Date: \_\_\_\_\_\_\_\_\_\_

**Request for permission to use items in an online course**

Dear \_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and I am a Prof./Dr. of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the department/faculty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Tel Aviv University. I would like to request your kind permission for use of a copyright item as follows:

Tel Aviv University is the largest research institution in Israel, with the widest variety of fields of study and research. Among other things, the university also develops online courses that operate on different learning systems, internal to the university and open only to registered students, and some are open to the general public.

The university is dedicated to adapt teaching and learning to the age of information revolution, and is involved, among other activities, in the development of specialized programs and courses for integrating in-person and online teaching. Online or partially online courses operate through different learning systems, some of which are internal to the university and open only to enrolled students, while others are open to the general audience. Increasing access to higher education is a global trend that aims to minimize inequality, democratize academic education, and enable any person in Israel and the world to learn using academic materials. Most courses are offered to learners free of charge, and some make it possible to earn a diploma on the completion of the course or take an academic-level test at the university.

I ask for your permission to use the following items as part of an online/hybrid course, as specified below:

The requested items:

Image \_\_\_\_\_\_\_\_\_\_\_ from the book/website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (attached: image or link to image)

Image list: detailed in a spreadsheet table \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quotation\_\_\_\_ out of\_\_\_\_\_\_\_ page details\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Article\_\_\_\_\_\_\_ out of\_\_\_\_\_\_\_ page details\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part of artwork \_\_\_\_\_ out of\_\_\_\_\_ page details\_\_\_\_\_\_\_\_\_\_\_

A complete artwork \_\_\_\_\_ out of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use of these items is requested for the course:

Course name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lecturer’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course language \_\_\_\_\_\_\_\_\_\_\_\_

Online / hybrid (online + in-person) course

Further course details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time-limited use:**

The use is limited to \_\_\_\_ weeks,

course starting date \_\_\_\_\_ ending date \_\_\_\_\_

**Use with no time limit:**

The course is open to users indefinitely, without a time limit.

**Use for enrolled university students:**

The course is password-protected and open to any student without restriction

Or

The course is password-protected and open exclusively to students enrolled in this course

Estimated number of students: \_\_\_\_\_ per term/year for \_\_\_\_\_\_\_years

Option of payment according to the number of users: for each student enrolled in the course, the requested fee is ILS \_\_\_\_\_\_\_\_\_.

**Open use (not only for students):**

The course is open to the general audience for \_\_\_ years / indefinitely

The course is open to the general audience free of charge, through a for-profit platform (details): \_\_\_\_\_\_\_

The course is offered for a fee: \_\_\_\_\_\_

**Permission is granted to use the items specified above - to be filled in by the copyright holder:**

\_\_\_ Free of charge

\_\_\_ Permitted for a fee to the amount of \_\_\_

Requested credit text: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Permission declined

**Copyright holder declaration:**

\_\_ I permit the use as specified above, and hereby declare that I am the sole copyright holder in the requested item and no permission is required from other copyright holders.

\_\_ I am one of the copyright holders, and my permission is contingent on your requesting permission from additional parties who are copyright holders, as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ I am one of the copyright holders in the requested item, and hereby declare that I have been legally authorized to permit its use as specified above, on behalf of myself as well as all other copyright holders.

Name \_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_ Signature + seal: \_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_