

INTELLECTUAL PROPERTY POLICY OF LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES

1. The purpose of the Intellectual Property Policy (hereinafter – the Policy) of the Latvia University of Life Sciences and Technologies (hereinafter – LBTU) is to promote the development of intellectual property (IP) management processes at LBTU in order to facilitate the transfer of LBTU generated knowledge and technology to the national economy and their implementation in competitive and innovative products and services in the most advantageous way possible.
2. The Policy sets out the guiding principles regarding LBTU's rights to IP created by its employees and students, the disclosure of created IP, its protection, the use of economic rights to IP, the distribution of income resulting from such use, and the division of responsibilities in the management of IP at LBTU.
3. The Policy has been developed in accordance with the Scientific Activity Law, the Law on Institutions of Higher Education, the Copyright Law, the Patent Law, the Design Law, the Trademark Law, the Law on the Protection of Plant Varieties, the Constitution of LBTU, the LBTU Development Strategy, and other applicable legal acts.
4. For the purposes of this Policy, IP shall include works protected under the Copyright Law (including related rights and *sui generis* rights to databases) and industrial property (including patents, designs, trademarks, topographies of semiconductor products, geographical indications, plant variety rights), as well as know-how (hereinafter collectively – Intellectual Property or IP).
5. Ownership of IP:
 - 5.1. LBTU holds the economic rights to IP created by an employee within the scope of their contract with LBTU and in the execution of tasks specified in their job description, or by a student within the framework of academic activities conducted at LBTU, unless otherwise stipulated by applicable legislation, contractual agreements with the employee, student or third parties.
 - 5.2. LBTU holds the proprietary rights to IP created by an employee and/or student through the use of financial, material, or human resources managed by LBTU or obtained through LBTU, unless otherwise stipulated in specific contractual arrangements.
 - 5.3. If the creation of IP involved resources of individuals or legal entities not affiliated with LBTU and with whom LBTU has not concluded an agreement, alongside LBTU resources, the economic rights to such IP shall be divided proportionally based on the value of the resources used, as specified in a separate written agreement.
 - 5.4. If IP is created by an LBTU employee while conducting research commissioned by another party (e.g., contract research or research services), the economic rights to the IP shall belong to the commissioning party unless otherwise provided in the agreement.
 - 5.5. If IP is created in collaboration with partners, the economic rights to the IP shall be allocated proportionally to each party's contribution, as defined in the agreement. In

such cases, LBTU shall conclude an agreement with the partner(s) regarding the allocation and use of economic rights.

6. Disclosure of created IP:

6.1. LBTU employees and students shall disclose the creation of IP to the LBTU Technology and Knowledge Transfer Office (hereinafter – TEPEK) at the earliest possible stage to avoid unintentional loss of IP protection.

6.2. Upon receipt of the disclosure as per Clause 6.1, the LBTU IP Management Committee (hereinafter – the IP Committee) shall make a timely decision regarding the protection of the disclosed IP.

6.3. To ensure novelty is not compromised, LBTU employees and students shall maintain confidentiality regarding the IP until the decision referred to in Clause 6.2 is made.

7. Protection of IP:

7.1. LBTU ensures the protection of valuable IP to which it holds rights.

7.2. The IP Committee decides on the initiation of industrial property registration, the most appropriate form of legal protection, and the maintenance of rights, considering the IP eligibility for protection, LBTU's budget allocated for IP protection, and its commercial potential.

8. Exploitation of economic rights to IP:

8.1. LBTU commercializes its owned IP through assignment (sale) or licensing via an open, transparent, and competitive process.

8.2. LBTU has the right to waive economic rights to IP, if allowed by existing agreements. In such cases, the employee or student may commercialize the IP independently or in cooperation with LBTU.

9. Distribution of revenue from IP exploitation:

9.1. To encourage active participation of IP creators in knowledge and technology transfer, creators receive fair compensation from the revenue LBTU obtains from IP commercialization.

9.2. After deducting IP protection and commercialization expenses (hereinafter – LBTU net income), the revenue is distributed as follows. The indicated share proportions for income above €70,000 and €700,000 apply only to the portion exceeding these thresholds:

LBTU Net Income (€)	Share to Creator (employee or student)	Share to LBTU
Up to 70,000.00	70%	30%
70,001.00 – 700,000.00	60%	40%
Over 700,000.00	50%	50%

9.3. LBTU's share of the revenue as per Clause 9.2 is reinvested into its core functions – the development of the study process and scientific research.

10. LBTU's performance evaluation procedures take into account IP exploitation aspects in addition to academic criteria.

11. Responsibilities in IP Management at LBTU:

11.1. The LBTU Council approves the IP Policy.

11.2. The LBTU Rector approves IP Management Regulations by order.

11.3. The LBTU Vice-Rector for Research oversees the implementation of the Policy.

11.4. TEPEK is responsible for Policy implementation, proposes Policy improvements, develops the LBTU IP Management Regulations, and ensures the operation of IP management processes.

- 11.5. The IP Committee decides on matters of IP protection, exploitation of economic rights (including sale or licensing), and waiver of economic rights to IP.
12. LBTU supports the development of knowledge and technology transfer capabilities and skills, including training for employees and students in areas such as IP, knowledge and technology transfer, and entrepreneurship.
13. The Policy is implemented in accordance with the values set out in the LBTU Development Strategy.
14. The Policy applies to all areas of LBTU activity. The principles established in the Policy are binding on all LBTU employees and students.
15. LBTU does not permit conflicts of interest in decision-making processes related to IP management.
16. The procedure for IP disclosure, protection decisions, and exploitation of economic rights is governed by LBTU IP Management Regulations.