CCdigitallaw's Training Catalogue

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2024/2025

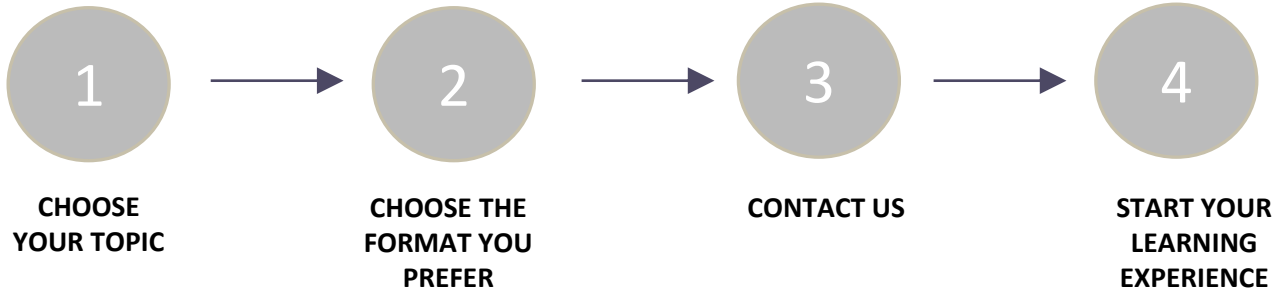
Contents

Introduction

The Center offers different course topics and formats that can be combined based on your needs. Each topic is available in four languages: German, French, Italian, English.

In the following sections you will find a list of currently available course topics, related to the subjects of copyright and data protection, and a description of the different available learning formats.

It is also possible to create a personalized learning path combining different topics and formats (e.g. start with an in presence introduction workshop and then add some webinars to deepen some specific aspects).



Our Learning Philosophy

DISCOVER OUR APPROACH TO LEARNING

Our Learning Philosophy

We are convinced that theoretical concepts can be learnt through practical and social experience and not only through structured learning.

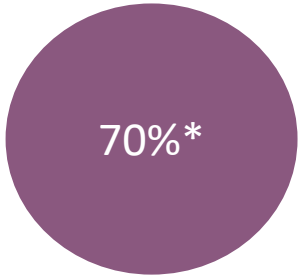
Depending on the training format, topic and the needs of each customer/audience we propose tools to learn and develop through:

STRUCTURED LEARNING

Learning through structured courses and formal programs: the aim of structured learning is to acquire the fundamental knowledge needed to step into social and experiential learning.

SOCIAL LEARNING

A collaborative method which allows people to deepen previously acquired concepts and learn new aspects in collaboration with others: through discussions, interactions, exchange on social media, and group works, participants can share their experience and enrich their knowledge.



EXPERIENTIAL LEARNING

Learning and developing through practical exercises, case studies, day-to-day tasks and role playing games thanks to the tools and real cases developed by CCdigitallaw and proposed during our trainings.

*depending on the training format or request, percentages represented above can vary

Course Formats

CHOOSE THE FORMAT THAT BEST FITS YOUR NEEDS

Course Formats

In-Presence Course Formats:

Workshop

Interactive training focused on practical exercises, discussion and group works. Suggested for half- or full-day training sessions with small groups.

Ideal duration: 4 to 8 hours
Participants: 6 to 12

Short Lecture Based on Storytelling

This format is suitable for all those who prefer a more traditional approach. The course focuses mainly on theory but still uses dynamic and interactive methods, thanks to real-life examples and cases. Suggested for shorter courses on specific topics.

Ideal duration: 2 hours
Participants: up to 50

Online Course Formats:

Webinar (or Virtual Classroom)

Synchronous online training, which allows participants in different locations to learn in an interactive way through presentations, polls, questions, discussions and real cases.

Ideal duration: 1 hour
Participants: up to 100

E-learning Activities

The e-learning approach is based on self-learning methods and allows participants to learn in autonomy and flexibility. You can deepen your knowledge with our online learning activities, quizzes, case studies, podcasts and videos available on our platform.

Mixed-approach:

You can also combine in-presence and online courses to enrich your learning experience.
For example, it is possible to start with an in-presence workshop and continue your learning experience with our e-learning activities, or vice-versa (i.e. flipped-classroom).

Ideal duration: to be defined with participants
Participants: cf. workshop/lecture

Course Formats

Tailor-Made Offer:

If you prefer a fully personalized learning experience, we can also design a tailor-made path including various formats and topics in order to best meet your specific needs and requirements. For more information please check our tailor-made offer on page 20.

Course Topics

DISCOVER CCDIGITALLAW'S VAST COURSE OFFER

Copyright

Intro to Swiss copyright law

This course offers the basics of Swiss copyright law.

Audience

- Faculty members, staff and students with no knowledge of copyright law

Main Contents

- Basics of the **Federal Copyright Act**: requirements for Swiss copyright protection, how to use a protected work, the role of collecting societies, responsibilities/sanctions
- Authors and right holders' rights (moral and economic rights)
- Copyright implications on the use of digital technologies and artificial intelligence

Learning Objectives

- Determine when is a work protected and identify the copyright holder
- Identify exceptions (e.g. private use, educational purpose, professional use, quotations, parody)
- Author's perspective: manage your rights when sharing your work
- User's perspective: be aware of possible responsibilities and sanctions when using someone else's work

Learning Techniques

Structured Learning

- Theoretical introduction to the topic
- Dynamic and interactive teaching techniques with practical examples

Social Learning

- Group work and individual reflection
- Collaboratively find solutions to real problems
- Exchange ideas with others

Experiential Learning

- Work on real cases about author's rights and propose your own solution
- Apply what you have learned to real-life problems in role-plays
- Test your own knowledge through interactive quizzes

How to use a copyright protected work

This course focuses on the user perspective and gives users advice on how they can use a specific work.

Audience

- All public

Main Contents

- Basics of the **Federal Copyright Act**: requirements for Swiss copyright protection, how to use a protected work, the role of collecting societies, responsibilities/sanctions
- Authors and right holders' rights (moral and economic rights)
- Public domain works
- Systematic methodology to decide if and how a work can be used

Learning Objectives

- Determine when is a work protected by copyright and identify its right holder
- Identify exceptions (e.g. private use, educational purpose, professional use, quotations, parody)
- Determine in your specific case whether you need to ask for permission and, if yes, to whom
- Identify the relevant elements of a valid license to use

Learning Techniques

Structured Learning

- Introduction to the basics of copyright
- Give some examples on how to use copyrighted works

Social Learning

- Share your own experience of using works of others in your day-to-day activities
- Collaboratively define some critical points to consider when using the works of others

Experiential Learning

- Learn to apply the presented methodology to your own day-to-day problems
- Find public domain works on the Internet identify situations in which copyrighted works can be used legally

Use of works in education

This course explains how works can be used within educational contexts, the Joint Tariff 7, Open Educational Resources

Audience

- Teachers, professors, librarians, students

Main Contents

- Meaning and conditions of the exception "**Private use for educational purposes**", applied on in presence and online courses
- The role of **Collecting Societies** and the Joint Tariff 7
- **Open Educational Resources**

Learning Objectives

- Be able to correctly use and share copyright protected works in education
- Apply the exception "Private use for educational purposes" in online teaching
- Understanding who is in charge to grant permission to use a work (the right holder or a collecting society)
- Create, recognize and find Open Educational Resources

Learning Techniques

Structured Learning

- Introduction to the exception "Private use for educational purposes"
- Learn when and how it is possible to use a work in educational contexts
- Presentation of real life examples

Social Learning

- Share your own experiences
- Group works

Experiential Learning

- Elaborate solutions for your educational context
- Participate in role-playing game to apply the exception to real-life settings
- Evaluate your learnings in interactive quizzes

Plagiarism & Good Scientific Practices in Academic Writing

This course introduces the concepts of plagiarism and good scientific practices.

Audience

- Faculty members, students, researchers

Main Contents

- Basic principles of good scientific practices in academic writing
- Definition of **plagiarism**/types of plagiarism
- **Citations** rules
- Consequences and sanctions of plagiarism
- Legal framework of plagiarism (**copyright** law and regulations of educational institutes)

Learning Objectives

- Be able to reference and cite sources correctly
- Avoid plagiarism and identify when a work is plagiarized
- Identify infringements of copyright and be aware of possible risks linked to plagiarism
- Recognize good scientific practices
- Knowing how to use AI and tools such as ChatGPT in a compliant way

Learning Techniques

Structured Learning

- Interactively learn what plagiarism and good scientific practices are
- Learn how to cite sources correctly

Social Learning

- Share your experience on plagiarism and how to avoid it
- Discuss practical examples with your colleagues
- Collaboratively solve a case of infringement of author's rights

Experiential Learning

- Work on a case study and identify the consequences of plagiarism
- Identify where plagiarism occurs with the help of real examples

Publishing academic articles as OA and Second publication right

This course explains how to publish as Open Access and the possibility of second publication according to the Swiss Code of Obligations.

Audience

- Researchers, PhDs, students, publishers and funders

Main Contents

- Contractual obligations and rights of **funders**, **publishers** and **authors**
- The legal requirements of the SNSF, the interests of publishers and possible conflicts between them and authors/scientists
- Principles of **Open Access**
- Suggestions on how to approach such conflicts, such as the Rights Retention Strategy

Learning Objectives

- Evaluate the risks before signing a publishing contract and know what can be negotiated
- Be able to propose constructive solutions to publishers to solve conflicts between them and authors/scientists

Learning Techniques

Structured Learning

- Introduction to author's and publishers' rights according to Swiss law
- Show examples of publishers' contractual obligations
- Show examples of critical/risky clauses

Social Learning

- Share your own experiences of negotiating conditions with publishers
- Learn to solve conflicts through role playing game

Experiential Learning

- Analyze existing contracts and conditions and identify critical points
- Build your personal strategies to solve conflicts and propose correct and fair conditions

Creative Commons Licenses

This course introduces the principles of public licenses with a particular focus on CC licenses.

Audience

- All public

Main Contents

- Essentials of **Intellectual Property** and **contractual law** to understand the scope of licensing
- The 4 CC clauses:

  BY SA ND NC
- The six standard **CC licenses** and the **Public Domain** element
- The coverage of the different licenses on different kind of documents
- Methodology to choose a license when distributing a work (license decisional tree)

Learning Objectives

- Recognize the scope of each CC license
- Distinguish different types of public licenses
- Choose the right license for your works according to your needs and intended use
- Be able to use a CC covered work compliant to the CC licenses

Learning Techniques

Structured Learning

- Show how to license a work with various day-to-day examples
- Collective guided brainstorming on how to license a work
- Active and participatory learning methods

Social Learning

- Share your experience of using CC-licenses with others
- Exchange your ideas about the scope of licensing
- Collaborate to choose a CC-license for a specific, given situation

Experiential Learning

- Learn to use the license decisional tree to license a work according to your needs
- Try to find works on the Internet to be used in different contexts by paying attention to their usage rights

Free and Open Source Software Licenses

This course focuses on Copyright protection and Licensing of Computer Software, both proprietary and open source.

Audience

- Faculty members, researchers, PhDs, students

Main Contents

- Essentials of Intellectual Property and contractual law to understand the scope of licensing
- Copyright protection of Computer Software
- Principles of **Copyright** and of **Copyleft**
- Differences between **proprietary** and **open licenses**
- The main groups of FOSS licenses differences: **permissive**, **strong** and **weak copyleft**

Learning Objectives

- Recognize the scope of FOSS licenses
- Distinguish different types of open licenses
- Choose the right group of licenses for your works according to your needs and intended use
- Be able to use a FOSS covered work compliant to the FOSS licenses

Learning Techniques

Structured Learning

- Show how to license a work with various day-to-day examples
- Collective guided brainstorming on how to license a work
- Active and participatory learning methods

Social Learning

- Share your experience of using FOSS-licenses with others
- Exchange your ideas about the scope of licensing
- Collaborate to combine and choose a proprietary or FOSS license for a specific, given situation

Experiential Learning

- Learn to use the license decisional tree to license a work according to your needs
- Test your own knowledge through interactive quizzes

Data Protection

Introduction to Swiss data protection law

This course offers an introduction to Swiss data protection law, with the differences between the old and the new Swiss legislation (which entered into force 1.9.2023).

Audience

- All public

Main Contents

- Basics of the concept of **Privacy** and intro to federal and cantonal data protection laws
- The implications of the European General Data Protection Regulation (GDPR) in Switzerland
- Personal data, sensitive data and anonymization
- Informed consent
- Big data

Learning Objectives

- Determine what laws apply in a specific case depending on who processes personal data (private person, or federal or cantonal institution)
- Define what rights does the data subject have and how to respect them
- Elaborate a compliant informed consent form to lawfully process personal data
- Develop strategies to evaluate your own cases

Learning Techniques

STRUCTURED LEARNING

- Theoretical introduction to the topic
- Dynamic and interactive teaching techniques with practical examples (video surveillance on private and public spaces, internet cookies, etc.).

SOCIAL LEARNING

- Group work and individual reflection
- Collaboratively find solutions to real problems
- Exchange ideas with others

EXPERIENTIAL LEARNING

- Work on real cases about data processing and the data subject rights and propose your own solution
- Apply what you have learned to real-life problems in role-plays
- Test your own knowledge through interactive quizzes

Swiss data protection law in education

This course offers an introduction to Swiss data protection law applied to the school context.

Audience

- School teachers, staff and students with no knowledge in the field of personal data protection

Main Contents

- Basics of the concept of **Privacy** and intro to federal and cantonal data protection laws
- The implications of the General Data Protection Regulation (GDPR) and in Switzerland
- Personal data, sensitive data and anonymization in education
- Informed consent for educational activities and when creating educational material

Learning Objectives

- Determine what laws apply in a specific case depending on who processes personal data (private person, or federal or cantonal institution)
- Define which rights has the data subject and how to respect them when using digital technologies for teaching purposes
- Elaborate a compliant informed consent form for extra educational activities
- Be aware of possible responsibilities and sanctions
- Develop strategies to evaluate your own cases

Learning Techniques

Structured Learning

- Theoretical introduction to the topic
- Dynamic and interactive teaching techniques with practical examples of data processing during school activities and extra educational activities, when using digital technologies for teaching, etc.

Social Learning

- Group work and individual reflection
- Collaboratively find solutions to real problems
- Exchange ideas with others

Experiential Learning

- Work on real cases about data processing and the data subject rights and propose your own solution
- Apply what you have learned to real-life problems in role-plays
- Test your own knowledge through interactive quizzes

Swiss data protection law in research

This course focuses on Data Protection law applied in the academic and research context, where the goal is to publish Open Research Data.

Audience

- Faculty members, researchers, PhDs, students

Main Contents

- Basics of the concept of **Privacy** and intro to federal and cantonal data protection laws
- What to consider when other countries are involved and when Open Access is borderless
- Processing personal data for research purposes
- Personal data, sensitive data, informed consent and anonymization
- Thinking ethically: how to find a fair balance between Research, Open Access and Privacy

Learning Objectives

- Determine what laws apply in a specific case depending on who processes personal data (private person, or federal or cantonal institution)
- Define what rights does the data subject have and how to respect them
- Understanding when consent is required and how to elaborate an informed consent form that is compliant on an international level
- Develop strategies to evaluate your own cases

Learning Techniques

Structured Learning

- Theoretical introduction to the topic
- Dynamic and interactive teaching techniques with practical examples (video surveillance on private and public spaces, internet cookies, etc.).

Social Learning

- Group work and individual reflection
- Collaboratively find solutions to real problems
- Exchange ideas with others

Experiential Learning

- Work on real cases about data processing and the data subject rights and propose your own solution
- Apply what you have learned to real-life problems in role-plays
- Test your own knowledge through interactive quizzes

Copyright and Data Protection

Open Science and Open Research Data

This course explains the legal framework, within which it is possible to publish research data online.

Audience

- Researchers, PhDs, students, publishers and editors

Main Contents

- Legal framework of sharing publications and open data
- The connection between Copyright and Open Science
- Principles of **Copyright**, of **Open Access** and **Copyleft**
- **Privacy** related to Open Research Data
- Creative Commons licenses

Learning Objectives

- Understand the difference between Copyright and Data Protection
- Choose the license that best suits your Open Research Data
- Recognize repositories' conditions and licenses
- Process personal data in a compliant way

Learning Techniques

Structured Learning

- Theoretical introduction about Open Research Data and the basics of copyright law and of data protection law

Social Learning

- Share your experiences of publishing your data and distributing data of others
- Exchange your ideas on different ways of online publishing
- Build internal and external personal networks/contacts

Experiential Learning

- Work on real case studies to learn how to identify inappropriate publications/distribution
- Among a given list of data, select those that can be published online, how and where in given situations

Social Media and Legal Issues

This course focuses on copyright and data protection aspects when using social media to share contents.

Audience

- Users of social media

Main Contents

- **Copyright** and **privacy** aspects when using pictures, videos, music and texts on social media
- Importance of **general terms and conditions** of social media and understanding which country law applies
- Consequences of copyright and data protection law infringements on social media
- Legal protection against infringements by third parties

Learning Objectives

- Identify the applicable regulations when using social media
- Recognize when posting and uploading content on social medias is legal or illegal
- Recognize if somebody has infringed your rights
- Determine general terms and conditions of social media

Learning Techniques

Structured Learning

- Interactive presentation of basic copyright and data privacy rules to apply when using social media
- Show examples of copyrights infringements on social media

Social Learning

- Share your own experiences of legal issues on social media
- Exchange ideas on how to correctly use social media
- Participate in facilitated group discussions on privacy issues when using social media

Experiential Learning

- Go through your social media contents and reflect whether it has been published in accordance with the law and in respect of your own privacy
- Define some best practices for the correct use of social media

Image Rights

This course focuses on the use of pictures.

Audience

- PhDs, students, professors, researchers, other interested stakeholders

Main Contents

- The importance of **copyright** and **privacy**
- Copyright protection requirements for pictures
- Exceptions and limitations of copyright regarding pictures
- Rightful use of images showing identifiable persons according to data protection laws

Learning Objectives

- Identify who is the copyright owner of a picture
- Identify if an image is copyright protected or not
- Use pictures found in the Internet in a correct way
- Use pictures in accordance to data privacy protection rules

Learning Techniques

Structured Learning

- Introduction to image rights (copyright and data privacy protection issues)
- Examples of wrongful and correct use of images

Social Learning

- Share your thoughts about copyright protection of pictures representing famous monuments
- Discuss about how you use pictures
- Participate in facilitated group discussion on data privacy protection

Experiential Learning

- Identify the owner of images found in the Internet
- Identify copyright and data privacy right violations
- Develop best practices to use images of others

Generative AI

This course focuses on the use of generative AI tools.

Audience

- PhDs, students, professors, researchers, other interested stakeholders

Main Contents

- **Copyright** and **privacy** aspects when using generative AI tools
- Exceptions and limitations of copyright regarding AI training
- Copyright Extended Collective Licenses
- Ethical basics applicable when using AI tools

Learning Objectives

- Identify what is protected by copyright and how it can be used in the context of AI
- Identify whether the GenAI output is protected by copyright or not
- Identify if you can apply the text & data mining exception to train AI
- Learn how to ask for permission to reproduce copyrighted works when using GenAI tools
- Learn data protection and privacy aspects applicable when using GenAI tools

Learning Techniques

Structured Learning

- Introduction to the legal framework of GenAI (copyright and data privacy protection)
- Examples of wrongful and correct use of GenAI outputs

Social Learning

- Share your thoughts about copyright and privacy matters in the context of GenAI
- Discuss about how you use GenAI tools
- Participate in facilitated group discussions

Experiential Learning

- Identify what is protected by copyright
- Identify copyright and data privacy right violations
- Develop best practices to use GenAI tools

Tailor-Made Offer

TAILOR-MADE OFFERS FOR YOUR SPECIFIC, PERSONAL NEEDS

Tailor-Made Offer

CCdigitallaw also provides tailor-made trainings that meet the specific needs and requirements of your organization. You can choose to combine different formats, activities and topics in order to create a complete learning path.

You will be able to choose your:

- **Objectives**: which learning outcomes do you expect?
- **Topics**: which topics would you like to be included?
- **Format**: which training formats do you want to use? Distance course (webinar or eLearning module), face-to-face workshop, short lecture based on storytelling, coaching session, (…).
- **Type of resources**: tailor-made pedagogical resources and practical tool kits will be produced for your course

Tailor-Made Offer

EXAMPLE OF LEARNING PATH BASED ON YOUR REQUEST:

Your objectives, topics & format

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