



MOOCS & SHORT COURSES

COPYRIGHT - WHAT YOU NEED TO KNOW

This factsheet is intended for University of Newcastle staff members to use in the context of their employment only and provides general advice. University staff should contact the Copyright Advisor if they have specific questions or concerns.

Using 'third-party' copyright

When you add images, graphs, etc., from sources such as books, articles, and the Internet to your MOOC, short/certificate course, or micro-credential, this is known as using third-party copyright. When reusing this external content, there are requirements you must follow so that you do not infringe copyright. [UON Copyright Compliance Guidelines](#)

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What about reusing material that I wrote/created?

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'Free' resources

There are a number of sites that provide useful resources, including stock images, stock video, music, icons and more. Many of these sites do not require attribution for the use of these resources (but it is appreciated where possible). To learn more, see our page on [open-licensed and other free resources](#).

Linking to or embedding content

An easy way to include publicly available content is to provide a link. As linking doesn't reproduce material it does not require permission. Some video and other content may also provide an option to embed the material via an iframe/HTML code or LTI option. Be careful not to link to or embed infringing content as this could be seen as authorising infringement.

Seeking permission

Where you cannot find permission or licensing for reuse (and/or linking isn't possible), you will need to contact the copyright owner to request reproduction of the content in your course. For assistance please contact the **Copyright Advisor**.

How can I show that I've received permission for reuse?

Including a note as part of the content's caption is recommended. This could include either (i) the [attribution and licensing information](#) (for CC licences), or (ii) wording such as '© [Copyright Owner]. Reproduced with permission' (for others).

Best practice

- Keep detailed notes of where you sourced material from – this will assist with attribution, licensing/reuse statements, and/or any permissions or needed. Our [Copyright Checker spreadsheet](#) can assist with this.
- Allow plenty of time to request permissions – while some approvals can be relatively quick, others can take months.
- Make sure to follow any directions or conditions set out in the permissions/licensing you identify or receive.
- For assistance with permissions or understanding open or educational licensing contact the Copyright Advisor.

For more information see [Copyright Support](#) below.

Copyright Support

Ask a question: newcastle.edu.au/copyright-request

Phone: (02) 492 16456

Web: newcastle.edu.au/copyright-support

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Last updated 22 April 2024

