



# Open Educational Resources Policy

## Purpose of Policy

This policy outlines the University's position on Open Educational Resources (OERs) and provides guidelines for practice in learning and teaching.

The University encourages staff and students to use, create, and publish OERs to enhance the quality of the student experience, enhance the provision of learning opportunities for all, and improve teaching practices. It also recognises that use, creation, and publication of OERs are consistent with the University's reputation, values, and mission to *"make a significant, sustainable and socially responsible contribution to Scotland, the UK and the world, promoting health and economic and cultural wellbeing"*.

## Overview

This document provides background, University position and guidance for the use of OERs in learning and teaching at the University of Edinburgh.

## Scope: Mandatory Policy

This policy applies to all students and staff in the University. It is overseen by the Senate Learning and Teaching Committee.

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## Document control

Dates	Approved:	Starts:	Equality impact assessment:	Amendments:	Next Review:
	27.01.2016	27.01.2016	25.01.2016	28.01.2016	2016/2017

## Approving authority

Learning and Teaching Committee on behalf of Senatus

## Consultation undertaken

Learning and Teaching Committee, Edinburgh University Student Association (EUSA), OER working group, OER workshop participants, OER practitioners participating in EUSA benchmarking exercise, Library & University Collections, Centre for Educational Technology, Interoperability and Standards (Cetis), UKOER community.

## Section responsible for policy maintenance & review

Information Services

## Related policies, procedures, guidelines & regulations

n/a

## UK Quality Code

Chapter B3: Learning and Teaching

## Policies superseded by this policy

n/a

## Alternative format

If you require this document in an alternative format please email [Academic.Services@ed.ac.uk](mailto:Academic.Services@ed.ac.uk) or telephone 0131 650 2138.

## Keywords

Open educational resources, open education practice, open education, widening participation



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## Background

The University is committed to participating in a scholarly community characterised by world-leading teaching, research and practice across a range of disciplines. We promote and support the development and continuous improvement of our courses and programmes to provide our students with the optimum learning experience, which is distinctively an Edinburgh experience.

Our staff use a wide range of self-generated teaching materials to support exceptional teaching, including teaching notes, hand-outs, audio, images, animations, multimedia materials and others. Staff also provide students with resources generated from elsewhere within the University to support learning, for example from the University library, museums and collections. In addition, resources are available from beyond the University to support student learning. These may include images, audio/video resources, animations and other digital resources.

Open educational resources (OER) are digital resources that are used in the context of teaching and learning (e.g. course material, images, video, multimedia resources, assessment items, etc.), which have been released by the copyright holder under an open licence (e.g. Creative Commons) permitting their use or re-purposing (re-use, revision, remixing, redistribution) by others. Staff and students at the University of Edinburgh may wish to use OERs to enhance learning and teaching whilst contributing to *“a vast pool of educational resources on the Internet, open and free for all to use ... creating a world where each and every person on earth can access and contribute to the sum of all human knowledge”*<sup>1</sup>.

## University position

1. The University encourages staff and students to use, create and publish OERs to enhance the quality of the student experience, provided that the resources are fit-for-purpose and relevant.
2. Use, creation and publication of OERs are consistent with the University's reputation, values and mission to *“make a significant, sustainable and socially responsible contribution to Scotland, the UK and the world, promoting health and economic and cultural wellbeing.”*
3. It is expected that OERs used, created or published by individual staff and students will normally be single units or small collections (e.g. podcast episodes, small collection of images etc.).
4. Whether or not OERs are used or published in a School, Department or Service is ultimately a decision for the Head of School, Head of Department or Head of Service as appropriate. Unless stated to the contrary, it is assumed that use, creation and publication of single units or small collections will be allowed. Where use, creation and publication are to be restricted, Schools, Departments and Services are encouraged to identify and communicate a rationale for restriction. It is expected that justifications for restriction will normally be based on protection of commercial interests.
5. University policies on IPR must be adhered to. When using OERs, students and staff must comply with the terms of the licence of use.
6. All OERs used and created must comply with the University policy on Accessible and Inclusive Learning:

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<sup>1</sup> Cape Town Declaration. (2007). *Cape Town Open Education Declaration: Unlocking the Promise of Open Educational Resources*. Retrieved from: [www.capetowndeclaration.org/read-the-declaration](http://www.capetowndeclaration.org/read-the-declaration)



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[http://www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Accessible\\_and\\_Inclusive\\_Learning\\_Policy.pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Accessible_and_Inclusive_Learning_Policy.pdf)

7. The University reserves the right to remove resources that do not comply with its policies, and/or request removal of resources from external repositories/sites.

## Guidance

1. It is the responsibility of staff and students to ensure that they have the necessary rights to publish an OER and that all resources published comply with all relevant policies (e.g. copyright, IPR, accessibility).
2. Staff and students are advised to publish OERs using a Creative Commons attribution licence (CC BY). Other Creative Commons licences (for example to add a non-commercial use or share-alike element) may be used if the creators feel this is necessary or appropriate for their particular resource, or to comply with the licence of any third party content used in the resource.
3. When creating and publishing OERs, the copyright owner(s), author(s), date and Creative Commons licence applied must be visibly attributed. The copyright owner will normally be the University of Edinburgh for OERs created at the University. Author(s) should also be properly acknowledged, giving recognition for work undertaken, along with date and Creative Commons licence applied so that others can clearly understand what permissions for reuse are being granted. An example of good attribution would be:

© [Author Name], University of Edinburgh 2016 CC BY

4. The University recommends that written and interactive digital teaching resources should be published in an appropriate repository or public-access website in order to maximise discovery and use by others. Where OERs have been created as part of an externally funded activity, any storage and/or repository locations mandated as a condition of the funding should be used.
5. The University recommends that audio/video based OER teaching resources should be published in the University's multimedia repository, *Media Hopper*.
6. Staff and students are encouraged to collect data where possible on usage of their OERs.
7. Where students are producing OERs as part of their programme of study or within a staff-directed project, these guidelines should be followed and OERs should be checked by a member of staff before publication.

Adapted from University of Leeds OERs (<http://find.jorum.ac.uk/resources/10949/17559>), incorporating additions from the GCU Interim OER Policy (<http://www.gcu.ac.uk/media/gcalwebv2/library/content/pdf/GCU-Interim-Open-Educational-Resources-Policy-Approved.pdf>) and the University of Greenwich Position in relation to Open Educational Practices 2015-2017 (<http://blogs.gre.ac.uk/greenwichconnect/files/2015/09/UoG-Position-re-Open-Educational-Practices-ALTCVersion-DRAFT.pdf>).

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