

COPYRIGHT PROCEDURE	
FORMS REQUIRED Copyright Application Form Printing Requisition	
LECTURERS RESPONSIBILITIES	UNIVERSITIES RESPONSIBILITIES
1. APPLICATION PROCESS	
Lecturers complete application form and printing requisition and submit to IP Office.	Assistant ensures application form readily available on DUT website/staff portal together with process procedure.
2. SUBMISSION OF COPYRIGHT APPLICATION	
Lecturers to submit completed application form with printing requisition to IP Office via internal mail or email.	Application for licensing submitted to licensing office (Dalro) or appropriate rights holders e.g. publishing house or author.
3. NOTIFICATION OF COPYRIGHT LICENCING	
On response from appropriate licensing office, academics are informed of approved or rejected license.	On acceptance of quotation, licensing offices are informed to proceed with invoicing.
4. INVOICING AND PAYMENTS	
Dalro submits all invoices to the DUT finance department for payment. Copyright Assistant generates payment for independent rights holders.	
5. NOTES FOWARDED TO THE PRINTING DEPARTMENT	
On lecturers preference notes are collected or I.P office forwards to print room.	Copyright Assistant ensures printing requisitions are signed and stamped prior to being forwarded to print room with lecturer's notes.