



## **UNIVERSITY OF RWANDA INTELLECTUAL PROPERTY POLICY**

**Approved by Board of Governors meeting of 11<sup>th</sup> November 2015**

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## **Preamble**

The University of Rwanda (UR) has the largest concentration of scholars and researchers in the country and is the hub for Intellectual life, a locus of research activity extending the boundaries of knowledge, a resource for professional development and a key player in the growing global network of scholarship. The University strives to discover practical uses for theoretical knowledge and to speed up the transmission of information to the Rwandan nation and the world at large. In fostering research and its practical application the University will continue to be a catalyst for positive intellectual, social, cultural and technological change.

The challenge to find fair and equitable ways and means to distribute and reward efforts among the different stakeholders, that is, the inventors or authors, the institution for which they work, outside sponsors and, more important today, the community in which the work is conducted, is real indeed.

Thus, UR has formulated this Policy to guide its staff and students, including associates, concerning the development, ownership, management and marketing Intellectual Property.

It is the intention of UR, in accordance with the Rwandan laws to have Intellectual Property Policy Regulations and Procedures that will encourage the development of inventions, innovations and other intellectual creations for the best interest of the public, the creator, and the research sponsor. These will also permit the timely protection and disclosure of such intellectual property by developing and commercializing it after securing available protection for its creation. The innovation shall thus be protected before publication or it may be published, as is being protected and commercialized as the occasion demands. The Policy is further intended to protect the interests of all concerned by ensuring that the benefits of such property accrue to the public, to the inventor, to partners and to sponsors of specific research. The protection or rewards may include monetary returns and recognition, as circumstances justify or require.

## **Article 1: General Provisions**

UR primary mission lies in creating a centre for learning and scholarship; preparing students for academic pursuits, professional development, enhanced personal lives, and responsible global citizenship; extending the frontiers of knowledge through research, creative works, and scholarship; fostering an intellectual culture that bridges theory with practice; contributing to social, economic, and cultural development; and through intellectual products, enhances the quality of life of the people of Rwanda and all humanity.

The vision of the UR is to become world-class University and a community of scholars committed to the promotion of academic achievement and excellence in research as an embodiment of the aspirations of the Rwandan people and all humanity.

## **Article 2: Objectives of the Policy**

- (1) To protect the rights of the University, its innovators, inventors, breeders research sponsors and the public;
- (2) To eliminate the infringement, improper exploitation and abuse of the University's intellectual assets belonging to the University or the other persons;
- (3) To optimize the environment and incentives for research and for the creation of new knowledge;
- (4) To promote linkages with industry and stimulate research through developing and utilizing novel technologies and creative works for commercialization and plough back resources the University and to the interested parties;
- (5) To promote creativity and innovation; and
- (6) To ensure fair and equitable distribution of all benefits accruing from all innovations, inventions and breeding activities.

## **Article 3: Use of terms**

In this Policy, unless the context otherwise requires, the following terms shall mean as assigned:

### **Academic Materials:**

Materials used for pedagogical purposes including, but not limited to, recorded and live digital, video, and audio presentations; photographs, films, graphic illustrations, transparencies, and other visual aids; programmed instructional packages; computer programs and data bases; and books, booklets, monographs, articles, scripts, study guides, syllabi, tests, and other items that accompany, or are used to present or demonstrate, the above described materials;

### **Assignment:**

A written agreement by the holder of intellectual property rights assigning all or part of the Innovator's right, title or interest in or to an innovation of the University.

### **Breeder:**

Person who has bred or discovered and developed a plant variety

### **Copyright:**

An original work of authorship which has been fixed in any tangible medium of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device, such as books, articles, journals, software, computer programs, musical works, dramatic works, videos, multimedia products, sound recordings, paintings, pictorial, sculpture or graphical works.



**Equity:**

Shares of stock or securities including, but not limited to, stock options, warrants or any other rights to purchase stock or securities;

**Genetic Resources:**

Genetic material of actual or potential value.

**Geographical Indications:**

Indications which identify a good as originating in the territory of a country, or a region or locality in that territory, where a given quality, reputation or other characteristic of a good is essentially attributable to its geographical origin;

**Gross Revenue:**

All income received by the University under a license agreement but does not include be research funds (unless the research funds offset future royalty obligations) and maintenance fees received under the license agreement;

**Indigenous Knowledge:**

Knowledge held and used by people who identify themselves as indigenous to a place based on a combination of cultural distinctiveness and prior territorial occupancy.

**Industrial Designs:**

Those aspect of a useful article, which are ornamental or aesthetic and include the shape, pattern, line or colour of products of industry, handicraft, technology or architecture;  
Innovation: A new or original product or process;

**Innovator:**

Scientist, researchers, author or performer; This includes a staff member (researchers and non-researchers), undergraduate and graduate students, candidates for Masters and Doctoral Degrees, predoctoral and postdoctoral fellows, including any other person employed by the University, whether full or part-time, honorary and emeritus staff while at the University, visiting faculty and researchers, adjunct staff and professors, company representatives, administrators and any other persons who create or discover applicable intellectual property using the University resources or who receives funds or other rewards for their services (work-for-hire), work done through research whether or not funded by the Government, or those who voluntarily assign their intellectual property to the University;

**Invention Disclosure:**

The written submission to the Vice Chancellor's Office with a copy to the Legal Office, on the standard or prescribed invention or innovation disclosure forms available from Legal Office, of a written description of any invention that an Innovator claims he or she has made. This submission should be made, not later than three months from the time it is identified. Inventions: New, useful, and non-obvious ideas and/or their reduction to practice that result in, but are not limited to, new products, devices, processes, and/or methods of producing new and/or useful industrial operations and materials; any article useful in trade; any composition of matter, including chemical compounds and mechanical mixtures; biological materials including cell lines, plasmids, hybridomas, monoclonal antibodies, and genetically-engineered organisms that is industrially useful or that have commercial potential; new varieties of plants; any new design in connection with the production or manufacture of an article including computer software, data bases, circuit design, prototype devices and equipment; and any improvement upon existing processes or systems;

#### **Inventors or Creators:**

A person responsible for the conception, ideas, and content of inventions and other works. Support staffs such as research assistants, photographers, artists, producers, computer programmers, printers, and others who contribute to the works shall not be considered inventors or creators unless they substantially influence the original or novel aspects of the works.

#### **Integrated Circuits or Layout Designs:**

The three-dimensional disposition, however expressed, of the elements of computer circuit, at least one of which is an active element and of some or all of the interconnections of an integrated circuit intended for manufacture;

#### **Intellectual Property:**

Any new original or useful process, machine, composition of matter, life form article of manufacture, software, literary, artistic, musical work, or tangible property including new or improved devices, circuits, chemical compounds, drugs, genetically engineered biological organisms, new plant varieties, data sets, software, musical processes, or unique or innovative uses of existing inventions that may or may not be patentable, copyrightable trade markable or protectable under any other form of intellectual property;

#### **Know-how:**

Includes actual human artistic or technical skills derived from experience in working a certain art or technology;

**Neighbouring or Related Rights:**

Rights that are related or auxiliary to copyright and include sound recordings, audiovisual works, broadcasts and performances;

**New Plant Varieties:**

Varieties of plants, which have been discovered or bred, and which are new, distinct, uniform and stable;

***Net Revenue:***

Gross Revenue less expenses associated with the protection or commercialization of innovation or invention;

***Net Royalties:***

Gross royalties less expenses incurred in protecting or promoting the innovation or invention;

***Patent:***

An exclusive right granted for an invention, which is a product or a process that provides a new, non-obvious way of doing something or offers a new innovative and useful technical solution to a problem in industry or commerce or public life;

***Person:***

Includes both natural and juridical persons. Plant Breeders' Rights: Proprietary rights in respect of plant varieties.

***Plant Variety:***

An assemblage of cultivated plants which is clearly distinguished by any characters (morphological, physiological, cytological, chemical or others) and which, when reproduced (sexually or asexually), retains its distinguishing characters.

***Publications:***

Books, textbooks, booklets, bulletins, circulars, pamphlets, reports, information releases, exhibits, demonstrations, and other scholarly or popular writings regardless of medium;

***Reassignment:***

The execution of a written agreement by the University assigning all or part of the University's right, title or interest in and to an innovation back to the



innovator who had originally assigned his or her right, title or interest in and to the Innovation to the University;

***Resources of the University:***

Funds, supplies, equipment, physical facilities, personnel, and/or other services or property of the UR. The resources include all tangible resources made available by University to inventors, including: office, laboratory and studio space and equipment; computer hardware, software and support; secretarial services; research, teaching and laboratory assistants; supplies and utilities; funding for research and teaching activities, travel and other funding or reimbursements. University resources do not include the employee's time, use of the library, or use of personal office including any office computer or data processor located therein;

***Service Mark:***

Includes any word, phrase, logo, name, symbol, device, sign or any combination thereof, used by a person or which a person has a bona fide intention to use in commerce and uses or applies to register, identify and distinguish his, services from those of others;

***Significant Use:***

Extensive use of UR resources as defined in the this Policy.

***Staff:***

Shall mean any person employed by UR

***Student:***

Bona fide student of UR;

***Tangible Research Property:***

Anything having a physical embodiment such as cell lines, software, devices, and compositions of matter irrespective of whether or not protectable under any intellectual property regime;

***Trade Mark:***

Includes any word, phrase, logo, name, symbol, device, sign or any combination thereof, used by a person or which a person has a bona fide intention to use in commerce and uses or applies to register, to identify and distinguish his goods from those of others;

***Trade Secret:***

Includes confidential data, information or compilations used in research, business, commerce and industry and confer advantage on one having the right to use it. The information has commercial value because it is secret or confidential. There must be an intention to keep such information confidential

**UR:**

The University of Rwanda as established by the Law of Rwanda No 71/2013 of 10/09/2013 as published in the official gazette no 38 of 23/09/2013.

***Utility Model:***

Any form, configuration or disposition of element of some appliance, utensil, tool, electrical or electronic circuit, instrument, handicraft mechanism or other object or any part of the same allowing a better or different functioning, use, or manufacture of the subject matter or that gives some utility, advantage, benefit, saving or technical effect not available in Rwanda before and includes microorganisms or other self-replicating material, products of genetic resources, herbal as well as nutritional formulations which give new effects;

***Visitor:***

Visiting professor, lecturer, researcher or scientist, and any other individual participating in research or teaching, sponsored or hosted by the funds or other resources of the University;

Work, for hire: A work prepared by a University employee within the scope and in the course of his or her employment with UR and shall include expressly commissioned works for instructional, public service, or administrative use, by the UR whether the person commissioned is an employee of the University or not.

**Article 4: Governing Law**

This Policy shall be interpreted in accordance with all applicable national laws, Regulations and Policies.

**Article 5: Commencement**

This UR Intellectual Property Policy now formally codified shall become effective upon adoption and approval by the University Board of Governors.



**Article 6: Implementation**

This policy shall be implemented in a manner consistent with other University Policies. The Board may make appropriate changes to this Policy from time to time;

**Article 7: Notification and Compliance**

- (1) All staff, students, fellows, visitors, persons and institutions shall be required to comply with the provisions of this Policy.
- (2) Where a visitor is already subject to the terms of an intellectual property policy of his or her parent institution he or she shall inform the UR of such an obligation in a timely manner. The UR shall then proceed either to negotiate a waiver of the parent institution's policy or to agree to the waiver of the terms of this Policy. Where issues arise which are not covered by the terms of the agreement, this Policy shall be applicable.
- (3) All UR staff, students, fellows, visitors, persons and institutions shall be subject to this Policy and shall be required to sign the UR Intellectual Property Policy Acceptance Agreement Form. In furthering such requirement, all participants will sign Agreements on innovations, inventions and Proprietary Information in accordance with this Policy and such Form shall be placed in their files with a copy to their Head of Department and the Legal Office. All applications and/or processes in the University shall be subject to this Policy.

**Article 7: Scope of the Policy**

The areas covered by this Policy shall include the following:

- (1) Patent;
- (2) Trade Mark and Service Mark;
- (3) Copy rights and Neighbouring rights;
- (4) Industrial Design;
- (5) Utility Model;
- (6) New Plant Varieties;
- (7) Trade Secrets and Know how;
- (8) Integrated circuits or layout designs;
- (9) Geographical Indications;
- (10) Tangible Research Property (TRP) and genetic resources and;
- (11) Indigenous Knowledge and Folklore.



## **Article 8:      Ownership of Intellectual Property**

- (1) The intellectual property rights vest, in the first instance, in the author, innovator, inventor or breeder, and as long as the author, innovator, inventor or breeder is a staff member or student of the University, the University shall be entitled in principle to ownership of the intellectual property concerned, where the innovation is made within the scope and in the course of the student program, staff employment or commission unless otherwise agreed.
- (2) All intellectual property conceptualized or developed by staff, in the course of normal duty, students, visitors and others or as a result of participation in UR programmes, funds, facilities, support, or funds channeled through the UR shall be owned by the University when:
  - a) The intellectual property was developed pursuant to a UR sponsored or commissioned research agreement, including postgraduate studies research; or
  - b) The intellectual property was developed with significant use of facilities, resources or funds owned or administered by the UR.
- (3) UR may allow ownership of intellectual property in the following circumstances:
  - a) Where there has not been significant use of University resources;
  - b) Where the innovator, inventor or breeder had disclosed the nature and scope of his or her research and has been allowed to compensate the University for the use of the University's facilities and equipment as charged by the University to outsiders;
  - c) Where the University is involved in collaborative research with another person, institution, or business entity, in which case the intellectual property may be jointly owned and the distribution of royalties shall be governed by the contractual arrangements between the parties;
  - d) Where it has been expressly provided for between the University and the research sponsor; and
  - e) Where it has been expressly provided for between the University, staff, students, visitors and others.
- (4) If the University cannot, or decides not to, proceed in a timely manner to protect the innovation, invention or plant variety using an intellectual Policy regime and/or to license or commercialize the invention, it may reassign ownership to the innovator, inventor or breeder at the latter's request. This should be to the extent possible under the terms of any agreements that supported or related to the work.
- (5) Students shall own any intellectual property that they make, discover, or create in the course of their research unless:
  - a) The student has received financial support from the University in the form of wages, salary, stipend or grant funds for the research in which case the ownership shall be negotiable;

- b) The student has made significant use of University resources in connection with the research;
  - c) The research has been funded by a sponsor under a grant or sponsored research agreement, or is subject to a materials transfer agreement, confidential disclosure agreement or other legal obligation that restricts ownership of the intellectual property.
- (6) The texts of all student theses and dissertations, and works derived from such works, are considered exempted scholarly works. The students shall own copyright in the scholarly work subject to a royalty-free license to the University to reproduce and publish the work. Students shall be allowed to publish their theses and dissertations unless they have agreed in writing to restrictions that precludes or delay publication.
- (7) University research contracts shall protect the right of the staff, students and other employees to publish the results of their work, but may allow brief delays for the filing of patent applications or other move to protect intellectual property.

**Article 9: Significant Use**

- (1) The following shall not be regarded as significant use: salary, insurance or retirement plan contribution to or for the benefit of the inventor, use of library facilities, facilities available to the general public and occasional use of office equipment and office staff.
- (2) In addition, researchers may not be considered to have made significant use of University resources if:
- a) The inventor or innovator receives advance written approval of the proposed use;
  - b) University and Compensates the University for the fair market value of the facilities and equipment (as actually charged by the University to outside users);
  - c) The inventor or innovator is not using the University's committed time; and
  - d) The inventor or innovator does not use any University-provided funds or University administered funds in connection with the activity.

**Article 10: Licensing & Commercial Development of Inventions, Innovations & Plant Varieties**

- (1) UR staff or student inventors, innovators or breeders may request a license to commercially develop their UR-owned innovations, inventions or new plant varieties where such licensing would enhance the transfer of technology, is consistent with UR obligations to third parties, and does not involve a conflict of interest. Such licenses could include Creative Commons licenses



which allow creators to communicate which rights they reserve, and which rights they waive for the benefit of recipients or other creators

- (2) The University through the Office of the Deputy Vice Chancellor responsible for Academic Affairs and Research and the Legal Office will pursue the licensing and commercialization of all intellectual property by researching the market for the technology, or new plant variety identifying third parties to commercialize it, entering into discussions with potential licensees, negotiating appropriate licenses or other agreements, monitoring progress, and distributing royalties to the inventors, innovators, authors and other parties in accordance with this Policy.
- (3) In order to facilitate the licensing and commercialization, the inventor or innovator, as the case may be, shall execute assignment agreements and related documents pursuant to this Policy.

#### **Article 11: Waiver of University Rights**

The University will waive intellectual property rights to the innovator, inventor or breeder if it determines not to protect, license or commercialize that intellectual property.

The University will also waive intellectual property rights to the innovator, inventor or breeder if it determines to abandon all efforts to protect or commercialize the intellectual property.

#### **Article 12: Institutional Framework for Intellectual Property and Technology Transfer**

- (1) UR has entrusted intellectual property and technology transfer within the Office of the Deputy Vice Chancellor responsible for Academic Affairs and Research and the Legal Office to maximize the value of intellectual property and technology to the staff, students, visitors, the University and society.
- (2) The responsibility of the Office of the Deputy Vice Chancellor responsible for Academic Affairs and Research and the Legal Office is to:
  - a) Promote technology transfer in a manner consistent with University's mission, vision and objectives and academic environment;
  - b) Promote policies and procedures for technology transfer, and the avoidance of conflicts of interest, consistent with UR's policies;
  - c) Review, negotiate and approve all agreements that convey or affect the UR's right to intellectual property,
  - d) Coordinate reporting requirements and other obligations to research sponsors regarding innovation developed under a research contract or grant, including but not limited to, obligations to the Rwanda Government;

- e) Advise the University on the decision to, and the feasibility of, obtaining intellectual property protection for an innovation;
- f) Advise the University on the measures necessary to facilitate access to an innovation, invention or new plant varieties;
- g) Advise the University on the transfer and licensing or commercialization of any intellectual property held by the UR;
- h) Receive for evaluation by the appropriate committee as provided under this policy, all innovation or invention disclosures, IP related claims and process the same in a timely manner;
- i) Prepare for approval, reports listing the titles and brief descriptions of all innovations or invention disclosures received;
- j) Advise the University on any applications for the transfer, or licensing, of the UR's rights;
- k) Advise the innovators and inventors concerning the publishing of material related to an innovation, whether for academic, distribution or defensive purposes, upon the Vice Chancellor's approval
- l) Advise the University as to any variation of this policy and Intellectual Property agreements.
- m) Advise the University as to the amendment of this Policy and all matters pertaining to intellectual property administration, management and diffusion;
- n) Receive disputes arising from the terms or implementation of this policy for determination by the evaluation committee;
- o) Provide advice and support to all staff and associates of UR regarding this Policy;
- p) Provide guidance in setting up new companies by the UR innovators or using UR innovations and ensuring compliance with Policy and relevant UR policies;

### **Article 13: Publication and Confidentiality**

UR shall encourage dissemination of research results, while ensuring adequate and timely protection of the rights to such property.

No individual shall publish, in any form, information relating to research for which an innovation or invention disclosure has been submitted without the express written consent from the Office of the Deputy Vice Chancellor Responsible for Academic Affairs and Research, through the Legal Office, provided that the consent shall not be unreasonably denied or delayed and the decision shall be communicated within a period of one month.



**Article 14: Disclosure**

- (1) Disclosure of all innovations and creative works shall be made to Office of the Deputy Vice Chancellor responsible for Academic Affairs and Research and the Legal Office as provided in article 3 above.
- (2) An innovation or invention disclosure must be prepared and submitted for each innovation or invention conceived or first actually reduced to practice under a UR contract.

**Article 15: Internal Evaluation Process**

- (1) Internal evaluation shall be conducted on the innovation, invention, plant variety or technology disclosed as well as all IP related claims to the Office of the Deputy Vice Chancellor responsible for Academic Affairs and Research and the Legal Office.
- (2) The evaluation shall be conducted by the Evaluation Committee, which shall be chaired by the Deputy Vice-Chancellor responsible for Academic Affairs and Research.. Other members of the Committee shall be: The University Director responsible for Research and Academic Affairs; Two (2) IP specialists from the School of Law; the Technology Transfer Officer and a scientific/technology expert of the area under consideration to establish whether:
  - a) It is the product of UR research as defined in this Policy; or
  - b) It is protectable and/or marketable.

**Article 16: Conflict of Interest or Commitment**

- (1) Any of the following factors may signify a conflict of interest, which will be taken into account prior to waiving or licensing UR's rights to inventors and creators under this policy.
  - a) an adverse impact on UR educational responsibility to its students;
  - b) undue influence on the employment commitment of the innovator, inventor or author to UR in terms of time or direction of effort;
  - c) a detrimental effect on UR obligations to serve the needs of the general public; and
  - d) potential conflict of interest as defined in the national laws, UR regulations, policies and procedures.
- (2) An employee shall disqualify himself or herself from participating in any licensing negotiations or other matters of technology transfer where the University is likely to be disadvantaged by such a decision in the following circumstances;

- a) where an employee has an external relationship with a company that itself has a financial interest in a University project; or
- b) where the University official serves on a board of a company that has financial transactions with the University; or
- c) where an employee has equity holding or royalty expectations that could influence the decision; or
- d) where the employee of the University is an interested party and by virtue of his or her position is likely to influence the decision.

**Article 17: Equity**

- (1) UR may accept equity in lieu of full or part payment of royalties in addition to monetary consideration for intellectual property in a company pursuant to the provisions of this Policy.
- (2) University acceptance of equity in consideration of licensing a University innovation shall be based upon the principles of transparency, objectivity and fairness in decision-making and the pre-eminence of the education, research, and public service missions of the University over financial or individual personal gain. Such licensing activity shall be conducted in accordance with this and other related UR policies and guidelines.
- (3) The University shall handle all subsequent relationships with a licensee with whom the University has accepted equity in a commercial manner, pursuant to relevant University policies and guidelines.
- (4) The terms of an innovation licence, other than those related to the acceptance of equity in the company by the University shall be consistent with University transactions for comparable innovations.
- (5) When the University accepts equity in a company as partial consideration for a licence, the University shall take into account any legal restrictions and the wishes of each innovator or inventor involved.
- (6) The University shall pay the Innovator's share of equity consistent with the formula established under this Policy for the distribution of royalties
- (7) The University shall distribute cash upon conversion of equity to cash, in accordance with the royalty distribution formula under this policy.

**Article 18: Royalty Distribution**

- (1) Revenues received as a result of licensing agreements in the form of cash royalties and/or equity holdings, shall be distributed in such a manner as to encourage the development of intellectual property, technology development and technology transfer in the University.
- (2) "Revenues" shall not include funds received for research support.
- (3) The University costs for filing, processing intellectual property applications and maintaining these rights shall be reimbursed from gross revenue prior to distributing royalties to innovators and departments.



- (4) The revenue distributable shall be net of all the expenses incurred by the University in protecting and commercializing the intellectual property, and defending or prosecuting any and all infringement suits that might arise
- (5) Where the University prevails and receives a financial settlement, the relevant innovator, departments and the University shall be reimbursed for their shares of royalties used by the University in prosecuting or defending the infringement. Any funds received in excess of the royalties shall be distributed in accordance with the formula or scheme under this Article.
- (6) The distribution of Net Revenues shall be made annually and in accordance with the following scheme:

Innovators/inventor/breeder	70%
UR	30%
Total	100%
- (7) In the event of multiple innovators, inventors, authors or breeders, they will agree among themselves and execute an appropriate agreement thereon.
- (8) The inventor's, innovator's, author's and breeder's royalty rights shall not cease upon the termination of employment with the University and/or death of the inventor, innovator, author and breeder and in the event of the death of the innovator his or her share shall allocated to his or her estate.
- (9) The University shall create and maintain an Endowment Fund in which shall be paid gifts, contributions, earnings and donations to support research and development in accordance with this Policy.

**Article 19: Use of the Trade Mark, Name and Logo of the University**

No person, institution or organization shall use the name trade mark, service mark or logo of the University or any combination thereof for any application or process whatsoever except as provided for under the provisions of the Act and this Policy.

**Article 20: Dispute Resolution**

- (1) Any disputed issues related to intellectual property shall first be reviewed by the Deputy Vice Chancellor in charge of Academic Affairs and Research. Any disputed issues that cannot be resolved by him shall be referred to the Vice Chancellor who shall appoint shall appoint a five member independent panel comprising of persons knowledgeable with the discipline.
- (2) The panel shall elect its Chair and Secretary.
- (3) The panel shall give a hearing to both parties to the dispute and any other person they deem fit.
- (4) In the event of any party being dissatisfied with the decision of the Vice Chancellor he or she shall have a right of appeal to the full University Board through the Board Chair. The Board shall set up an independent panel to

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hear the appeal and report back to Board with its recommendations within month from the date of appeal. Board shall determine and communicate its decision on the matter within three months from the date of receipt of the panel report.

**Article 21: Recognition**

The University shall recognize and provide of an appropriate mode for recognition in perpetuity of the individual or class of inventors and innovators and any and all the contributors based on their levels of contribution.

**Article 22: Indigenous Knowledge, Genetic Resources and Folklore**

- (1) The University recognizes the role of traditional knowledge, genetic resources and folklore in the development of inventions, innovations, new plant varieties and creative works.
- (2) The University shall, guided by applicable laws in Rwanda, formulate procedures and mechanisms for access to genetic resources, use of traditional knowledge and the sharing of benefits with holders of such knowledge whether or not the intellectual property is commercialized by University.

**Article 23: Intellectual Property Donations**

- (1) If an individual chooses to offer to the University any form intellectual Property in which the University has no claim, the University may accept ownership or control of the intellectual property provided that:
  - a) The person makes the offer through the Vice Chancellor as if the intellectual property has been created within the University;
  - b) The person discusses provisions and makes an agreement (including distribution of income provisions) with the Office of the Deputy Vice Chancellor responsible for Academic Affairs and Research and the Legal Office;
  - c) The person warrants that he or she owns all rights, titles and interests to the intellectual property, and that to the best of his or her knowledge, the intellectual property does not infringe upon any existing intellectual property;
  - d) The University may accept charitable donations of intellectual property from governmental or private organizations; and
  - e) Upon the transfer of title in the intellectual property to the UR, the intellectual property will be managed in accordance with this Policy.

**Article 24: Consultancy**

- (1) Consultancy undertaken by staff as agents acting for or on behalf of the University shall be the subject of agreements or contracts with clients, and the income shall be shared in accordance to with the Consultancy Policy.
- (2) Private consultancy may have implications in terms of use of resources, time spent, professional and product liability and potential loss of revenue for the University. The University shall take professional advice:
  - a) to ensure correct notification to clients that consultancy undertaken privately by the University's staff does not involve the University; and
  - b) to ensure appropriate contract terms and insurance cover for the University consultancy contracts.

**Article 24: Ownership of Equipment**

Equipment purchased under a company funded research contract or donated by a collaborating institution shall remain the property of the University on completion of the contract or as agreed by the parties.

**Article 25: Professional, Product Liability and Indemnity**

- (1) The terms of all contracts entered by the University shall state that the University is absolved from liability, within the limits of the law and University shall not to give indemnities to any person whatsoever.
- (2) The University shall not be held responsible for any consequences of any inaccuracies or omissions and no liability shall attach to the University for the effects of any product or process that may be produced or adopted by the sponsor, notwithstanding that the formulation of the product or process may be based on the findings of the projects.

**Prof. Philip Cotton**  
**Vice Chancellor**

