graduate studies | YORK UNIVERSITÉ UNIVERSITY

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Intellectual Property Checklist for Graduate Students and Supervisors

Student information	
Student Name:	Student Number:
Program: - please select -	Degree: - please select -
Supervisor:	

Intellectual Property (IP) considerations in graduate studies necessitate early and ongoing conversations between graduate students, their supervisors and members of their supervisory committee. With the express intent to foster early awareness of IP issues for students and supervisors alike, this checklist is designed to facilitate awareness building and transparent discussion and agreement between students and supervisors, preferably at or near the commencement of one's studies. Each graduate student and their supervisor are asked to complete and initial this form, keeping a copy themselves and submitting a copy to the graduate program office. Further, supervisors and students are required to engage in ongoing discussions regarding IP as the student's research progresses, ensuring any subsequent agreements are updated. If a student's research involves industry, inventions or commercialization aspects, Innovation York supplies additional IP agreements that must be reviewed and signed.

Students and supervisors are asked to indicate, by way of initials, having completed the various components of this checklist.

Step One: Awareness Building

Ahead of a meeting between a graduate student and supervisor, both parties are asked to review relevant documents in order to inform necessary discussion and eventual agreements regarding IP pursuant with Faculty of Graduate Studies regulations. This curated list of informative documents and proactive discussion topics are not exhaustive but are meant to set the groundwork for informed decision making & shared understanding and consensus building.

- ☐ We have read and discussed the York University Faculty of Graduate Studies regulations on Intellectual Property and Graduate Education
- ☐ We have read A Guide to Intellectual Property for Graduate Students and Postdoctoral Scholars from the Canadian Association for Graduate Studies and discussed it within a supervisory meeting
- ☐ We have read the Faculty of Graduate Studies FAQs regarding IP
- ☐ We have read and discussed Article 23 — Patents and Copyright in the York University Faculty Association Collective Agreement
- ☐ We have read and discussed the Faculty of Graduate Studies Conflict of Interest Disclosure with respect to Graduate Student Education

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Step Two: Building Consensus and Shared Understanding

- [ ] We have considered and discussed IP issues that may arise over the course of the student's graduate studies including but not limited to issues associated with ownership, authorship, copyright, and patents, with a specific focus on the publication of the thesis or dissertation, or creative work(s).

- [ ] *Ongoing Discussion:* We have discussed intellectual property matters that may arise in the course of studies. We agree that IP matters will be discussed ongoingly and before any publication or presentation of the research in order to ensure shared understanding and consensus.

- [ ] *Authorship:* We have discussed that the student is the sole author of their thesis or dissertation. For any publications that may emerge from the thesis or dissertation, we have discussed authorship and the possibility of joint authorship and the ordering of such authors.

- [ ] *Ownership:* We understand that, as a general rule, intellectual property, developed by a student, shall be owned by the student. We have discussed various circumstances that will affect ownership, including whether the student was employed to create a specific work, whether the student used University facilities to develop their intellectual property, etc.

- [ ] *Funding and IP:* We have discussed the student's source(s) of funding and any impact it may have on the ownership of intellectual property. We have also discussed how we will manage intellectual property ownership, if any, stemming from any work, research or studies conducted by the student. We understand that if a particular funding agency attached terms and conditions to the funding or whether an industry sponsor has an interest in the intellectual property stemming from a research contract that this may affect the student's intellectual property rights.

- [ ] *Conflict of Interest:* After review of the COI disclosure policy, we have identified a potential conflict of interest and have subsequently filled out the related COI disclosure form, and submitted to the Office of the Dean: fgsdean@yorku.ca

    - [ ] Not deemed necessary

- [ ] Should discussions arise concerning inventions or the commercialization of research results, we will engage with Innovation York for guidance.

    - [ ] Not deemed necessary

- [ ] Through discussion, we have decided to complete and sign the Research, Scholarly and/or Creative Works Agreement Template, keeping a copy ourselves and submitting a copy to the graduate program office.

    - [ ] Not deemed necessary

Student Initial: _____ Student Initial Date:

Supervisor Initial: _____ Supervisor Initial Date:

Acknowledgments:

With permission, this document benefited significantly from the University of Calgary's Intellectual Property Awareness Document and Brock University's Intellectual Property Checklist