

CASPP013-Intellectual Property Policy Procedures

1. Purpose

The aim of these procedures is to encourage college students and researchers to invest their ideas and inventions for the service and benefit of the community and to create a supporting environment for research, innovation and development in a way that safeguards intellectual property rights for all and benefits from the financial profits.

2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

CAS: Colleges of Applied Sciences

OCCI: Oman Chamber of Commerce and Industry

IP: Intellectual Property

Invention Examination Committee: a committee formed for checking the originality of the idea and marketing it. This committee is formed under the chairmanship of the Assistant Dean for Academic Affairs and Scientific Research, and the membership of the Director of the Research Center at the directorate, the Head of Scientific Research Department at the College, two faculty members who are specialists in the field of invention, and an economic examiner from Directory of Commerce and Industry.

External Institution for Invention Examination: It administers a final thorough examination of the originality of the idea.

Economic Examiner: An employee from Directory of Commerce and Industry.
in the field of patent application for the work presented.

3. Procedures

First: Procedures for Intellectual Property Definition

1. The College shall sign a memorandum of understanding with a minimum of two parties for a thorough examination of the originality of the idea based on relevant criteria.

2. The intellectual property policy and all related documents such as the Invention Disclosure Form shall be uploaded on the College website.

3. The Scientific Research Department shall organize a number of seminars and workshops aiming at raising awareness and encouraging scientific research and the production of intellectual property.

Second: Procedures for Intellectual Property Rights Application

1. The applicant for an invention disclosure shall fill out the Invention Disclosure Form.
2. The application for invention examination request shall be submitted to the head of the Scientific Research Department and the invention disclosure application will be handled with strict confidentiality.
3. The head of the Scientific Research Department shall determine the type of intellectual property, and accordingly, the appropriate procedure.
4. If the IP type is a patent, the department shall prepare a report on the invention based on the disclosure information, and shall search the invention databases.
5. The head of the Scientific Research Department shall submit the report on the invention to the Dean of the College.
6. The College Dean shall form an examination committee for the invention application, provided that the Committee receives the report two weeks prior to its meeting.
7. The committee shall examine the application based on the originality of the idea, the opportunity of commercialization, the opportunity of obtaining a patent, and the expected returns from licensing the invention within two months from the date of filing the application.
8. The Committee shall prepare a report on the results of the invention examination application, which should include one of the following recommendations:
 - 1) Rejection of the application along with justifications.
 - 2) Request of re-application after improvement and modification.
 - 3) Acceptance of the application and completion of other relevant procedures for reviewing the application by the External Institution for Invention Examination.
9. The College shall receive the report of the External Institution for Invention Examination within a maximum of one month.
10. The Invention Examination Committee shall meet after receiving the report prepared by the External Institution for the Invention Examination to give one of the following recommendations:
 - 1) Rejection of the application.
 - 2) Request of re-application after improvement and modification
 - 3) Acceptance of the application.

11. If the application is rejected at any stage of examination, the applicant shall be informed of this by the Scientific Research Department. The applicant has the right to appeal within one week from the date of receiving the Department's notice.
12. If the application is accepted, a contract is signed between the applicant and the College before a patent is registered in accordance with the procedures included in this policy and in compliance with the executive bylaws for consultation at CAS Colleges.
13. The Scientific Research Department shall take the necessary procedures to register the application officially through the Directorate of the Intellectual Property Department at the Ministry of Commerce and Industry.
14. The College shall take care of the expenses of the drafting of the application and the patent registration.
15. The applicant shall be committed to providing support and participation in the invention examination and drafting application, if requested.
16. The distribution of net returns shall be in accordance with Articles (32) and (34) of the research regulations at CAS Colleges.

4. Supporting Materials

- 4.1- WIPO National Documents and Publications on Intellectual Property Rights
- 4.2- Industrial Property Rights Law.
- 4.3- The Omani Copyright Law.
- 4.4- Research Regulations at CAS Colleges.



5. Approval Agency

The Board of Trustees.

6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

7. Procedures Sponsor

The Director General of the Colleges of Applied Sciences.

8. Contact person

Assistant Dean for Academic Affairs and Scientific Research.

Head of the Scientific Research Department.

Scientific Research Centre.