



Takedown Notice Request – Protocol and Template Letter

(based on the approach taken by the University of Manchester)

UCD is aware of a number of File Sharing Sites where UCD Academic Material has been uploaded (e.g. [Course Hero](#) and [Studocu](#)). While students are only supposed to post material that they have created or for which they have permission to post, in many cases UCD Academic Material is posted without permission. There are a number of ways in which the removal of this material can be requested.

1. Submit a takedown notice

If you have identified any UCD Academic Materials on such File Sharing Sites which you are aware belong to the University, the first step is to submit a takedown notice. Many sites have a simple online form e.g. [Course Hero](#) and [Studocu](#) which you can complete.

To have UCD Academic Material removed:

- Check the website's footer for a link labelled "Copyright" or "Terms of Use" to locate a web form or the appropriate email address of the website's designated agent for takedown requests. Please see:
 - o Course Hero: "[Submit a takedown notice](#)"
 - o StuDocu: "[Submit a takedown request](#)"
 - o Chegg: "[Copyright takedown request](#)"

Such forms usually require the following information:

- A brief description of the work which has allegedly been infringed and a link to it.
- A statement that your rights have been infringed and why, for example:

"I authored the work during the course of my employment at University College Dublin. The work has been uploaded to your site without permission. As such, I consider this to amount to copyright infringement"
- Confirmation that the information is accurate and complete.
- Confirmation that the person completing the form is (or has been authorised by) the author.
- Your contact details.

2. Letter Template

Where an online form does not exist the following template letter may be used to request the takedown of UCD Academic material

The template (appendix 1) to support requests for the takedown of UCD Academic Material if an online form does not exist. Any requests for takedown must come from the faculty member who created the UCD Academic Material.

3. Request Support from UCD Legal

If your takedown notice does not result in the UCD Academic Material being removed from the site, please contact the UCD Legal Office, providing all relevant background information including a copy of the letter or takedown notice sent to the file sharing site.

Appendix 1: Takedown Request Template Letter

To whom it may concern,

We have recently become aware that intellectual property (“IP”) belonging to University College Dublin is being used on your website. The information below relates to content produced by University College Dublin that has been uploaded to your website.

The “Materials”

Original title	
URL	
Type of content (e.g. lecture slides, etc.)	

Confirmation that rights have been infringed (example given)	“I authored the work during the course of my employment at University College Dublin. The work has been uploaded to your site without permission. As such, I consider this may to amount to copyright infringement.”
Confirmation that the request is accurate	
Confirmation that you are the author of the work	

Your use of the Materials is not authorised and, in our view, infringes the University’s IP rights. We should therefore be grateful if you would within 14 days (i.e. by not later than [insert date +14]).

- (a) remove the Materials from your website;
- (b) refrain from any further unauthorised use of the University’s Materials; and
- (c) confirm that you have taken the steps detailed at (a) and (b) above.

The University reserves the right to take further action in the event that you fail to take the steps outlined above.

We look forward to hearing from you by not later than [insert date +14].

Yours faithfully
[insert signature & date]