CCdigitallaw's Training Catalogue
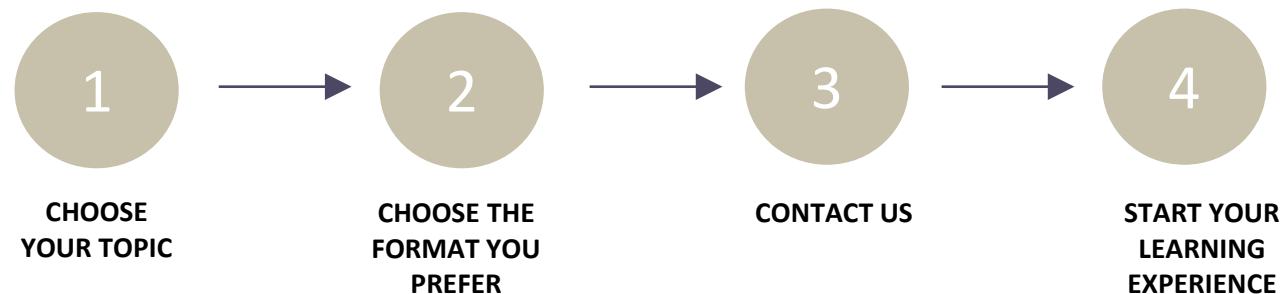
INFO@CCDIGITALLAW.CH

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Contents

Introduction

The Center offers different course topics and formats that can be combined based on your needs. Each topic is available in four languages: German, French, Italian, English.

In the following sections you will find a list of currently available course topics, related to the subject of copyright, and a description of the different available learning formats.

It is also possible to create a personalized learning path combining different topics and formats (e.g. start with an in presence introduction workshop and then add some webinars to deepen some specific aspects).

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CHOOSE YOUR TOPIC		**CHOOSE THE FORMAT YOU PREFER**		**CONTACT US**		**START YOUR LEARNING EXPERIENCE**

Our Learning Philosophy

DISCOVER OUR APPROACH TO LEARNING

Our Learning Philosophy

We are convinced that theoretical concepts can be learnt through practical and social experience and not only through structured learning.

Depending on the training format, topic and the needs of each customer/audience we propose tools to learn and develop through:

10%*	20%*	70%*

STRUCTURED LEARNING

Learning through structured courses and formal programs: the aim of structured learning is to acquire the fundamental knowledge needed to step into social and experiential learning.

SOCIAL LEARNING

A collaborative method which allows people to deepen previously acquired concepts and learn new aspects in collaboration with others: through discussions, interactions, exchange on social media, and group works, participants can share their experience and enrich their knowledge.

EXPERIENTIAL LEARNING

Learning and developing through practical exercises, case studies, day-to-day tasks and role playing games thanks to the tools and real cases developed by CCdigitallaw and proposed during our trainings.

*depending on the training format or request, percentages represented above can vary

Course Formats

CHOOSE THE FORMAT THAT BEST FITS YOUR NEEDS

Course Formats

In-Presence Course Formats:

Online Course Formats:

Mixed-approach:

WORKSHOP

Interactive training focused on practical exercises, discussion and group works. Suggested for half- or full-day training sessions with small groups.

Ideal duration: 4 to 8 hours
Participants: 6 to 12

SHORT LECTURE BASED ON STORYTELLING

This format is suitable for all those who prefer a more traditional approach. The course focuses mainly on theory but still uses dynamic and interactive methods, thanks to real-life examples and cases. Suggested for shorter courses on specific topics.

Ideal duration: 2 hours
Participants: up to 50

WEBINAR (OR VIRTUAL CLASSROOM)

Synchronous online training, which allows participants in different locations to learn in an interactive way through presentations, polls, questions, discussions and real cases.

Ideal duration: 1 hour
Participants: up to 100

E-LEARNING ACTIVITIES

The e-learning approach is based on self-learning methods and allows participants to learn in autonomy and flexibility. You can deepen your knowledge with our online learning activities, quizzes, case studies, podcasts and videos available on our platform.

You can also combine in-presence and online courses to enrich your learning experience.
For example, it is possible to start with an in-presence workshop and continue your learning experience with our e-learning activities, or vice-versa (i.e. flipped-classroom).

Ideal duration: to be defined with participants
Participants: cf. workshop/lecture

Course Formats

Tailor-Made Offer:

If you prefer a fully personalized learning experience, we can also design a tailor-made path including various formats and topics in order to best meet your specific needs and requirements. For more information please check our tailor-made offer on page 20.

Course Topics

DISCOVER CCDIGITALLAW'S VAST COURSE OFFER

Introduction to the Swiss Copyright Law

This course offers a basic introduction to Swiss Copyright Law, Open Access and Creative Commons.

Audience

- Faculty members, staff and students with no knowledge in the field of copyright law

Main Contents

- Basics of Swiss Copyright Law (use of protected work, copyright owners, protected rights, exceptions, responsibilities/sanctions)
- Basic concepts of Open Access and Creative Commons and their use
- Copyright and digital / social media

Learning Objectives

- Determine what a protected work is and identify the copyright's owner
- Define which rights in a work are protected
- Identify exceptions (e.g. private use, educational purpose, professional use)
- Be aware of possible responsibilities and sanctions
- Develop strategies to evaluate your own cases

Learning Techniques

STRUCTURED LEARNING
- Theoretical introduction to the topic
- Dynamic and interactive teaching techniques with practical examples

SOCIAL LEARNING
- Group work and individual reflection
- Collaboratively find solutions to real problems
- Exchange ideas with others

EXPERIENTIAL LEARNING
- Work on real cases about author's rights and propose your own solution
- Apply what you have learned to real-life problems in role-plays
- Test your own knowledge through interactive quizzes

Creative Commons Licenses

This course introduces the principles of public licenses with a particular focus on CC licenses.

Audience

- All public

Main Contents

- Essentials of Intellectual Property to understand the scope of licensing
- The 4 CC clauses:

  BY SA ND NC

- The six standard CC licenses
- The coverage of the different licenses on different kind of documents
- Methodology to choose a license when distributing a work (license decisional tree)

Learning Objectives

- Recognize the scope of each CC-license
- Distinguish different types of public licenses
- Choose the right license for your works according to your needs and intended use
- Be able to use a CC covered work compliant to the CC licenses

Learning Techniques

STRUCTURED LEARNING
- Show how to license a work with various day-to-day examples
- Collective guided brainstorming on how to license a work
- Active and participatory learning methods

SOCIAL LEARNING
- Share your experience of using CC-licenses with others
- Exchange your ideas about the scope of licensing
- Collaborate to choose a CC-license for a specific, given situation

EXPERIENTIAL LEARNING
- Learn to use the license decisional tree to license a work according to your needs
- Try to find works on the Internet to be used in different contexts by paying attention to their usage rights

Plagiarism & Good Scientific Practices in Academic Writing

This course introduces the concepts of plagiarism and good scientific practices.

Audience

- Faculty members, students, researchers

Main Contents

- Basic principles of good scientific practices in academic writing
- Definition of plagiarism/types of plagiarism
- Citations rules
- Consequences and sanctions of plagiarism
- Legal framework of plagiarism (copyright law and regulations of educational institutes)

Learning Objectives

- Be able to reference and cite sources correctly
- Avoid plagiarism and identify when a work is plagiarized
- Identify infringements of copyright and be aware of possible risks linked to plagiarism
- Recognize good scientific practices

Learning Techniques

STRUCTURED LEARNING

- Interactively learn what plagiarism and good scientific practices are
- Learn how to cite sources correctly

SOCIAL LEARNING

- Share your experience on plagiarism and how to avoid it
- Discuss practical examples with your colleagues
- Collaboratively solve a case of infringement of author's rights

EXPERIENTIAL LEARNING

- Work on a case study and identify the consequences of plagiarism
- Identify where plagiarism occurs with the help of real examples

Use of Works in Educational Contexts

This course explains how works can be used within educational contexts.

Audience

- Teachers, professors, librarians

Main Contents

- Introduction to the exception "Private use for educational purposes"
- Limits of the exception
- The role of Collecting Societies and Joint Tariffs

Learning Objectives

- Be able to correctly use copyright protected works in education
- Determine who can benefit from the exception
- Identify educational situations in which the exception "Private use for educational purposes" applies
- Evaluate when consent of the right holder is needed
- Recognize how the use of protected works in educational contexts is remunerated

Learning Techniques

STRUCTURED LEARNING

- Introduction to the exception "Private use for educational purposes"
- Learn when and how it is possible to use a work in educational contexts
- Presentation of real life examples

SOCIAL LEARNING

- Share your own experiences
- Group works

EXPERIENTIAL LEARNING

- Elaborate solutions for your educational context
- Participate in role-playing game to apply the exception to real-life settings
- Evaluate your learnings in interactive quizzes

Online Publication

This course explains the legal framework, within which it is possible to publish a work online.

Audience

- Researchers, PhDs, students, publishers and editors

Main Contents

- Copyright aspects of online publication
- Legal aspects of online publication of your own work, publication by editors/publishers and online publication of other authors' works
- Basic principles of Open Access

Learning Objectives

- Recognize how to best publish online your own works
- Identify when online publication is allowed without consent of the right's holder
- Choose the right and most appropriate technology to share a document for a specific purpose (e.g. : LMS or email or blog)
- React correctly if an inappropriate publication is noticed

Learning Techniques

STRUCTURED LEARNING

- Theoretical introduction about online publication and the basics of copyright law

SOCIAL LEARNING

- Share your experiences of publishing online your own works and distributing works of others
- Exchange your ideas on different ways of online publishing
- Build internal and external personal networks/contacts

EXPERIENTIAL LEARNING

- Work on real case studies to learn how to identify inappropriate publications/distribution
- Among a given list of works, select those that can be published online, how and where in given situations

Research Funding and Publisher's Conditions

This course explains publisher's and funder's rights and illustrates how to solve conflicts between them and authors/scientists.

Audience

- Researchers, PhDs, students, publishers and funders

Main Contents

- Contractual obligations and rights of publishers and authors
- Interests of funders, interests of publishers and possible conflicts between them and authors/scientists
- Suggestions on how to approach such conflicts

Learning Objectives

- Evaluate the risks before signing a publishing contract
- Be able to propose constructive solutions to publishers and funders to solve conflicts between them and authors/scientists

Learning Techniques

STRUCTURED LEARNING

- Introduction to author's and publishers' rights
- Show examples of publishers' and funders' contractual obligations
- Show examples of critical/risky clauses

SOCIAL LEARNING

- Share your own experiences of negotiating conditions with publishers and funders
- Learn to solve conflicts through role playing game

EXPERIENTIAL LEARNING

- Analyze existing contracts and conditions and identify critical points
- Build your personal strategies to solve conflicts and propose correct and fair conditions

Social Media and Legal Issues

This course focuses on copyright and data privacy aspects when using social media.

Audience

- Users of social media

Main Contents

- Copyright and privacy aspects when using pictures, videos, music and texts in social media
- Importance of general terms and conditions of social media, location of servers and understanding which country law applies
- Consequences of copyright and data privacy law infringements in social media
- Legal protection against infringements by third parties

Learning Objectives

- Identify the applicable regulations when using social media
- Recognize when posting and uploading content in social medias is legal or illegal
- Recognize if somebody has infringed your rights
- Determine general terms and conditions of social media

Learning Techniques

STRUCTURED LEARNING

- Interactive presentation of basic copyright and data privacy rules to apply when using social media
- Show examples of copyrights infringements in social media

SOCIAL LEARNING

- Share your own experiences of legal issues on social media
- Exchange ideas on how to correctly use social media
- Participate in facilitated group discussions on data privacy issues when using social media

EXPERIENTIAL LEARNING

- Go through your social media contents and reflect whether it has been published in accordance with the law
- Define some best practices for the correct use of social media

Image Rights

This course focuses on the use of pictures.

Audience

- PhDs, students, professors, researchers, other interested stakeholders

Main Contents

- The importance of copyright and data privacy protection law
- Copyright protection requirements for pictures
- Exceptions and limitations of copyright regarding pictures
- Rightful use of images showing identifiable persons according to data privacy protection law

Learning Objectives

- Identify who is the copyright owner of a picture
- Identify if an image is copyright protected or not
- Use pictures found in the Internet in a correct way
- Use pictures in accordance to data privacy protection rules

Learning Techniques

STRUCTURED LEARNING
- Introduction to image rights (copyright and data privacy protection issues)
- Examples of wrongful and correct use of images

SOCIAL LEARNING
- Share your thoughts about copyright protection of pictures representing famous monuments
- Discuss about how you use pictures
- Participate in facilitated group discussion on data privacy protection

EXPERIENTIAL LEARNING
- Identify the owner of images found in the Internet
- Identify copyright and data privacy right violations
- Develop best practices to use images of others

How to Use a Copyright Protected Work

This course focuses on the user perspective and gives users advice on how they can use a specific work.

Audience

- All public

Main Contents

- The basics of copyright from the point of view of the user
- Public domain works
- Systematic methodology to decide if and how a work can be used

Learning Objectives

- Identify situations where you can use copyrighted works legally without the consent of the author
- Recognize when legal advice is necessary
- Recognize and differentiate the rights of authors and other rights holders
- Define whether your use of copyright protected works is legal or not

Learning Techniques

STRUCTURED LEARNING

- Introduction to the basics of copyright
- Give some examples on how to use copyrighted works

SOCIAL LEARNING

- Share your own experience of using works of others in your day-to-day activities
- Collaboratively define some critical points to consider when using the works of others

EXPERIENTIAL LEARNING

- Learn to apply the presented methodology to your own day-to-day problems
- Find public domain works on the Internet identify situations in which copyrighted works can be used legally

Document Delivery Services

This course focuses on the legal framework of document delivery services offered by libraries.

Audience

- Librarians, library users and all other interested stakeholders

Main Contents

- Framework for delivering documents in different formats (by post or digital)
- Rules for reproducing works and for sending them to third parts
- Show when copyright law has to be observed and when a license agreement is possible
- Presentation of various licensing agreements and their limits

Learning Objectives

- Recognize a work's typology and scope and define to whom and where documents can be delivered
- Identify the legal difference between printed works and online resources in the context of document delivery
- Recognize the difference between documents to deliver and to borrow

Learning Techniques

STRUCTURED LEARNING

- Introduction to document delivery services and possible legal issues linked to it
- Presentation of examples of legal issues encountered in document delivery

SOCIAL LEARNING

- Share your experience with different licensing agreements
- Exchange your ideas about the difference between postal and digital document delivery
- Participate in group activities to discover how to rightfully deliver documents

EXPERIENTIAL LEARNING

- Recognize situations in which documents can be delivered or borrowed and in which not
- Build your personal toolbox to recognize different licenses

Tailor-Made Offer

TAILOR-MADE OFFERS FOR YOUR SPECIFIC, PERSONAL NEEDS

Tailor-Made Offer

CCdigitallaw also provides tailor-made trainings that meet the specific needs and requirements of your organization. You can choose to combine different formats, activities and topics in order to create a complete learning path.

You will be able to choose your:

- **Objectives**: which learning outcomes do you expect?
- **Topics**: which topics would you like to be included?
- **Format**: which training formats do you want to use? Distance course (webinar or eLearning module), face-to-face workshop, short lecture based on storytelling, coaching session, (…).
- **Type of resources**: tailor-made pedagogical resources and practical tool kits will be produced for your course

Tailor-Made Offer

EXAMPLE OF LEARNING PATH BASED ON YOUR REQUEST:

Your objectives, topics & format

WEBINAR

PEER COACHING

Your desired duration

WORKSHOP

WORKSHOP

CCdigitallaw.ch

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