UNIVERSITI
MALAYSIA
KELANTAN

INTELLECTUAL PROPERTY EVALUATION GUIDELINES

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1.0 INTRODUCTION

1.1 The intellectual property evaluation will be supervised by the Intellectual Property and Commercialisation Committee (JHP) of Universiti Malaysia Kelantan (UMK) which is chaired by the Manager of Consultancy, Intellectual Property and Commercialisation Office (CICO).

1.2 The evaluation meeting for the application of intellectual property will be supervised by CICO Office which acted as secretariat for this committee.

1.3 The implementation of evaluation mechanism is to protect the innovation produced by UMK staff and students which possess commercial values.

1.4 The financial allocation for the registration payment will be jointly administered by Deputy Vice Chancellor (Research and Innovation) Office and Treasury Department.

2.0 DEFINITION

"Intellectual Property Evaluation Guidelines" means guidelines to choose and evaluate every intellectual property application which are produced by staff and students registered with the University for the purpose of registration approval.

3.0 PURPOSE

3.1 These guidelines are developed for the purpose of choosing and evaluating each application thoroughly and clearly.

3.2 These guidelines also seek to ensure that meetings always prioritise University's interest in every evaluation conducted.

4.0 EVALUATION AND APPROVAL CRITERIA

4.1 Copyright

4.1.1 Each application must possess commercial values and submitted together with market survey for the proposed innovation.

4.1.2 For innovation produced through research grant (registered with UMK Research Management Office), the Manager of CICO has the right to automatically approve the application without being presented in the JHP Meeting.

4.1.3 For innovation that has no research grant, the application must be evaluated by JHP.

4.2 Trademark

4.2.1 Each application must possess commercial values and submitted together with market survey for the proposed innovation.

4.2.2 The application will only be approved if it already has intellectual property of Copyright or Patent or Industrial Design.

4.2.3 The application will also be approved if it will be commercialised and it should be proven with Memorandum of Agreement (MoA) only.

4.3 Industrial Design

4.3.1 Each application must possess commercial values and submitted together with market survey for the proposed innovation.

4.3.2 The innovation should be submitted together with technical drawings, functions, and any relevant documents.

4.4 Patent

4.4.1 Each application must possess commercial values and submitted together with market survey for the proposed innovation.

4.4.2 The innovation should be produced through research grant which is registered with UMK Research Management Office only.

4.4.3 Innovation that is not produced through research grant will not be approved. However, if it possesses high commercial values and is proven through MoA of commercialisation, JHP has the right to approve the application.

4.5 It is the right of JHP to evaluate application of other intellectual property that is not stated in paragraph 4.1 to 4.4 given that the University's interest is protected.

5.0 FINANCIAL ALLOCATION

5.1 Each approved application will be fully borne by the University in terms of the financial starting from the registration process to the annual protection payment.

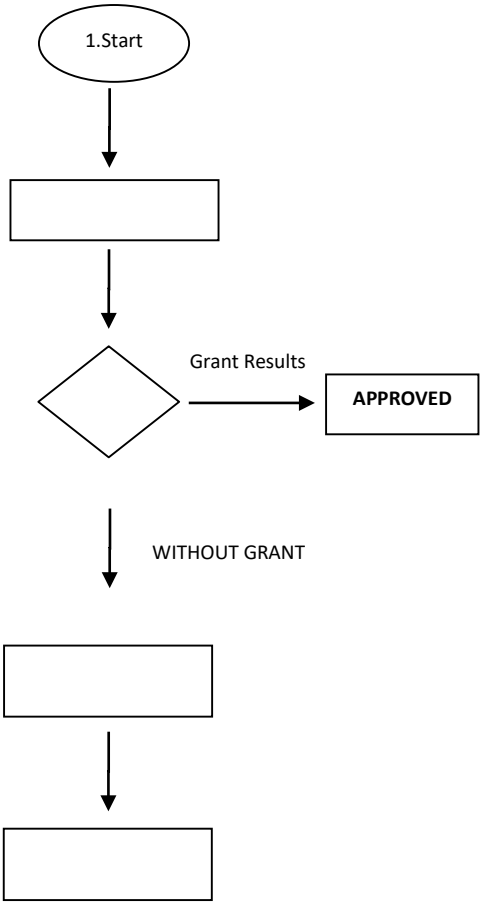
5.2 However, JHP has the right to re-evaluate each intellectual property which is deemed to no longer possesses commercial values either to continue the protection or otherwise.

6.0 EVALUATION FLOWCHART

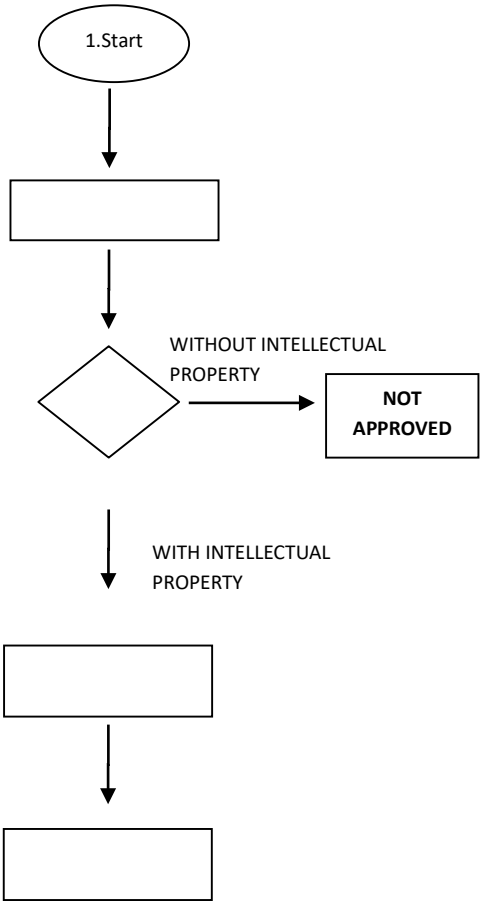
6.1 Evaluation flowchart for copyright, trademark, patent and industrial design are as of the followings:

INTELLECTUAL PROPERTY EVALUATION FLOWCHART

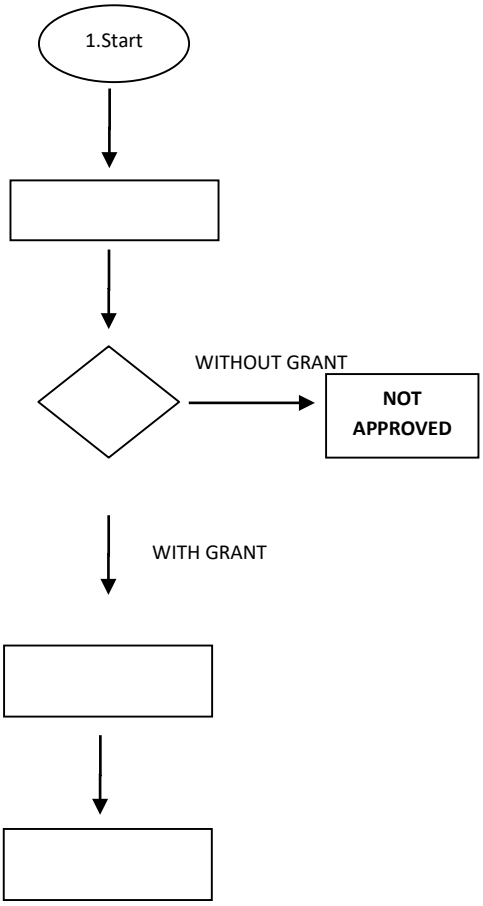
INTELLECTUAL PROPERTY: COPYRIGHT

FLOWCHART	INSTRUCTION	RESPONSIBILITY
	Application Form Application Review: • Grant Results : Approved by the Manager of CICO • Without Grant : Evaluated in JHP Meeting JHP Meeting Announcement of JHP decision	Reseacher CICO CICO CICO

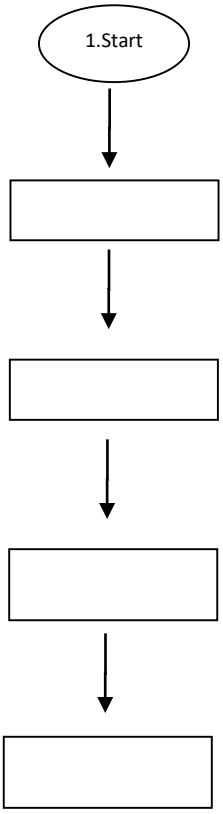
INTELLECTUAL PROPERTY: TRADEMARK

FLOWCHART	INSTRUCTION	RESPONSIBILITY
	Application Form Application Review: • Without intellectual property : Not approved JHP Meeting • Commercialisation plan covers market survey and proposed MoU/MOA Announcement of JHP decision	Researcher CICO CICO CICO

INTELLECTUAL PROPERTY: PATENT

FLOWCHART	INSTRUCTION	RESPONSIBILITY
	Application Form Application Review: • Without Grant : Not Approved JHP Meeting • Commercialisation plan covers market survey and proposed MoU/MOA Announcement of JHP decision	Researcher CICO CICO CICO

INTELLECTUAL PROPERTY: INDUSTRIAL DESIGN

FLOWCHART	INSTRUCTION	RESPONSIBILITY
	Application Form Application Review: • Technical drawings, product functions etc JHP Meeting Announcement of JHP decision	Researcher CICO CICO CICO