**Institutional OER Policy**

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This document provides a ready to use template for drafting an Open Educational Resources (OER) policy for an ODL, e-Learning or face-to-face institution.

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* The Open University of Sri Lanka. (2015). Open educational Resources (OER) Policy. Sourced from the International Academic Relations Unit of OUSL.
* Wawasan Open University. (2012). Open Educational Resources (OER) Policy. Retrieved from <http://eprint.wou.edu.my/policies.html>
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| COMMONWEALTH OF LEARNING4710 KingswaySuite 2500, BurnabyBritish ColumbiaCanada V5H 4M2Telephone: +1 604 775 8200Fax: +1 604 775 8210Web: [www.col.org](http://www.col.org)E-mail info@col.org  | The first draft of this document was derived from existing sources by Dr. Mohan B. Menon, Independent Consultant, India (mohanbmenon@gmail.com) and Dr. Manas Ranjan Panigrahi, Programme Officer (Education), Commonwealth Educational Media Centre for Asia (CEMCA), India (mpanigrahi@col.org) as part of a project on *Institutional OER Policy Development*. The final version was edited by Dr. Ishan Abeywardena, Adviser: Open Educational Resources (iabeywardena@col.org) and Dr. Sanajaya Mishara, Education Specialist, eLearning (smishra@col.org) of the Commonwealth of Learning, Canada. This project is funded as part of the Grant #2015-2585 generously made by The William and Flora Hewlett Foundation, USA**.** |

INSTITUTIONAL OER POLICY

-Template-

## Preamble

[This section should provide a detailed description of your institution’s vision and mission, and describe the rationale behind the adoption of an Open Educational Resources (OER) policy.]

## Definitions

* 1. Open Educational Resources (OER): Based on the 2012 Paris OER Declaration (UNESCO, 2012, p.1)[[1]](#footnote-1), [name of the institution] interprets OERas teaching, learning and research materials in any medium, digital or otherwise, that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions. Open licensing is built within the existing framework of intellectual property rights as defined by relevant international conventions and respects the authorship of the work.
	2. OER Creation: The development/production and online sharing of quality assured OER.
	3. OER Adoption: A practice of adopting existing OER for use in a course without any change.
	4. OER Integration: This is viewed as a logical and systematic approach to the “five Rs” (Hilton, Wiley, Stein & Johnson, 2010) [[2]](#footnote-2)of reusing, revising, remixing, redistributing and retaining of OER.
	5. OER Sharing: Making OER freely accessible, especially online.
	6. Content Developer: Any person (typically author) engaged in the development of teaching and learning materials used by the institution.
	7. Copyrights: Laws that regulate the use of the work of a creator, such as an artist or author. This includes copying, distributing, altering and displaying creative, literary and other types of work as per copyright law of [country]. Unless otherwise stated in a contract, the author or creator of a work retains the copyright. The author(s) retains the moral rights to assign the rights to any other person or legal entity, and share the materials with others in any other conditions he/she may desire.
	8. Open License: “A license that specifies what can and cannot be done with a work (whether sound, text, image or multimedia). It grants permissions and states restrictions. Broadly speaking, an open license is one which grants permission to access, re-use and redistribute a work with few or no restrictions”.[[3]](#footnote-3)
	9. ***Institutional Repository:*** a set of services offered by an institution “to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It is most essentially an organizational commitment to the stewardship of these digital materials, including long-term preservation where appropriate, as well as organization and access or distribution”[[4]](#footnote-4).
	10. Any other definition: [to be added or deleted as needed]

## Policy

* 1. **Policy Declaration**

The [name of the institution] will promote and implement the creation, reuse, revision, remixing, redistribution and retention of Open Educational Resources (OER) within an Open Licensing framework.

* 1. **Policy Statements**
		1. The management will promote, foster and reward all efforts towards the adoption, integration and sharing of OER in course design, development, quality assurance and delivery.
		2. [name of the institution], as publisher and copyrights owner, will decide on the content to be published as OER in consultation with the relevant Faculty/Department/Division.
		3. Academic and academic support staff will be committed to the philosophy of OER in building capacity and positive attitudes for effective creation, adoption and integration of OER in the development and delivery of courses as well as other professional engagements.
		4. Academic and academic support staff will plan and implement suitable academic activities involving the creation, adoption, adaptation and integration of OER to offer courses and programmes for the learners to enable them acquire appropriate competencies for desired qualifications.
	2. **Policy Objectives**

The objectives of the policy are to:

* + 1. Formulate the necessary strategic inputs, outputs, tasks and performance indicators to achieve OER creation, adoption, adaptation and integration in the development/delivery of courses;
		2. Develop awareness about the concept and practices related to OER among all staff;
		3. Build capacity among academic and academic support staff to use OER appropriately in their professional engagements;
		4. Prepare institutional guidelines and manuals for OER creation, adoption, adaptation and integration;
		5. Establish an institutional repository to distribute OER;
		6. Continuously monitor and ensure that the policy is implemented effectively;
		7. Develop and incorporate an effective feedback mechanism that will facilitate informed decisions for any mid-term corrections during OER implementation; and
		8. Consider and incorporate changes to the process based on new developments in the field of OER and the circumstances of the institution.
	1. **Scope and Applicability**

Unless notified by [name of the institution] as special exclusion, this OER policy is applicable to:

* + 1. All academic and academic support departments of the [name of the institution];
		2. All content developers within the institution and those engaged by the institution on temporary/contract basis;
		3. All types of learning materials released in physical or electronic format;
		4. In cases where the material is developed in collaboration/partnership with other institutions, the guidelines governing the collaboration/partnership as indicated in the MOU/MOA will prevail. However, any such agreement should duly consider this OER Policy before any deviation is agreed upon and approved by the competent authority of the institution.
	1. **Copyrights and Licences**
		1. [name of institution] is the absolute owner of the copyright of any content created by it;
		2. Unless otherwise specified, the institution supports free and open access to all educational content it owns or co-owns and will make them available through the OER repository under a Creative Commons (CC) license[[5]](#footnote-5).
		3. The institution may make exceptions to the sharing of intellectual property it owns on a case by case basis.
		4. Access to intellectual property of the institution that it considers to be commercially sensitive may also be restricted.
		5. The choice of license will be decided by the Faculty/Department/Division who has developed the material and will be vetted by the internal OER Quality Review Board.

{alternatively choose the following}

All materials developed by the institution will comply with and be released under a Creative Commons [specify the Creative Commons license to be used]. For derivatives and reproductions of other CC licensed materials, the institution will respect the CC provisions and the licenses therein.

* + 1. It is the responsibility of the author(s) of the content to comply with 3.5.5 when revising or remixing existing OER.
		2. The license declaration on the OER will be in the following format:

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| © 20XX [name of the institution]. Except where otherwise noted, this work is licensed under the terms of the Creative Commons [specify the Creative Commons license to be used]. To view a copy of this license, visit [provide a link to the license on creativecommons.org]  |

* + 1. [Name of the institution] reserves the copyright of the institutional logo used in all of its materials, and does not permit use of its logo without written permission for derivatives of its works.

* 1. **Quality Assurance and Review System**
		1. The OER repository will strives to provide quality assured resources.
		2. Learning resources developed by the institution through peer reviewing and strict quality assurance mechanism inbuilt in the course development process will not require further review prior to uploading on to the OER repository. All other contributions will be peer reviewed within the department before uploading on the OER Repository.
		3. An OER Quality Review Board (OER-QRB) will be notified to review policy as well as the production, delivery and access of OER.
		4. The OER-QRB will constitute the following members: [e.g. Chair of the Internal Quality Assurance Cell, Registrar, Academic Dean/s, Head of the departments, and selected 2/3 OER experts from the staff on rotation basis]
		5. The OER-QRB will adopt a set of quality assurance (QA) guidelines and indicators to help teachers focus on the quality of OER.
		6. The OER-QRB will have a three year term, and will report annually to the [e.g. Senate/Academic Board] through the President/Vice Chancellor.

* 1. **Liability**
		1. All OER materials in the institutional repository will carry a disclaimer indicating that the material is for educational purposes only and that the [name of the institution] absolves itself of any practical misuse of the OER materials or their content. OER materials authored and published by staff of the [name of the institution] do not necessarily reflect the opinion of the [name of the institution].
		2. An additional caveat will indicate that derivatives of this work are not authorized to use the institution’s logo without prior written authorisation from the institution.

* + 1. The disclaimer will have the following format:

The publication is released for educational purposes, and all information provided are in ‘as is’ basis. Although the author and publisher have made every effort to ensure that the information in this publication was correct at press time, the author and publisher do not assume and hereby disclaim any liability to any party for any loss, damage, or disruption caused by errors or omissions, whether such errors or omissions result from negligence, accident, or any other cause. Any Views expressed in the publication are that of the author, and do not necessarily reflect the views of [name of the institution]. All products and services mentioned are owned by their respective copyrights holders, and mere presentation in the publication does not mean endorsement by [name of the institution]. Derivatives of this work are not authorised to use logo of [name of the institution].

* 1. **Institutional Arrangements**
		1. The OER produced by the [name of the institution] will be hosted in an online institutional repository.
		2. The [give name of the department responsible, e.g. IT department and library] will be responsible for providing access, maintaining the repository and providing technical support.
		3. Capacity building will be conducted for stakeholders engaged in OER creation, adoption, adaptation and integration.
		4. Regular updates/training on new developments in the field of OER will be provided by the staff training unit.
1. UNESCO. (2012). *2012 Paris OER Declaration.* Retrieved from <http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/WPFD2009/English_Declaration.html> [↑](#footnote-ref-1)
2. Hilton, J., Wiley, D., Stein, J., & Johnson, A. (2010). The four R‘s of openness and ALMS Analysis: Frameworks for open educational resources. *Open Learning: The Journal of Open and Distance Learning, 25*(1), 37-44. [↑](#footnote-ref-2)
3. http://opendefinition.org/guide/ [↑](#footnote-ref-3)
4. Lynch, C.A. (2003). Institutional Repositories: Infrastructure for Scholarship in the Digital Age, ARL 226, Retrieved from <http://www.arl.org/storage/documents/publications/arl-br-226.pdf> [↑](#footnote-ref-4)
5. <https://creativecommons.org/share-your-work/licensing-types-examples/licensing-examples/> [↑](#footnote-ref-5)