**Guidelines for OQEANOUS Plus STP online lectures**

# Outline of online lectures

- Assuming level of students are 4th-year undergraduate to master’s course students.

- Although the major of participating students are somewhat related to ocean, it varies (EX. from ocean law to ship technology.) Therefore, please put introductory information on the lecture contents, and give simplified explanations.

- Lecture language (Material & Explanations): English

- It is recommended to insert the lecturer’s self-introduction at the beginning.

- Please refer to the “Policy for dealing with copyright clearance of data, etc. used in contents” written below, since the recording of the lecture will be uploaded to JV-Campus (online public portal operated by Japanese governmental organization) for future use of OQEANOUS Plus.

# If you are in charge of On-demand lecture

- Video format: Full HD (1920 x 1080px) or higher resolution, MP4 format

- It is recommended to create a video into which sound and images are incorporated using the recording function of PowerPoint.

- When submitting the content, use a online storage service. Please do not use free storage services if possible.

# Policy for dealing with copyright clearance of data, etc. used in contents

As the contents are planned to be made public on the online platform, you need to be aware of the copyright clearance. Therefore, in creating the contents, copyright clearance should be avoided or minimized.

# Measures to avoid or minimize copyright clearance (examples)

- Use data of your own making

- Use copyrighted works within the scope of quotation (The definition of quotation is shown on the next page)

- Use public data including government public relations materials

- Use data to which Creative Commons licenses are granted

- Introduce data only by providing a link to its official URL (not including the data itself)

- Use data of right holders from whom permission can be directly obtained (the University’s teaching staff, acquaintances, etc.)

\*When using the results of joint research, etc., please be sure to fully confirm their usage rights.

\*Although it is possible to use existing contents, please be sure to pay enough attention to their copyright clearance.

<Reference>

“Quotation” (Article 32, Paragraph 1 of the Copyright Act, Japan)

\*Excerpts from the Agency for Cultural Affairs Copyright Textbook (FY2024)

“Quotation” is an exception to copyright protection when quoting and thereby using others’ copyrighted materials for the purpose of news reporting, critique, study and others. For example, the act of partially using another’s work as material for news reporting or for the purpose of corroborating your own opinion or critiquing another’s line of thinking falls into the exception.

<Conditions to be met>

1 The work has already been made public.

2 The work must be quoted consistent with fair practices (for example, there must be a necessity to quote; and for literary works, the quoted part must be clearly marked by using square brackets, etc.).

3 The work must be quoted within a scope that is justified for the purpose of news reporting, critique, study, etc. (for example, the master-servant relationship between the quoted part and the rest is clear-cut; the portion of the quoted part is limited to the minimum required; and the main text has higher existence value than the quotation).

4 The source of the work must be clearly indicated (In a case it is a common practice to indicate the source except for the case of reproduction).

\*For artistic works, photographs, and short literary works like *haiku*, a seventeen-syllable poem, it can be considered to quote and thereby use them as a whole.

\*The following cases do not fall under quotation: using another person’s work that does not have to appear in your own work; and using artistic works to substantially appreciate them.

\*It is also permissible to quote a translated work.