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# Guide to Studying the Course

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## Aims of the Course

Welcome to this distance learning course on intellectual property (IP). This course has the following aims:

- Raise awareness of the principal concepts of intellectual property and its importance as a spur to human creativity in the advancement of economic and social development, and in the facilitation of international trade through the treaties offering multi-lateral protection.
- Explain what constitutes protection of IP.
- Introduce the treaties that govern IP.
- Explain some of the services of WIPO that assist in the worldwide acquisition, management and protection of IP rights.

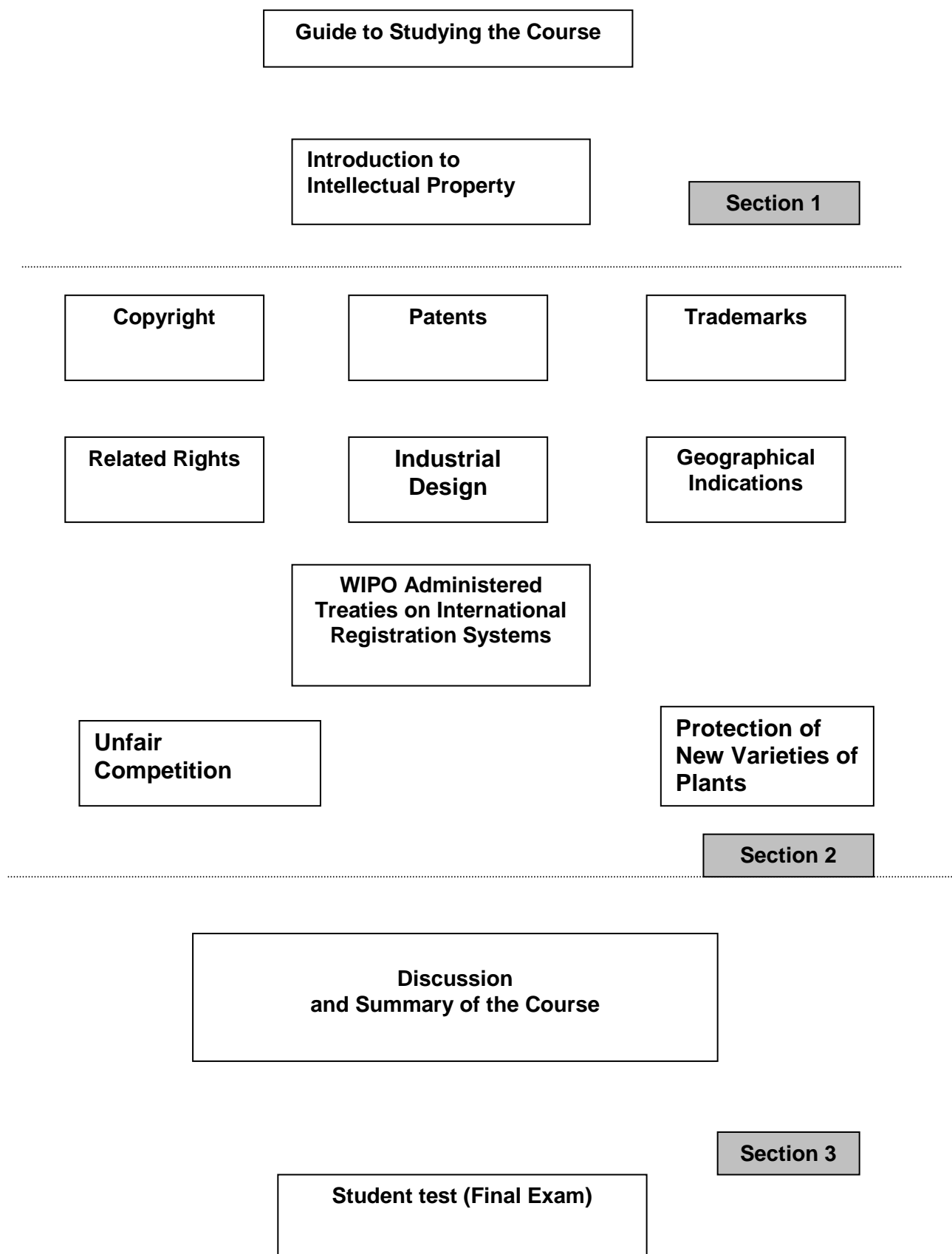
Don't worry if some of the words in the aims are unfamiliar to you; they will be explained as part of the course.

The level of the course is best described as introductory but it is firmly targeted at people such as yourself who are working in, or have the intention to work in, the area of the administration of intellectual property rights. It would also be useful for people generating various forms of intellectual property and who wish to be aware of the possibilities to protect these items.

## **Structure of the Course**

We have estimated that the average length of time you will take to study the course will be around 50 hours. Normally people find that it is possible to study such a course at the rate of about 10 hours per week so you should expect your study to take about 5 weeks while on the 6th and final week you will prepare for the final exam. We have split the course up into various modules as shown in Figure 1. The length of each module and its sub-components will be indicated to you before you start, to help you plan your study sessions.

*Figure 1: The modular structure of the course*



*Figure 1* indicates the logical structure in which you should study the course. You will find that this structure is implemented on the web-site through which you study the course. *Figure 1* also indicates you should start your studies with introduction, which is *Section 1* of the course.

After this we recommend that you study the modules in the sequence in which they are presented on screen. For instance, you should study Copyright before Related Rights. The Related Rights module has been written assuming that you have studied the Copyright module. The WIPO registration treaties should be the final module you complete before moving to *Section 3* of the course. *Section 3* consists of a discussion and summary, which should be completed before you take the final exam.

All of the modules starting at *Section 2* of the course have an end-of-module test that uses multiple choice questions. You will get your mark for this test automatically as soon as you have completed it. Your mark is accessible to your tutor so that he/she can follow your progress. The final exam (end-of-course exam) is slightly different. It is not multiple choice and you will have to send your answers as an e-mail to your tutor who will mark it and send the results to you and WIPO. Once you have completed all of the modules and the final exam you will be eligible for a WIPO certificate stating that you have studied the course and passed the exam.

## Studying the Course

It is intended that you study the course on your computer and you are asked to read text and diagrams on your screen, answer questions and listen to specially recorded audio segments. The audio segments merit special mention. They are there for two reasons:

- To reduce the amount of text you have to read from the screen.
- To provide another medium for your learning. This will improve your retention of the material.

We suggest that when you reach an audio segment you should listen to it a couple of times before proceeding. You may also look at the transcript but you should only do this if something remains unclear or you are having difficulty receiving the audio. If you do need to look at the transcript try not to have the transcript showing at the time you are listening to the audio, as this will reduce the impact of the audio and may disturb your concentration.

Each section of the course is preceded by a list of learning objectives, which detail the competencies you should have after your study of that section. Read them at the beginning to give yourself an idea of what you will be learning and read them again at the end of the module to check that you have achieved these objectives.

To help you test your progress you will find self-assessment questions (SAQs) at various points in the materials. They are there to help you be sure you have understood the preceding material. When you encounter an SAQ you will be prompted to write your answer onto the computer. You should attempt to do this before you look at the solution. It is worth stressing that these SAQs are for your personal use, since your answers are only seen by yourself.

We have tried to make the materials as clear as possible but it is inevitable that you will find some parts harder to understand than others, indeed you may want extra help and this is where the support services will aid you.

Shortly after you are accepted on the course you will be assigned a tutor whose job will be to help you with your study of this course. You will find your tutor's contact details in your file. You will also receive an e-mail from your tutor introducing him or herself and welcoming you to the course. She or he will explain how you can contact them; this will usually be done by e-mail. You may also contact your tutor by clicking on the 'My Tutor' button on the taskbar on the left side of the screen. You may ask your tutor anything relating to the course, for example, explanations on parts you find confusing or help in interpreting the course in your local context.

Tutors have access to the results of your end-of-module tests so that they can help you if your test indicates that you are having difficulty with one of the parts of the course.

If you are having difficulty in using the course web-site, you should contact the course administrator by sending an e-mail to: [DL101e.academy@wipo.int](mailto:DL101e.academy@wipo.int). Please note that if you have a slow Internet connection you may print the course content by clicking on the PDF button within each module.

## **Final Exam**

Approximately two weeks prior to the deadline of the completion of the course, you will be contacted with regards to the modalities for submission of the final exam. Your tutor will then evaluate your exam and inform you of the grade you have been awarded.

Please note that under the following circumstances, student exams will not be accepted by the course administration nor evaluated by the tutor:

1. when there is clear evidence that responses to the questions in the final exam have been plagiarized from the course content, i.e., text from the course content has been copied and reproduced in the final exam
2. when there is clear evidence that students have copied from one another.

## Study Tools on the Course Web-site

In addition to the course modules, the web-site also contains some tools to assist your study. These are:

**My tutor option.** By clicking on the My tutor button, you will see the name of the tutor assigned to you and a link to their email address. If it is available, you may also see a photograph of the tutor and a short biography.

**A Glossary**, which defines the important terms, used in the course. You may consult this at any time by clicking on the Glossary button.

**A Bibliography** of legal texts and links relevant to the course. This includes the text of the treaties that are mentioned in the course. They can be printed out if you want.

**A My test results facility.** When you click on the My test results button you can get a record of the parts of the course you have already studied, and your answers to the end-of-module tests.

**An email discussion forum.** The discussion forum will allow you to post questions to fellow students assigned to your tutor. Your emails will be sent to every student under the supervision of the tutor, and any reply, by the students or the tutor will be copied to all. This facility will be made available soon.

## **Technical Requirements**

The course web-site is designed to operate using the following minimum requirements. **Please note that technical support can be provided by the course administrator only if you meet these requirements.**

### **Minimum PC Requirements**

#### **Hardware:**

Pentium Processor or equivalent, 233 MHz

64 MB Ram

28.8 K Baud modem or better (56.6 K Baud modem, Digital Subscriber Line or ISDN connection)

Multimedia capability (specifically a sound card and speakers)

#### **Software:**

Windows 95, 98, Millenium, NT or 2000

Acrobat Reader

Microsoft Internet Explorer 5 (or later)

E-mail capability

#### **Plug-Ins:**

Acrobat Reader (free download from [www.adobe.com](http://www.adobe.com))

RealPlayer 7 (free download from [www.realaudio.com](http://www.realaudio.com))