

1. Scope

This document applies to employees and contractors employed in teaching and management of ELICOS courses at RGIT Australia.

2. Copyright Policy

- 2.1 RGIT Australia is regulated under the *Copyright Act 1968*. No copyrighted material is to be distributed or reproduced without the permission of the copyright holder, in accordance with the relevant provisions of the act.
- 2.2 The *Copyright Act 1968* provides educational licensing exemptions, which allow teachers at licenced institutions to reproduce copyrighted material for their classes. RGIT Australia is **not** subscribed to such a licence, and these exclusions **do not** apply.
- 2.3 The *Copyright Act 1968* provide *Fair Dealing* provisions which allow the reproduction of copyrighted material for specific purposes, such as research or access for those with disabilities. Staff should consult with and gain permission from their manager before attempting to reproduce copyrighted material using this provision.

3. Staff Procedures

- 3.1 Staff should not copy material for use in the classroom unless they have confirmed the copyright permissions of the document allow them to do so.
- 3.2 Resources provided by the ELICOS department are marked with Green stickers, if they are able to be copied, and Red stickers if they are not. If no stickers are present, check the copyright terms (typically inside the first few pages of the book or medium).
- 3.3 Items with Red stickers may not be copied, but can be read, referred to or used for educational purposes without copying.

4. Assigned Textbooks

The *Face2face (2e)* series is the prescribed textbook for all six levels (Starter – Advanced) of the General English Program. The *Cambridge Academic English* series is the prescribed textbook for all three levels (EAP I, II, III) of the EAP Program.

5. For students

Students obtain their own copies of a student book and a workbook for their level of study. Classroom teachers direct students about which books to purchase and where to purchase either at the start of a new study cycle or when new students enter in the middle of a study cycle. Students are not required to purchase their own books if they begin their course between weeks 9 and 12 of a study cycle. In this case, students may borrow the text from the RGIT Australia Library but ensure that they only write in pencil and that all markings are removed before the text is returned.

6. For Teachers

Teachers can borrow copies of the text from the RGIT Australia Library for their reference.