

Students and Academic Staff Sharing Course Materials and Tutoring Services

Information for Students

As a student at the University of Manitoba, you should be aware of the implications of uploading course materials to note sharing web sites or providing course materials to private tutoring agencies. Examples of note sharing web sites include Course Hero, StudyBlue, OneClass and GradeGuru. Examples of private tutoring agencies include Grant's Tutoring and Vadim's Tutoring.

In some cases, sharing course materials may be an infringement of the intellectual property rights of the academic staff who owns their creative work. Academic staff can include faculty, instructors and TAs. Works (for example, course outlines, course notes, lectures, PowerPoint slides, drawings, study aids, tests and exams) created by academic staff are copyrighted and are made available to you for private study and research, not for distribution or sale.

Before paying a private tutor to assist you with learning course material, you should consider speaking to your professor first (as they know the course material best) and all free academic assistance available at the University. This may include free tutoring provided by the University and definitely includes help from your professor. You have already paid for both of these services through your tuition. Private tutors may not always have up to date information about course content and ultimately may not help you pass a course.

You are allowed to share copyrighted works only if permission is obtained from the person who created it or it is used in accordance with the *Copyright Act*.

For example, you are allowed to:

- share your course notes, which are prepared in your own words;
- copy a short excerpt of someone else's material. A short excerpt is generally considered to be less than 10% of text. All diagrams, charts, drawings, graphs, photos and other stand-alone works are not considered short excerpts.

You are allowed to do the following only if you receive permission from your instructor:

- audio record a lecture;
- alter or modify course material (unless it is for your own personal use);
- share recordings or more than a short excerpt of copyrighted material.

Please remember to properly cite and reference information you choose to paraphrase, quote or summarize – whether you are using short excerpts or are using material with permission.

We want you to be successful as a student. If you need assistance with note taking or study skills, please contact the Academic Learning Centre

201 Tier Building, 204-480-1481, academic_learning@umanitoba.ca
<http://umanitoba.ca/student/academiclearning>

The Copyright Office is available to answer questions about the appropriate use of copyrighted material.

201 Allen Building, 204-474-7277, um.copyright@umanitoba.ca
<http://umanitoba.ca/copyright/>

The Student Advocacy office can advise you on your rights and responsibilities as a student and help you with any concerns or complaints you may have.

519 University Centre, 204-474-7423, Student_Advocacy@umanitoba.ca
http://umanitoba.ca/student/saa/student_advocacy/

Information for Academic Staff

As academic staff at the University of Manitoba, you should be aware that some students upload course materials to note sharing web sites or provide course materials to private tutoring agencies. Examples of note sharing web sites include Course Hero, StudyBlue, OneClass and GradeGuru. Examples of private tutoring agencies include Grant's Tutoring and Vadim's Tutoring.

While students have the right to distribute course notes prepared in their own words and have the right to share short excerpts of someone else's copyrighted works for educational purposes, students need permission from the copyright holder to share substantial amounts of copyrighted material (for example, a course outline, course notes, PowerPoint slides, study aids, tests, exams, drawings, photos), or to distribute copyrighted works for commercial purposes. If you own the copyright to the course material, you have the right to protect your intellectual property and contact the note sharing web site or tutoring agency to request they remove and refrain from using the infringing content. If the note sharing website does not have a "take down" form to use, contact them via email with as much information as possible about the course and the infringing content.

Academic staff may also refer to the Student Discipline Bylaw for information on how to proceed in cases of misconduct. See

http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html.

As a precautionary measure, you may include copyright notices and warnings in your syllabus or directly on your teaching materials. For example, you may include a footer in your documents or on a final slide of your PowerPoint presentation. A sample warning follows: "Electronic or hard copy distribution of this content, in part or in whole, is strictly prohibited without the written permission of NAME OF PROFESSOR. © NAME OF PROFESSOR 2017."

We also encourage academic staff to advise students of any free tutoring resources available at the University, and that you as their professor are the best source for academic assistance. If students know their best option for success is internal to the University, they will be less likely to go to private tutors looking for help and potentially sharing copyright protected course materials.

The Copyright Office is available to answer questions about the appropriate use of copyrighted material.

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