



الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY
2011 -1432

Intellectual Property Policy

Saudi Electronic University



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Intellectual Property Policy of the Saudi Electronic University

Preface

One of the university strategic plan's objectives is establishing and promoting intellectual property of various fields as well as benefiting from research findings, in order to find economic opportunities that may be developed later to be a key resource that helps the Saudi Electronic University to achieve sustainability and contribute to national development, and to provide the necessary protection to preserve the university and its employees' rights. Intellectual property policy is formulated to benefit from research findings, promote high economic value assets of intellectual property, meet the need of protecting intellectual production of the university's researchers, and organize the process of converting intellectual production into commercial and innovative products, to market it while preserving its rights and the university rights. As it is willing to contribute to strengthening the partnership between the university and private and public sectors in line with the Kingdom vision 2030. Through this document, the university seeks to protect the IP of faculty staff and alike, staff, students and whoever has a business relationship with the university. The following principles should be taken into consideration:



- This policy shall consider the relevant regulations applicable in the Kingdom of Saudi Arabia.
- This policy shall not conflict with international agreements in which the Kingdom is a member.
- Take effective and necessary measures to protect intellectual property rights.
- Enhance and enable intellectual property rights and take benefit of it.
- Support the university goals and strengthen its scientific research and community position as well as considering and respecting other bodies' intellectual property rights.

Article 1 | Intellectual Property Policy Scope

- This policy applies to all research and development activities that:
 - Funded by the university's own resources.
 - Funded by what is allocated from the country budget for the university.
 - Funded by university partners.
- This policy applies to all intellectual production items that are produced in the facilities of the university, such as laboratories, research centers, etc.
- This policy applies to the university's logo and identity, after registration.
- The policy includes all intellectual property fields, including but not limited to:
 - Patents.
 - Copyright and related rights.



- Trademarks.
- New plant varieties.
- Layout designs of integrated circuits.
- Undisclosed commercial and other information.
- This policy, after being approved by the University Council, applies to Saudi

Electronic University employees including:

- Faculty members and the like.
- Students.
- Staff.
- Visiting professors, consultants, contractors and part time employees.
- Any party who has a business relationship with the Saudi Electronic University.

Article 2 | Intellectual Property Policy Objectives

- Creating a clear vision for the university and its partners regarding who owns the intellectual production and the associated economic and commercial rights.
- Acquiring and transferring technology to motivate the creation of new partnerships and bring Knowledge-based economy opportunities that contribute to economic development in the Kingdom of Saudi Arabia.
- Promoting scientific research and technical development and motivating researchers by providing a supportive environment of intellectual property.
- Ensuring scientific quality through encouragement programs that support the protection of intellectual property.



- Raising awareness of national legislation and regulations of intellectual property.
- Protecting the intellectual property rights of the university, its employees and those who have a business relationship with it.
- Avoid intentional or spontaneous infringement of others' intellectual property rights.

Article 3 | Definitions

The following phrases and terms - wherever mentioned in such policy - shall have the indicated meanings below, unless the context requires otherwise:

Ministry: Ministry of Education.

University: Saudi Electronic University.

Policy: the policy, wherever mentioned in the document below, means intellectual property policies of the Saudi Electronic University.

Standing Committee for Intellectual Property Support: the body that is established upon the University President's decision to supervise all aspects of intellectual property at the university.

Intellectual Property Support Unit: The Intellectual Property Support Unit at the Saudi Electronic University that is established upon the University President's decision.

Law: Saudi Universities law issued by Royal Decree No. M/27 dated 02/03/1441 AH.

Faculty staff: Professors, associate professors, assistant professors, and alike including lecturers, teaching assistants and researchers.





Employee: is the person who works at the university regularly, to execute job duties and responsibilities, in return for having rights, privileges and specific wage, including academic staff, researchers, technicians, administrators and assistants, whether on a full-time, part-time or temporary basis.

Student: Any student registered at the university, including a postgraduate student, and a student registered in certified training courses provided by the university.

University employee: All employees at the university including faculty members and alike, staff, students, part time professors, assistants, teachers, consultants, part time researchers, and visiting professors.

Partnership: Any arrangement whereby the university agrees with any other entity or entities to jointly implement research and development projects or other creative projects that are funded by them and being implemented jointly.

Beneficiary: the natural or legal person who is funded by the university to conduct research, continue education, or perform any other task upon any agreement that does not specify specific outcomes.

Intellectual property: the creative production of the human mind includes, but is not limited to, patents, copyrights, trademarks, drawings, designs, models, specifications, concepts, processes, technologies, databases, trade names, plant varieties, trade secrets, etc.



Invention: a new idea came up by the inventor and its outcome includes solving a specific problem in technology.

Patent: the protection document that is granted to whoever invented an invention for a specific period. It is issued by the government patent offices in the country in which the patent application was registered

Trademark: everything that takes a distinctive form, such as names, words, signatures, letters, symbols, numbers, addresses, seals, drawings, photographs, engravings, packaging, vision elements, figures, a color, combination or mixture of colors, any sign, or combination of signs if it is used or intended to be used to distinguish such a company's goods or services from other company's goods or services, to indicate the performance of a service, or to conduct monitoring or inspection of goods or services. And a sound or smell mark may be considered a commercial mark.

Industrial models: a combination of lines, two-dimensional colors, or a three-dimensional shape that give any industrial or traditional craft product a special look, provided it is not only for a functional or technical purpose, including textile designs.

Trade secrets: any information that is featured by the following:

- If it is usually unknown in its final form, or in any of its precise components, and it is hard to know it from those who usually deal with such information.
- If it has a real or potential commercial value due to its confidentiality.



- If the right holder subjects it to reasonable measures that are proper to its nature and the surrounding circumstances to maintain its confidentiality.

Protection Document: the document that is provided by an authority in the country that is competent with protection subject, which is either a patent, a design certificate, a plant patent, or an industrial model certificate.

Inventor: the person who came up with the invention, either alone or in participating with others.

Work: the invented literary, scientific or artistic production, whatever its type, its value, the manner of expressing it, or the purpose of its authorship.

Author: Every creator who, through his efforts, creates any of the literary, artistic, or scientific work, including writers, poets, painters, musicians, etc., according to their way of expressing their thoughts.

Author's rights: a set of moral and material interests that a person has on his work.

International Application: A patent application that has been submitted under the provisions of Patent Cooperation Treaty PCT.

Patent Cooperation Treaty PCT: a treaty that is approved by the World Intellectual Property Organization WIPO, and it is considered effective in the Kingdom since August 3, 2013.

Funding: All financial and non-financial funding that the university receives, whether from the government, its own resources or any external funder.



Funding Agreement: any contract, grant, or cooperative agreement concluded between the university and other party to fund research, development, or creative work project(s), which is expected to generate intellectual property assets from its outputs.

Commercial Exploitation: the commercial use of the exclusive rights granted under Intellectual property law in any form of exploiting IP, including: IP assignment, licensing, internal exploitation within the university, and marketing through any subsidiary.

Material Research Property: all physical, or tangible items that are the outcomes of research projects, or other projects that the university funds or participates in funding. Such property includes, but is not limited to, biological material, engineering graphics, computer software, integrated circuit slices, and computer databases, device models, circuit diagrams, and equipment.

University Resources: any form of funds or facilities, including for example, but not limited to: equipment, consumables, information, libraries, and human resources provided by the Saudi Electronic University, directly or indirectly.

Disclosure: disclosing and transferring information related to IP to other parties. For example, but not limited to: disclosure in written or verbal form, communication by e-mail, posting on social media, blogs, news release, press release, interview, publishing in a journal, summary or report, presenting a paper at a conference, or displaying the invention or the industrial application of the invention at a trade fair.



Intellectual Property Expenses: All expenses incurred by the university to manage intellectual property as the university may receive overall intellectual property revenue.

License: A license that grants the licensee the right to exploit IP rights.

Revenue: received Payments for the use of, or the right to, IP rights or in return for assigning it, whether by selling or licensing it, which includes but is not limited to: copyrights, patents, designs, industrial secrets, and trade marks and names, knowledge, trade secrets, business, fame, and received payments in exchange for information related to industrial, commercial or scientific expertise, or in exchange for authorizing the right to use it.

Article 4 | Intellectual Property Management Policy

a. Senior Management Policy:

- The University President supervises all matters related to IP, as well as issuing the decision to form the Standing Committee for Intellectual Property Support and approving the formation of Intellectual Property Support Unit at the university.
- The Vice President for Graduate Studies and Scientific Research is responsible for managing the university IP policy and all other matters related to IP, as well as forming Intellectual Property Support Unit at the university, assigning staff and defining their tasks.



b. Standing Committee for Intellectual Property Support

- It is responsible for managing IP in accordance with the university's protection of intellectual property policy rights and its commercial exploitation.
- Its membership includes members who have knowledge and experience in IP, and represent the various specialized tracks of the university. No Conflict of interest policy shall be considered between members and the university in terms of the decisions taken by the committee.
- The committee chairman shall be the Vice President for Graduate Studies and Scientific Research upon the University President's decision. And he shall appoint its members for two years.

Committee Tasks

- Review and approve policies, bylaws, regulations and forms related to the university IP.
- Supervise the Intellectual Property Support Unit performance.
- Recommend the officer of intellectual property protection at the university.
- Participate in activities, seminars, conferences and IP local and international events.
- Participate in drafting contracts and agreements related to IP.
- Review and approve contracts with registered beneficiaries in Intellectual Property Support Unit at the university.



- Review and approve fees related to the registration of university's private intellectual property.
- Investigate investing in patents, industrial designs, trademarks, copyright, related rights, graphic designs of integrated circuits, registered plant varieties in Intellectual Property Support Unit.
- Examine and evaluate the university intellectual property and the potential of investing in it.
- Discuss with the right owners to invest in their intellectual property.
- Review and approve university intellectual property reports that are sent to The Saudi Authority for Intellectual Property.
- Review disputes and appeals related to intellectual property
- Any issues related to intellectual property referred to the committee.

c. Intellectual Property Support Unit

The Intellectual Property Support Unit is linked to the Vice Presidency for Graduate Studies and Scientific Research.

Unit tasks:

- Provide access search services of Intellectual property and patents database (free and paid) for beneficiaries.



- Help beneficiaries to search in journals and scientific and technical papers free and paid databases.
- Train beneficiaries on methods of researching and using IP databases.
- Disseminate the culture of protecting intellectual property rights to beneficiaries.
- Register applications for patents, industrial models, trademarks, copyright and related rights, layout designs of integrated circuits, plant varieties; for beneficiaries according to Saudi Intellectual Property Authority's regulations.
- Investigate investing in patents, industrial models, trademarks, copyright and related rights, layout designs of integrated circuits, plant varieties registered through the unit.
- Sign out contracts with beneficiaries registered through the unit.
- Participate in activities, seminars, conferences and IP local and international events.
- Participate in drafting contracts and agreements related to IP.

The Intellectual Property Support Unit is divided into several units:

- Registration unit.
- Intellectual property rights enforcement unit.
- Intellectual property investment unit.



- Intellectual property protection officer.
- Counselor.

Registration Unit Tasks

1. Register, follow-up and update university intellectual property requests on The Saudi Authority for Intellectual Property systems and accredited international offices. IP includes (patents, industrial models, and layout designs of integrated circuits, plant varieties, trademarks, copyrights).
2. Document the university's intellectual property certificates issued by The Saudi Authority for Intellectual Property systems and accredited international offices.
3. Pay the university's intellectual property application fees on The Saudi Authority for Intellectual Property systems and accredited international offices
4. Guide university employees to register their intellectual property applications on The Saudi Authority for Intellectual Property systems and accredited international offices, and the application fees can be compensated.

Intellectual Property Rights Enforcement Unit Tasks

1. Monitor intellectual property violations at the university.
2. Submit intellectual property violations lawsuit to the competent authorities at the university.
3. Request implementing a final court ruling related to intellectual property.
4. Disseminate the culture of intellectual property protection.



Intellectual Property Investment Unit Tasks

1. Examine and evaluate the university intellectual property and the possibility of investing in it.
2. Discuss investing in IP with the intellectual property owners.
3. Market the university intellectual property.
4. Collect financial returns out of investing in IP.

Intellectual Property Protection Officer Tasks

1. Control communication between the university and The Saudi Authority for Intellectual Property.
2. Make reports on the university intellectual property and submitting it to the relevant bodies.

Counselor Tasks

1. Draft contracts and agreements of the university intellectual property.
2. Review contracts and agreements of the university intellectual property.
3. The legal representative for the university intellectual property cases.

Article 5 | Disclosure

The faculty member, staff and all those governed by this policy in accordance with Article 7 hereby shall not disclose their inventions to a third party before notifying the Intellectual Property Support Unit and obtaining its written approval. Those governed by this policy shall realize that early public disclosure may lead to the loss of their intellectual property rights. Therefore, they shall make reasonable efforts to disclose only in accordance with this policy.



Researchers and inventors shall ask the unit before public disclosure for any potential intellectual property rights outside the university, whether in conferences, international forums, or exhibitions. Accordingly, the Intellectual Property Support Unit deals with inventions disclosure as follows:

a. Disclosure Procedures:

- The Intellectual Property Support Unit prepares the necessary disclosure forms, whether hard or soft copy, and explains it to disclosers so that they can easily fill it out.
- University employees are committed to full disclosure for inventions in a clear, explicit and comprehensible manner within the period specified by the unit in accordance with this policy.
- The unit is responsible for archiving, documenting, classifying all disclosed information and keeping it confidential.

b. Disclosed Invention Evaluation:

- The unit is committed to evaluating the disclosed invention professionally within 30 days.
- The unit may seek experts' assistance to evaluate the invention, or may make a contract with competent bodies while adopting all measures to keep the invention information confidential.



- The unit is committed to notifying the discloser of the evaluation result and the action taken depending on the approval of the Standing Committee for Intellectual Property Support.
- If the two parties agree on the evaluation result, the unit will complete the required procedures in accordance with this policy.
- If the two parties do not agree, the evaluation result and the opinions of the two parties will be transmitted to the Standing Committee for Intellectual Property Support for consideration.

Article 6 | Registering Patent Protection Applications

The university seeks to protect intellectual property rights of inventions that can be registered whenever it is qualified and assumed to meet the main requirements of granting a patent according to the following:

- The unit shall perform a preliminary assessment of the invention and its patentability in terms of novelty, clarity and industrial applicability.
- The university shall set a specific strategy for the geographical scope of the registration according to the economic value of the invention, places of its exploitation, and its expected impacts.
- The university shall register patents first in the Kingdom of Saudi Arabia to benefit from the priority right.



- The unit seeks to benefit from the international registration of the patent through PCT, which is supervised by WIPO, provided that the application does not move to the national stage only after obtaining the international examination report and setting the strategy specified in item b hereby.
- The university seeks to register the intellectual property that the university is a party of it in the countries where there is an economic interest in registering with, and the unit appoints an officer or proper attorney of the patent in the country and follows up on all prescribed fees and charges.
- The unit is responsible for paying registration fees of patent applications, whether the university is the owner, co-owner, or its owner belongs to the university community, in order to encourage them to register the patent through the university registration outlets.

Article 7 | Legal Issues Related to the Application of This Policy

- University employees are committed to this policy particularly:
 - Faculty member who supervises research activities.
 - The one who is in charge of signing contracts with faculty members regarding tasks that they do at the university and through university resources.
 - The one who requests to publish his research in the university's journals.
 - Research that is funded by the university.
 - The one who is deemed by the Standing Committee for Intellectual Property Support to be subject to this policy and affiliated with the university and the like.
- The Standing Committee for Intellectual Property Support in the university or any branch of it shall take the necessary legal measures against any violation of the intellectual property policy or any other subsidiary agreement.



- The university shall be the exclusive owner, unless the parties agree otherwise, of all intellectual property rights that were created or produced by university employees in the name of the university or using its resources, and this ownership goes on even when their contract with the university ends. The university employees shall be eligible to obtain appropriate compensation determined by the university in accordance with this policy. Taking into account the cases shall not due to the university mentioned in Article herein.
- The university shall be the exclusive owner of all material research property conducted by university employees.
- The Standing Committee for Intellectual Property Support recommends the university intellectual property rights' assignment or licensing if there are reasonable reasons, and this shall be implemented by a decision of the University President or whomever he delegates after the Standing Committee for Intellectual Property Support submits reasons for refusing or approval the application based on the judgment of each case separately, and the assignor or licensee is notified in writing. The assignee or licensee may be the author or the inventor himself, and he shall have the rights based on that assignment or license.
- Intellectual property rights are not due to the university in the following cases:
 - Any intellectual property work that established before joining the university.
 - Intellectual property rights established by the university's employees out of work time without using university resources, provided that such intellectual property is outside the scope of the research field that they are funded by the university and outside the scope research projects that they have of contracts with the university.





- Intellectual property established by the student, provided that the student does not develop it in collaboration with other non-student members of the university community, or the IP is governed by a third party agreement, or developed through the use of resources and university facilities, other than resources that are available for university employees in general.
- Live teaching lectures and recorded ones that are presented by Blackboard, seminars, and training courses provided by university employees, unless they are agree otherwise.
- The Saudi Electronic University logo, the year of publication and a notice of publishing rights must be added on all published works owned by the university, and Intellectual Property Support Unit shall follow-up such action.
- The university may specify some confidential information as a commercial secret owned by the university. In this case, the secret officer shall maintain commercial information confidential, and follow trade secret instructions of the Intellectual Property Support Unit.

Article 8 | Intellectual Property Management and Protection

- The Chairman of the Standing Committee for Intellectual Property Support shall be responsible for protecting, managing and marketing the university intellectual property. He may ask the assistance of whomever he would like inside or outside the university to achieve these goals.





- The Chairman of Standing Committee for Intellectual Property Support (or his representative) represents the university at intellectual property negotiations. And intellectual property agreements are concluded based on the recommendation of the Standing Committee for Intellectual Property Support. The Standing Committee for Intellectual Property Support and the university's counselor is responsible for appointing an officer who is in charge of reviewing the agreement items.
- The use of the university logo is prohibited except for issues that are supervised by the university and for its benefit. The University President or the University Vice President who supervises intellectual property may grant the authority to use the university logo with a written approval.
- The Standing Committee for Intellectual Property Support defines the scope of intellectual property protection. And it may ask inventors and authors' assistance to determine such scope.
- The university has the right to take the necessary legal measures against any violation of intellectual property policy or any subsidiary agreement thereof.
- With reasonable reasons and recommendation from the Standing Committee for Intellectual Property Support, the university may assign its intellectual property rights based on a decision issued by the University President or his representative. The Standing Committee for Intellectual Property Support shall be responsible for considering any rights transfer requests from the university to the author, the inventor, or any third party.
- An explicit written approval by the University President shall be there upon the recommendation of the Standing Committee for Intellectual Property Support before signing any external document (scholarships, scientific communication, sabbaticals,



special agreements) in order to guarantee the university's right of intellectual property.

Article 9 | Obligations of University Employees' Inventors

- Determine emerging inventions that take place by the inventors and in the context of their work and disclose them to the university, taking into account the non-enrolled cases of the university mentioned in Article 8.
- Cooperate with the university's Intellectual Property Support Unit, provide it with all required information, and adhere to its procedures and conditions in accordance with this policy.
- Take all the necessary steps to avoid disclosing information of inventions to other parties in any way that would expose the university to danger when registering a request for a patent and cooperate with the Unit in the following efforts to register and obtain a patent.
- After the end of the contract, the university employee shall not compete or expose the university's secrets, and this condition must be written and restricted, in terms of time, place and type of work, and the necessary extent to protect the legitimate interests of the university, and in all cases the duration of this agreement should not exceed two years after the end of the relationship between the two parties.

Article 10 | University Employees' Inventors Rights of the Inventions Applied on Behalf of the University.

- Acknowledge their role as inventors, and this acknowledgment is not announced if it is not disclosed to the public.



- Obtain a special reward determined by the Standing Committee for Intellectual Property Support based on the findings of the inventor, the economic importance of the invention and the scientific position of the inventor.
- The income due to the inventor shall be paid under Article 13.
- When the compensation obtained by the university to waive the invention or license of any inventor is an interest in an establishment, then the compensation due to the employee is an amount that reflects the fair percentage of the financial value of the university's share in the establishment as determined by the university in accordance with this policy and by a decision of the University President and upon the recommendation of Standing Committee for Intellectual Property Support, this determination and payment shall be made within a year of the determination of the ownership interest by the university, and during that period, if that establishment is found to be unsuccessful, or of a higher or lower value, the university may take that additional information into account.
- If there are more than one university employee contributing to a particular invention, their rights are divided according to Article 13.
- The employee's rights stipulated in this Article shall continue regardless of subsequent changes in the employment status of the university's employees.



Article 11 | General Policies for Dealing with Literary Works of Author Copyright

- Literary works made up by the university's employees and using its resources, which are prepared for academic purposes at the university, are its property, taking into account what is stated in Article 8.
- Moral rights are an inherent right for those who authored the literary work, and the university recognizes the right of its employees who author any literary work.
- The university acknowledges and supports the rights of its employees, faculty members, students and visitors to publish their scientific works, taking into account what is stated in Article 8.
- The university has the right to use literary works owned by others for research and education at the university in accordance with the exceptions and rules of fair use recognized in copyright systems, without prejudice to author copyright.

Article 12 | Revenue Sharing

To encourage participation of the commercialization of intellectual property and motivate inventors by sharing with them any revenue generated from the commercialization of intellectual property, the inventor shall receive a portion of the net revenue as follow:

- If the marketing takes place and results in an investment opportunity, the revenue shall be distributed provided that the inventor receives not less than 25% of the net revenues. The Standing Committee for Intellectual Property Support may recommend



amending this percentage according to the investment opportunities and the efforts exerted by the relevant parties.

- The university percentage should not be less than 25% in any case.
- The multi-owners of intellectual rights are considered as one group, who agree between themselves to divide their shares of the net revenues.
- If the intellectual rights are shared between the university and other parties, an agreement is prepared for all parties by the Standing Committee for Intellectual Property Support as well as the legal department of the university.
- Before sharing any intellectual property revenues, the university recovers any direct or additional costs resulting from intellectual property protection and patent registration expenses. The Intellectual Property Support Unit is responsible for assess the additional costs after consultation with the concerned parties, in a manner that does not violate Article 7 of this policy.
- If it is not mentioned in the revenue sharing, the committee may take what is stated in the guide for intellectual property policies for universities and research centers issued by the Saudi Authority for Intellectual Property in Chapter 13 (Intellectual Property Exploitation and Distribution of Revenues) in a manner that does not interfere these policies.

Article 13 | Buying and Licensing Intellectual Property from an External Source

- The university has the right to purchase the intellectual property rights or license to use it, according to an agreement concluded by the university with the right owner so that the agreement regulates the rights and duties of the parties in a manner that



does not conflict with this policy and the relevant regulations in the Kingdom of Saudi Arabia.

- The agreements for purchasing intellectual property rights or license to use it shall be reviewed by the Standing Committee for Intellectual Property Support before being approved by the University President.

Article 14 | Incentives

To motivate university employees to create and innovate, the University's Standing Committee for Intellectual Property Support sets incentives for inventors and owners of inventions and intellectual property rights to encourage generating of intellectual property through disbursing financial rewards based on the recommendation of the Standing Committee for Intellectual Property Support or the University President approval, according to the following detail:

a. Disclosure reward:

The discloser is granted an amount estimated by the Standing Committee for Intellectual Property Support according to his/her scientific value and position in return for submitting a disclosure form of an invention eligible for a patent in accordance with the conditions set by Standing Committee for Intellectual Property Support.



b. Publication reward:

The owner of the literary work is granted an amount estimated by the Standing Committee for the Intellectual Property Support according to the value and status of the work, for publishing it in accordance with the conditions set by Standing Committee for Intellectual Property Support.

c. Reward for submitting a patent application:

The inventor receives an amount estimated by the Standing Committee for Intellectual Property Support when submitting a patent application through the university, and the reward is for the first application submitted for the same invention, taking into account what is stated in Article 6.

d. Patent Reward:

After submitting a patent application, which may take an indefinite time, to ensure that it fulfill the patent conditions through the patent applications registration offices. In the event that a patent is granted, the inventor receives an amount estimated by Standing Committee for Intellectual Property Support for the first patent of the same invention.

Article 15| Conflicts and Appeals

- Those who have the right to object to the university's ownership of intellectual property or to other explanation of this policy may submit a written appeal to the Chairman of the Standing Committee for Intellectual Property Support, including information and documents.



- The Chairman of the Standing Committee for Intellectual Property Support appoints a committee to consider the appeal within a month after receiving the appeal. The committee may depend on faculty members or committees concerned with appeals inside or outside the university.
- The Standing Committee for Intellectual Property Support takes the final decision on the submitted appeal, and it should be sent to the applicant within 60 days.
- It is possible to reject the decision of the Standing Committee for Intellectual Property Support in the appeal submitted to the President of the University within 30 days.

Article 16 | Conflict of Interest

- University employees who work on any consulting project with an external party that may result in intellectual property must inform the university's Intellectual Property Support Unit before signing the contract or implementing the project.
- The Intellectual Property Support Unit at the university must raise the awareness of university employees about the areas in which conflicts of interest may occur and develop procedures to identify, avoid and manage it properly.
- The university employees must inform the Intellectual Property Support Unit of all potential and current conflicts of interest.



- Faculty members who participate in external professional services permitted by the University have the responsibility to ensure that those activities and any related contractual arrangements do not conflict with this policy.

Article 17 | Respect Intellectual Property of Other Entities

- The university respects the intellectual property rights of other entities and takes all necessary cautions to prevent intentional or unintentional violation on its employees. The Intellectual Property Support Unit is responsible for following up and verifying the commitment of the university and all its employees to respect the intellectual property rights of other entities, and then to prevent legal issues and the financial implications of them.
- SEU disclaims responsibility for any violation of the intellectual property rights of other entities that took place in its name without obtaining the written agreement of the authorized person, or its affiliates, who were warned of this violation.

Article 18 | Final Provisions

- This policy is not valid until it is approved by the University Council.
- University employees are committed to all provisions of this policy once approved, provided that they are notified and published on the university website.





- The Intellectual Property Support Unit is committed to raising awareness of its intellectual property policy and clarifying how the university deals with each individual in relation to intellectual property.
- This policy has been issued in Arabic and prevails over any other translations.
- Unless stated in this policy, the university and its representative may take what is stated in the guide for intellectual property policies for universities and research centers issued by the Saudi Authority for Intellectual Property, and the intellectual regulations contained in the Kingdom of Saudi Arabia.



Forms

Invention Disclosure Form (Confidential Information)

| | |
|------------------|--|
| File no. | |
| Date of receipt: | |

| | |
|-----------------------------|--|
| Invention Title in Arabic: | |
| Invention Title in English: | |

First: Inventors Information

No. of inventors (.....) If there are more than one inventor

Inventor 1:

| | |
|-----------------------|--|
| Full name in Arabic: | |
| Full name in English: | |
| Nationality: | |
| Job ID no. | |
| Position: | |
| Faculty/ Management: | |
| Department: | |
| Email: | |
| Phone: | |

Inventor 1 signature:





Participants in invention application (if any):

Inventor 2:

| | |
|-----------------------|--|
| Full name in Arabic: | |
| Full name in English: | |
| Nationality: | |
| Job ID no. | |
| Position: | |
| Faculty/ Management: | |
| Department: | |
| Email: | |
| Phone: | |

Inventor 2 signature:

Inventor 3:

| | |
|-----------------------|--|
| Full name in Arabic: | |
| Full name in English: | |
| Nationality: | |
| Job ID no. | |
| Position: | |
| Faculty/ Management: | |
| Department: | |





| | |
|--------|--|
| Email: | |
| Phone: | |

Inventor 3 signature:

Inventor4:

| | |
|-----------------------|--|
| Full name in Arabic: | |
| Full name in English: | |
| Nationality: | |
| Job ID no. | |
| Position: | |
| Faculty/ Management: | |
| Department: | |
| Email: | |
| Phone: | |

Inventor 4 signature:





Second: Invention disclosure

1. Concept summary:

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2. The closest current cases of the invention and the issues of the previous technology:

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3. The advantages of the invention compared to the previous technologies and how to overcome previous difficulties or issues:

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4. Are there any other details of the invention? (Yes) (No)

If the answer is "yes", is it attached? (Yes) (No)

5. Are there graphics of the invention? (Yes) (No)

If the answer is "yes", is it attached? (Yes) (No)

6. What are the potential commercial and practical applications of this invention?

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7. Are there any companies or entities that are interested in this invention?

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Third: Invention Disclosure Information

1. Is the invention title based on a previous or current research? (Yes) (No)

If the answer is "yes", please write the details and attach a copy of the research.

| | |
|--|--|
| Research title: | |
| Number and date of publication: | |
| Entity that owns the research intellectual property rights: | |

2. Has the invention been presented in any conference, in verbal or poster form?

(Yes) (No)

If the answer is "yes", please write the details and attach a copy of the research.

| | |
|---------------------------------------|--|
| Conference or exhibition name: | |
| Date: | |
| Place: | |





1. Has a patent application been registered for this invention? (Yes) (No)

If the answer is “yes”, please provide us with the following and attach the required documents

| | |
|---|--|
| Patent Application No.: | |
| Registration date: | |
| Patent Office(s) to which the application was submitted: | |
| Status: | (Pending) (Accepted) (Rejected) |

Fourth: Acknowledgement

This form is subject to the intellectual property regulations of the Kingdom of Saudi Arabia at the time of signing this agreement, and it is also subject to the regulations of the Saudi Electronic University Intellectual Property Unit in force at the time of signing this form.

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Please send the disclosure form to the following e-mail: ip@seu.edu.sa





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