

VANCOUVER INTERNATIONAL COLLEGE OF HEALTH AND WELLNESS INC.

Intellectual Property Copyright and Educational Materials Protection Policy

Website: www.wellnesscollege.ca

Policy Number: VIC-HW-IP-001

Effective Date: September 01, 2024

Approved By: College Administration

Review Cycle: Annually

Applies To: Students, graduates, instructors, employees, contractors, and all authorized users of College educational resources

1 Purpose

Vancouver International College of Health and Wellness Inc. (hereinafter referred to as the "College") is committed to protecting its intellectual property, proprietary educational resources, academic integrity, and the professional contributions of its instructors and educational content developers.

The College invests substantial time, expertise, financial resources, and professional effort in developing and maintaining its curriculum, educational materials, instructional videos, examinations, online learning platforms, and practice resources.

This policy establishes the conditions under which College educational materials may be accessed, used, reproduced, stored, distributed, or shared.

Its objectives are to:

1. Protect the College's intellectual property rights and proprietary educational materials.
2. Prevent unauthorized copying, distribution, publication, commercial exploitation, and misuse of educational resources.
3. Maintain the confidentiality and integrity of examinations and assessment materials.
4. Clarify the responsibilities of students, graduates, instructors, employees, and contractors.
5. Promote ethical academic practices and respect for copyright.
6. Support compliance with applicable Canadian intellectual property laws.

2 Scope of Intellectual Property

This policy applies to all original or licensed educational content developed, commissioned, acquired, maintained, or provided by the College, whether in printed, electronic, audiovisual, interactive, or other formats.

Protected materials include, but are not limited to:

2.1 Course Materials and Handouts

- Course syllabi, curricula, and instructional outlines
- Lecture notes, printed handouts, and study guides
- Textbooks, manuals, and workbooks developed by the College
- Clinical training manuals and procedural instructions
- Charts, illustrations, tables, diagrams, and anatomical references
- Traditional Chinese Medicine, acupuncture, acupressure, Tuina massage, and other health and wellness educational resources
- Instructor-prepared summaries and supplementary learning materials

2.2 PowerPoint Presentations and Teaching Slides

- PowerPoint (PPT/PPTX) presentations
- Lecture slides, speaker notes, and related graphics
- Teaching diagrams, clinical case presentations, and instructional charts
- Presentation templates and multimedia elements

2.3 Teaching Videos and Recordings

- Pre-recorded instructional videos
- Recordings of live lectures and online classes
- Clinical demonstrations and practical training videos
- Recorded webinars, seminars, and workshops
- Audio lessons and instructional podcasts
- Video recordings delivered through Zoom, Microsoft Teams, learning management systems, or other educational platforms

2.4 Tests, Examinations, and Assessment Materials

- Quizzes, assignments, and written tests
- Midterm and final examinations
- Practical and clinical assessments
- Examination question banks
- Answer keys, marking guides, rubrics, and explanations
- Mock examinations and examination preparation packages
- Practice examinations designed to prepare students for professional licensing or certification examinations

2.5 Online Practice Questions and Digital Learning Resources

- Online multiple-choice questions and question banks
- Interactive quizzes and practice tests
- Online mock examinations
- Digital flashcards and learning exercises
- Automated question explanations and feedback
- Educational databases and structured learning content
- College-developed learning applications, online tools, and practice platforms
- Associated original software, interfaces, and content where owned or licensed by the College

2.6 Other Intellectual Property

- College logos, names, trademarks, and branding
- Original educational research and publications
- Proprietary instructional methods and training documentation
- College-developed course structures and assessment systems, to the extent protected by law
- Translations, adaptations, and derivative materials owned by or licensed to the College

The absence of an individual copyright notice on any material does not mean that the material is free from copyright protection.

3 Ownership of Intellectual Property

3.1 College-Owned Materials

All intellectual property created by the College, or owned by the College through employment arrangements, written agreements, assignments, licences, or other lawful means, remains the property of the College or its applicable rights holder.

Payment of tuition fees, enrolment in a program, or completion of a course does not transfer ownership of College intellectual property to a student or graduate.

3.2 Instructor-Developed Materials

Ownership of materials developed by instructors, employees, guest lecturers, or independent contractors shall be determined by applicable Canadian law and the relevant employment, service, licence, or intellectual property agreement.

Materials created within the scope of employment may belong to the College as provided by law or contract.

Materials developed by independent contractors or external instructors shall be subject to appropriate written agreements specifying ownership, licensing rights, permitted uses, and any necessary copyright assignments.

Where ownership remains with an instructor or another rights holder, the College shall obtain the appropriate permissions or licences for its intended use.

3.3 Third-Party Materials

Copyrighted content belonging to publishers, professional organizations, examination bodies, external instructors, or other third parties remains the property of the respective rights holders.

Such materials may be used only in accordance with applicable licences, permissions, and copyright law.

3.4 Student-Created Work

Students generally retain ownership of their original assignments, projects, presentations, and other independently created work, subject to applicable law and any separate written agreements.

Submission of student work does not automatically transfer its copyright to the College.

Any use of identifiable student work for public marketing, publication, or commercial purposes requires appropriate authorization.

4 Permitted Use of Educational Materials

The College grants enrolled students a limited, personal, non-exclusive, non-transferable, and revocable licence to access and use educational materials made available to them, solely for authorized educational purposes, subject to applicable law and enrolment terms.

Students may:

1. Read and study assigned course handouts, lecture notes, and instructional materials.
2. Download or print materials specifically designated by the College as downloadable or printable, for their own personal study.
3. View authorized teaching videos and recorded lectures through approved platforms.
4. Complete assigned online exercises, practice questions, quizzes, and mock examinations.
5. Prepare personal study notes and summaries.
6. Use authorized educational resources to prepare for College assessments and professional examinations.

Permission to access materials does not automatically include permission to copy, record, distribute, publicly display, republish, or commercially exploit them.

Access rights may be limited by course enrolment status, subscription period, program requirements, or specific licensing conditions.

5 Prohibited Activities

Unless expressly authorized in writing by the College or otherwise permitted by applicable law, students, graduates, instructors, employees, and other users must not engage in the following activities:

5.1 Unauthorized Copying and Distribution

- Photocopying, scanning, reproducing, or distributing protected course materials beyond authorized personal use
- Sharing handouts, textbooks, manuals, or PowerPoint presentations with unauthorized individuals
- Uploading College materials to publicly accessible websites, forums, social media, cloud-sharing platforms, or file-sharing services
- Selling, renting, sublicensing, or commercially distributing educational materials
- Providing College materials to competing schools, private tutors, training organizations, or commercial education providers without permission

5.2 Unauthorized Recording and Video Sharing

- Recording live lectures, practical demonstrations, or online classes without prior authorization
- Downloading teaching videos where downloading has not been authorized
- Screen-recording, redistributing, or publicly broadcasting restricted teaching videos
- Sharing links or access credentials that provide unauthorized access to recorded lessons
- Using College recordings to develop or deliver unauthorized training programs

5.3 Misuse of Tests and Examinations

- Photographing, copying, downloading, or reproducing secure examination questions without authorization
- Sharing examination questions or answer keys with other individuals
- Publishing College examination materials on websites, messaging groups, or social media
- Selling, exchanging, or distributing secure test questions or examination databases
- Reconstructing confidential examinations for distribution or unauthorized future use
- Obtaining or sharing secure assessment materials outside approved examination procedures

Students may discuss general academic concepts and use practice resources specifically released by the College for collaborative study, subject to applicable examination instructions.

5.4 Misuse of Online Practice Questions and Mock Examinations

Users must not, without written authorization:

- Copy or download entire online question banks
- Collect or systematically reproduce substantial portions of practice-question databases
- Use automated tools, bots, scripts, or scraping technology to extract restricted educational content
- Distribute questions, answers, explanations, or mock examinations to unauthorized individuals

- Republish question banks through external websites or applications
- Incorporate College question banks into competing educational products or services
- Resell or provide unauthorized paid access to College practice resources
- Circumvent technical restrictions intended to protect the learning platform

5.5 Unauthorized Artificial Intelligence Use

Unless expressly authorized or otherwise permitted by applicable law, users must not upload restricted College handouts, presentations, teaching videos, examination questions, mock examinations, or proprietary question banks into external artificial intelligence systems for purposes of:

- Reproducing or redistributing protected materials
- Creating unauthorized commercial educational products
- Building competing question banks or training platforms
- Training or fine-tuning AI models using restricted College content
- Extracting, reconstructing, or publishing confidential examination content

Students may use AI tools for general learning and study assistance where permitted by their instructors, provided that confidential examination content and restricted materials are not disclosed in violation of this policy.

6 Examination Security and Academic Integrity

All unreleased examination questions, confidential assessment materials, protected answer keys, and restricted examination databases shall be treated as secure academic materials.

The College reserves the right to establish additional examination security procedures, including:

1. Restricting access to secure assessment materials.
2. Limiting permitted examination aids and electronic devices.
3. Prohibiting unauthorized photography, recording, or copying during examinations.
4. Investigating suspected unauthorized disclosure or distribution of secure examination content.
5. Requiring students to comply with examination confidentiality instructions.
6. Replacing or withdrawing compromised examination questions when necessary.

Violations involving secure assessment materials may be addressed under both this policy and the College's academic integrity or student conduct procedures.

Publicly released practice questions and mock examinations remain subject to applicable copyright and licensing restrictions, even if they are not confidential.

7 Online Learning Platform and Account Security

Access to College-managed learning platforms and digital educational resources is intended solely for authorized users.

Users are responsible for protecting their account credentials and complying with applicable access conditions.

The following activities are prohibited:

- Sharing usernames and passwords with unauthorized individuals
- Allowing another person to use an individual learning account without permission
- Reselling or transferring access to online courses or practice examinations
- Attempting to bypass access controls or security restrictions
- Accessing restricted materials without authorization
- Using automated extraction methods contrary to applicable law or platform conditions

The College may use reasonable security measures, including individualized access controls, user authentication, activity logs, and digital watermarking, subject to applicable privacy laws and its privacy policy.

8 Use of College Materials by Instructors and Employees

Instructors and employees may access, reproduce, adapt, or distribute College-owned or properly licensed materials only as required for their authorized teaching, administrative, or professional responsibilities.

Without appropriate written authorization, instructors and employees must not:

1. Use College-owned proprietary materials for external commercial teaching.
2. Transfer College-owned course content to competing institutions.
3. Sell or distribute confidential examination databases.
4. Publish College-owned instructional materials as their own work.
5. Retain or disclose confidential College materials in violation of applicable employment, service, or confidentiality obligations.

Upon the end of employment or engagement, individuals must return or securely dispose of College confidential materials and copies in their possession, as required by their agreements and applicable law.

This provision does not override an individual's lawful ownership of independently created intellectual property or other statutory rights.

9 Copyright Notices and Attribution

Where appropriate, College-owned educational materials should include the following copyright notice:

© 2026 Vancouver International College of Health and Wellness Inc. All rights reserved.

For authorized educational use only. Unauthorized reproduction, distribution, publication, commercial use, or sharing is prohibited except as permitted by applicable law or written authorization.

Where required, third-party copyright acknowledgements and attribution notices must be maintained.

Removal or alteration of copyright management information for the purpose of facilitating infringement is prohibited.

10 Permission to Reproduce or Use Materials

Any person or organization wishing to reproduce, adapt, translate, publish, distribute, or commercially use College-owned educational materials beyond authorized use must obtain prior written permission.

Permission requests should identify:

- The materials to be used
- The intended purpose
- The proposed audience
- The method of reproduction or distribution
- Whether commercial use is intended
- The requested duration of use

The College may approve, decline, or impose reasonable licensing conditions on such requests, subject to applicable law.

Verbal permission should not be relied upon for uses requiring formal written authorization.

11 Reporting Intellectual Property Violations

Suspected violations of this policy should be reported to College Administration.

Reports should include available relevant information, such as the materials involved, the suspected unauthorized activity, and supporting evidence.

The College will review reports fairly and confidentially to the extent reasonably possible.

Individuals accused of violating this policy will be given an appropriate opportunity to respond before significant disciplinary decisions are finalized.

12 Consequences of Policy Violations

Any violation of this policy may result in appropriate corrective or disciplinary action, depending on the seriousness of the conduct, the evidence, applicable agreements, and governing law.

Potential consequences include:

1. Written warning or formal notice.
2. Requirement to stop unauthorized use or distribution.
3. Removal of unauthorized copies or publicly posted materials where legally appropriate.
4. Temporary suspension of access to certain digital learning resources.
5. Academic disciplinary action under applicable College policies.
6. Suspension or dismissal from a program in accordance with College procedures and applicable student rights.
7. Disciplinary measures involving employees or contractors, consistent with applicable contracts and employment law.
8. Legal remedies where authorized by law, including claims for copyright infringement or breach of contract.

The College will seek proportionate remedies and will comply with applicable enrolment contracts, refund requirements, procedural fairness obligations, and Canadian law.

The College does not impose automatic financial penalties under this policy. Any claim for damages, costs, or other legal remedies shall be governed by applicable law.

13 Graduates and Former Students

Graduates and former students may retain lawfully obtained personal study copies of educational materials where permitted by the applicable licence, contractual terms, and copyright law.

However, graduation or withdrawal does not confer an ongoing right to:

- Access restricted online learning platforms
- Share or commercially exploit College educational materials
- Republish College question banks or mock examinations
- Distribute proprietary teaching videos or lecture slides
- Use confidential assessment materials for external training

Any post-graduation access to online practice questions, instructional videos, or other subscription-based resources shall be governed by the terms communicated at enrolment or at the time the access is provided.

14 Respect for Third-Party Copyright

The College respects the intellectual property rights of authors, publishers, professional organizations, educational institutions, and other content creators.

Instructors, staff, and students must not assume that materials available online are automatically free to copy or redistribute.

Third-party content must be used in accordance with applicable permissions, licences, and exceptions under Canadian copyright law.

Nothing in this policy is intended to prohibit use that is expressly permitted by applicable law, including fair dealing and other statutory copyright exceptions.

15 Privacy and Classroom Recordings

The College recognizes that lectures, classroom recordings, online teaching sessions, and clinical demonstrations may contain personal information.

The creation, storage, disclosure, and use of recordings must comply with applicable privacy laws, College privacy procedures, and any required notices or consent arrangements.

Recordings containing identifiable students, patients, clinical participants, or other individuals must not be published, distributed, or repurposed without appropriate authorization or another lawful basis.

16 Policy Administration and Review

College Administration is responsible for implementing, interpreting, and periodically reviewing this policy.

The College may update the policy to reflect changes in educational technology, copyright law, instructional practices, or regulatory requirements.

Material amendments will be communicated to affected students, employees, and other authorized users as appropriate.

Changes affecting existing contractual rights will be implemented subject to applicable law and agreements.

17 Student and Instructor Acknowledgement

All students, instructors, employees, and applicable contractors are expected to read, understand, and comply with this policy.

Where required by the College, individuals shall acknowledge receipt of the policy in writing or electronically.

Acknowledgement Statement

I acknowledge that I have received and read the Intellectual Property, Copyright, and Educational Materials Protection Policy of Vancouver International College of Health and Wellness Inc.

I understand that educational materials provided by the College, including handouts, PowerPoint presentations, instructional videos, online practice questions, tests, and mock examinations, may be protected by copyright, confidentiality obligations, and other applicable intellectual property rights.

I agree to use these materials only for authorized purposes and to comply with the College's policies, applicable agreements, and Canadian law.

I understand that unauthorized copying, distribution, publication, commercial exploitation, or disclosure of secure examination content may result in academic, contractual, or legal consequences.

Student / Instructor Name: _____

Program / Position: _____

Signature: _____

Date: _____

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Policy Owner: College Administration

Official Website: www.wellnesscollege.ca