates that the policy is implemented through practice and governance oversight, not only stated in a policy document.

This policy is reviewed annually or sooner where there is a significant legal, regulatory, contractual, technological, partnership or operational change. The Head of Quality and Operations normally coordinates the review, with input from academic leadership, professional services, IT and information security, the Data Protection Officer, student support, relevant committees and Liverpool Hope University where partnership arrangements are affected.

23. Conclusion

Bellmont College recognises that intellectual property, copyright and learning materials are central to academic quality, student protection, fairness, accessibility, partnership delivery and public trust. Belmont College protect the rights of students, staff, partners and creators while ensuring that learning resources remain available, lawful, reliable and aligned with approved provision.

This policy provides a practical framework for preventing misuse, supporting lawful educational activity, managing digital and AI risks, protecting student work, respecting Liverpool Hope University partnership requirements and embedding oversight through Belmont College committees. It is implemented through clear responsibilities, evidence-based monitoring, transparent communication and regular review so that students continue to receive fair, accessible and high-quality learning support.

Bellmont College Intellectual Property Copyright and Use of Learning Materials Policy					
Version	Date	Author(s)	Amendments	Approved by	Next review
1	March 2026	Head of Quality and Operations	New Document	Board of Directors	March 2027