Guide to Studying the Course

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

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Introduction to Intellectual Property

Section 1

Copyright

Patents

Trademarks

Related Rights

Industrial Design

Geographical Indications

WIPO Administered Treaties on International Registration Systems

Unfair Competition

Protection of New Varieties of Plants

Section 2

Discussion and Summary of the Course
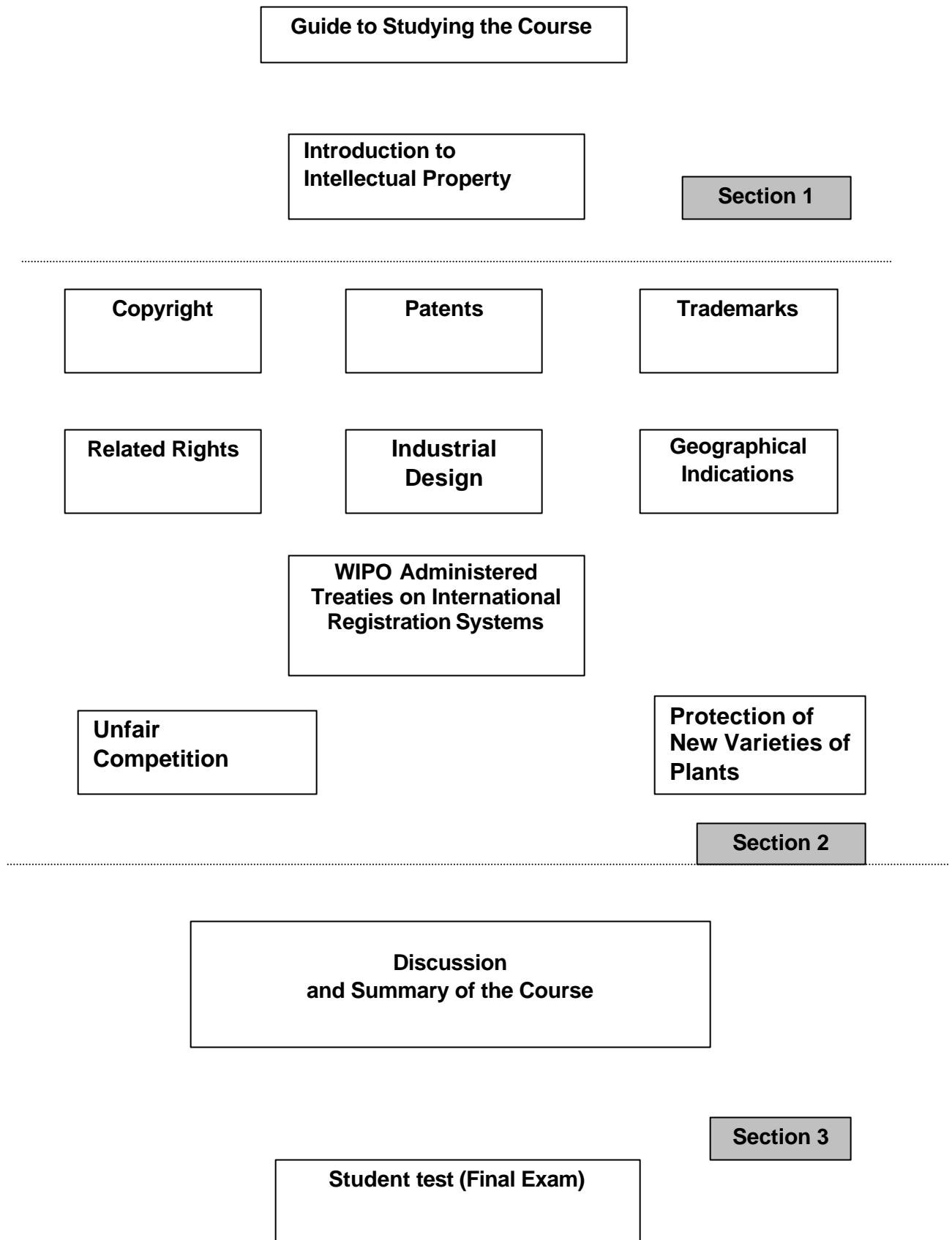
Section 3

Student test (Final Exam)

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 exam that uses multiple choice questions. You will find the icon for this exam just above the text of the module. Your mark for this exam will be automatically displayed on screen as soon as you have completed it. Please note that the end of module exams are there just to test that you have understood the content of the module you have just read. Your mark does not count towards the final grade, therefore, these exams are not compulsory. The final exam (end-of-course exam) is also multiple choice. Please read the Final Exam section below. Your results will be accessible immediately in the Learning Management System (LMS). 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. Please note that your final grade is not stated on the certificate. Students are required to access their grades and print a copy.

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.

During the course you will be required to submit your questions by email to the course administration (DL101e.academy@wipo.int). Your questions will be answered and sent to you approximately two to three days later.

Please note that if you have a slow Internet connection you may print the course content by clicking on the PDF link just under the page number menu of each module.

Final Exam

Approximately one week prior to the deadline of the completion of the course, you will be contacted with regards to the modalities for accessing the final exam. Please note that your final exam will be in the format of multiple choice questions and you will have a fixed amount of time in which to SUBMIT the exam. Unlike the end-of-module exams, you will only be able to SUBMIT this exam once, that is to say, you will not be able to repeat the final exam if you do not achieve the passing grade (50/100).Your final grade will be calculated by the Learning Management System (LMS) and will be displayed on screen immediately after you SUBMIT your final exam. If successful in the final exam, you will be awarded a certificate.

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:

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 Grade Book facility. When you click on the Grade Book button you can get a record of the parts of the course you have already studied, and your answers to the end-of-module exams.

An email discussion forum. The discussion forum will allow you to post questions to fellow students participating in the same session as you. Through this function, you will have access to all the questions and answers exchanged during the session.

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)
RealPlayer 7 (free download from www.realaudio.com)