

COMMISSION POLICY

1. Introduction

a. Purpose of Policy Provisions:

- The purpose of the commission policy provisions is to define the principles, rights, and responsibilities related to the payment of commissions to contributors involved in building online courses. This policy has the following objectives:
- Encourage and motivate contributors to contribute to and develop online courses. Receiving commissions can be a strong incentive for contributors to create high-quality content and promote course development.
- Provide a fair and transparent system for calculating and paying commissions to contributors. This ensures that everyone is treated fairly and receives deserved rewards based on their contributions.
- Help establish long-term and reliable relationships between contributors and companies/individuals organizing courses. By providing clear and fair conditions regarding commissions, this provision facilitates the development of sustainable partnerships and effective cooperation.
- Commissions can be an important part of the marketing and sales strategy for online courses. Reasonable and attractive commission policies can attract actively marketing contributors, while providing motivation for them to strive for better course promotion and sales.
- Clarify the rights and responsibilities of contributors and companies/individuals organizing courses. This helps avoid disputes and misunderstandings that may arise regarding commissions and related benefits.

b. Definition of Eligible Parties for Commission When Participating in Building Online Courses:

- Contributors: Individuals who contribute to the training platform, including not only instructors, co-instructors, sellers, and referrers but also experts in specific fields, editors, content producers, graphic designers, and other content contributors.
- Instructors/Co-Instructors: Instructors are responsible for teaching, creating content, and guiding students during online courses. Instructors may either own the course or be co-instructors involved in building course content. For online courses, instructors typically use online tools and platforms to interact with and support students during the learning process.
- Sellers: Sellers can be instructors, students, or educational organizations participating in the referral process to sell courses.
- Referrers: Individuals who refer other instructors to participate in providing or building training content on EduConnHub.

- Students: Individuals who participate in the learning process. Students register and enroll in courses, programs, or classes to acquire knowledge and skills in their areas of interest.

c. Scope of Application:

- The scope of application of the commission policy provisions may be defined as follows: This model applies to all parties: contributors, instructors/co-instructors, sellers, referrers, etc.

2. Commission Policy

The calculation of commissions in this model is determined based on the following general principles:

- Course Revenue: This refers to the total revenue earned from online courses after deducting related expenses such as marketing activities, partnerships, taxes, and other fees.
- Related Expenses: This includes expenses incurred during the marketing and promotion of courses, costs associated with partnerships (if any), taxes, and other expenses such as payment processing fees, platform management, and technical support.
- Commission Calculation: The commission percentage is calculated based on a pre-defined percentage of the course revenue after deducting related expenses. This percentage may be pre-determined and agreed upon between the parties involved, and it may vary depending on the type of commission recipient (e.g., instructors, sellers, referrers).
- Commission Payment: Commissions are paid to the corresponding parties based on the actual revenue they have contributed to teaching, marketing, or referrals. These payments may be made periodically or upon reaching a certain threshold.
- Monitoring and Reporting: The commission calculation and payment process need to be closely monitored and reported to the respective partners to ensure transparency and fairness in this process. These reports also help the parties evaluate performance and optimize their business strategies.

3. Detailed Commission Policy:

a. Commission Policy for Instructors Building Entire Courses (100%):

Instructor's Rights:

- Instructors have full authority to build and manage content on the EduConnHub platform, with the autonomy to control courses actively and independently.
- Courses will be marketed within the EduConnHub ecosystem.

Commission Calculation:

- Instructors will receive commissions based on the following mechanisms:

- If students find the course naturally through the EduConnHub platform, the instructor will receive 50% of the course revenue.
- If the instructor sells the course through referral links, they will receive 80% of the course revenue.
- Selling courses on other marketplaces such as Udemy, Coursera, Tutorialspoint, Learnfly, Edx, under the brand of EduConnHub, will be discussed and agreed upon with the course creator.
- If the instructor agrees to sell on other platforms, revenue sharing will be 50% regardless of the source of income, whether self-sold or through natural marketplaces.
- In case the instructor disagrees, they still have the right to upload to other platforms according to their personal preferences.

b. Commission Policy for Instructors Participating in Building Partial Courses:

Instructor's Rights:

- They participate alongside other instructors who are experts in the field in a community contribution project.
- They become co-instructors of the course.
- They receive a percentage of the course revenue as agreed upon with the main instructor.
- Individual instructors do not have the right to sell on any other platform under the principle of intellectual property co-ownership if they participate as co-instructors from EduConnHub.

Commission Calculation:

- Income for the main instructor and co-instructors is calculated jointly according to the policy outlined in section 3.a) Commission Policy for Instructors Building Entire Courses.
- Income between the main instructor and co-instructors is allocated based on mutual agreement.
- Payment will be made to the main instructor as the focal point. The main instructor is responsible for payment based on the agreed-upon ratio with the co-instructors. Other forms (if any) will be specifically discussed between the parties.
- Encouragement Principle for Consistent and Convenient Deployment:
 - General principle:
 - Video Recording + Trailer: 10%
 - Slide Creation (with existing content like Transcripts, guidelines): 30%
 - Content/Transcripts and outline creation per slide page: 60%
 - Translation (including Slide & Transcripts) to create a new language product: 20% (Income applies to new products with new languages) or Fixed Cost as agreed upon.

- Translation, subtitle addition to existing products: Fixed Cost (100-300K VND depending on the length of the product)

(Based on the total revenue received by the instructor)

○ Application:

- If the course content is already available and needs to be fully translated into a new language or English, co-instructors (collaborators) will receive: i) 10% for Video + Trailer, ii) 20% for Language Conversion. Totaling 30% of the revenue for the new version of the course (Main instructor receives 70%).

*Example: The original course is in English, needs to be translated into Vietnamese, the Vietnamese version sells for \$100. Income for the instructor/co-instructor/collaborator is $\$100 * 50\% = \50 .*

*The agreement between the instructor and the co-instructor is 70:30, so the income for the instructor and the co-instructor for that Vietnamese course is: $\$50 * 70\%$ for the instructor and $\$50 * 30\%$ for the co-instructor.*

- If the main instructor has already completed: Slide + Transcripts + Code (If required), the co-instructor (collaborator) is only responsible for Video recording (without language translation) and creating the Trailer, they will receive 10% of the revenue (90% of the revenue for the main instructor), and the copyright belongs to the main instructor.
- If the main instructor has completed Transcripts + Code (If required) and the slides are in draft form or not available, the co-instructor (collaborator) is responsible for completing the slides (equivalent to 30% for this item) (under the guidance, sharing, agreement of the main instructor), recording the Video (without language translation), and creating the Trailer (10% for this item) → they will receive 40% of the revenue (60% of the revenue for the main instructor), and the copyright belongs to the main instructor.
- In case of participating in building a portion of the course content, revenue sharing will be carried out through specific agreements between the parties.

c. Income from Referral of Instructors:

- Anyone (Instructors, Students, partners, and even course buyers) can refer an Instructor to participate in building courses and will receive a corresponding commission: 5% of the course revenue received by the Instructor within 12 months (calculated from the date the course is officially uploaded to the training platform). This referral fee will be categorized as a course expense.

d. Income from Referral of Course Sales:

- Anyone (Instructors, Students, partners, and even course buyers) can refer a course to learners and will receive a corresponding commission: 10% of the course revenue (based on the referral code issued by Educonnhub).

4. Rights and Responsibilities of Parties

a. Rights and Responsibilities of Collaborators

- Rights of Collaborators:
 - o Collaborators have specific rights and responsibilities in the course development process. Below are some rights and responsibilities of collaborators:
 - o Collaborators have the right to express opinions and suggestions during the course development process. They can contribute to planning, designing content, or provide creative ideas to enhance the course quality.
 - o Collaborators have the right to access information, documents, and necessary resources to carry out their tasks. They should be provided with adequate information related to the project and the course to contribute effectively.
 - o Collaborators have the right to receive recognition and compensation commensurate with their contributions and work. Agreements on work and compensation should be agreed upon before implementation and ensured to be fair and transparent.
- Responsibilities of Collaborators:
 - o Collaborators are responsible for completing assigned tasks on time and with quality. They need to work diligently, attentively, and adhere to the requirements and standards set forth.
 - o Collaborators need to collaborate with other team members to achieve common goals.
 - o Collaborators are responsible for ensuring the quality of their work and contributions.
 - o Collaborators need to adhere to the rules, regulations, and instructions set forth by the organization or project manager. They should adhere to regulations regarding copyright, privacy, and ethics during the work process.
 - o Collaborators will not receive commissions in the following cases:
 - o When Collaborators violate the terms of the policy affecting the rights of students, the company's rights and reputation, or deliberately violate multiple times, refusing to cooperate with the company.
 - o When Collaborators actively propose to cease participation in the Collaborator program.
 - o When EduConnHub decides to cease the entire Collaborator program.

b. Rights and Responsibilities of EduConnHub in Course Organization

- Rights of EduConnHub:
 - Right to design and develop courses: EduConnHub has the right to design and develop course content. EduConnHub may decide on the structure, topics, learning objectives, and teaching methods suitable for the course goals and student audience.
 - Right to manage and operate courses: EduConnHub has the right to manage and operate courses. This includes scheduling, student management, providing learning materials and other resources, and monitoring the progress and learning outcomes of students.
 - Right to select collaborators: EduConnHub has the right to select and recruit collaborators or instructors to support in course building and teaching. They have the right to assess and select individuals with suitable skills and knowledge to ensure the quality of teaching.
- Responsibilities of EduConnHub:
 - Responsibility to provide quality content: EduConnHub is responsible for providing quality and accurate content. They should ensure that the content is updated, relevant to learning objectives, and meets the needs of students.
 - Responsibility to support students: EduConnHub is responsible for supporting students during the learning process. They should provide guidance, answer questions, and provide feedback to students to help them learn and develop.
 - Responsibility for course management: EduConnHub is responsible for managing courses effectively. They should assess results and provide feedback to help students progress and achieve learning goals.
 - Responsibility to ensure quality: EduConnHub is responsible for ensuring the quality of courses. They should regularly check and evaluate content, teaching methods, and student interactions to ensure responsiveness and improve course quality.
 - EduConnHub is responsible for complying with relevant legal regulations related to online education platform construction, including regulations regarding copyright, privacy, and student information security.

c. Rights and Responsibilities of Students

Students in an online course also have rights and responsibilities that need to be recognized and adhered to. Below are some rights and responsibilities of students:

- Rights of Students:
 - Students have the right to access course content and participate in the learning process. They have the right to use provided materials, resources, and learning tools to acquire knowledge and skills.
 - Students have the right to receive clear and comprehensive information about the course, including objectives, schedule, requirements, and

standards. They also have the right to receive support from the company/individual organizing the course in answering questions and providing guidance.

- Students have the right to participate in learning activities, discussions, and contribute opinions. They can share their opinions, experiences, and ideas to create interaction and community development.
- Responsibilities of Students:
 - Responsibility to comply with regulations and rules: Students are responsible for complying with regulations and rules set forth by EduConnHub. This includes adhering to regulations regarding copyright, privacy, and not sharing lessons or accounts under any circumstances.

5. Copyright and Content Responsibility of Instructors:

a. Copyright Protection:

- Instructors must ensure that any content they provide on the EduConnHub platform does not infringe upon any third-party copyrights.
- Instructors are entirely responsible for ensuring that all materials, resources, and content they provide are legal and do not violate any copyrights.

b. Prohibited Content:

- Instructors are not allowed to use any materials or content that they do not own or have the right to use.
- Prohibited content includes, but is not limited to, infringement of intellectual property rights, copyright, trademarks, or privacy rights of any party.

c. Copyright Violation:

- If any content provided by an instructor is found to violate copyright law, the instructor will bear all legal responsibilities, including compensating for damages and legal costs that EduConnHub may face.
- EduConnHub does not assume any responsibility or legal obligation for any content provided by instructors on the platform.

d. Limitation of EduConnHub's Responsibility:

- EduConnHub only provides the training platform and does not assume any responsibility related to checking or ensuring the legality of the content provided by instructors.
- In the case of content violating copyright law, EduConnHub reserves the right to remove or disable access to that content without prior notice.