The Open Educational Resources (OER) Policy
University of Kelaniya

1. **Policy Title:** The Open Educational Resources Policy – University of Kelaniya

2. **Policy Number**: CQA/A/P/01

3. **Policy Functional Area; Academic/ Administration/ Finance:** Academic

4. **Brief Description - Brief summary and purpose of the policy:**
   The University of Kelaniya is committed to participating in scholarly community by providing high quality teaching, research and learning practices across a range of disciplines. Thus, the university promote and support the development and continuous improvement of its programmes to provide students with the optimum learning experience, which is distinctively a University of Kelaniya is experiencing.

5. **Effective Date of the policy:** 15th July 2020

6. **Approved by:** The Council and The Senate, University of Kelaniya

7. **Responsible Office/Department/Unit**: Library, Faculties and Departments

8. **Policy Contact information**: Librarian, Deans of Faculties and Heads of Departments

9. **Applies to: Academic staff/students/Administrative Staff**: Academic Staff

10. **Introduction: Background, need, purpose & context, rationale:**
    A University-wide Open Educational Resources (OER) policy will provide a conducive environment for the development and management of OER which aligns with the vision and mission of the University. Faculty members and students of the University of Kelaniya can use OERs to enhance teaching and learning function of the university whilst contributing to "a vast pool of educational resources on the Internet, open and free for all to use ...etc. creating a world where each and every person on earth can access and contribute to the sum of all human knowledge". Thus, the university decided to formulate a policy for OERs, which provides guidance to faculty members in achieving some significant outcomes as mentioned below through the development and utilization of no-cost educational materials at the university, as deemed appropriate by the faculty member responsible for selecting materials for teaching and learning of the university.
    This policy does not advocate the development of OER as a new workload requirement for faculty members. Rather, it advocates that in developing materials for students in its programmes, faculty members should as a matter of course, consider OER as possible sources to integrate and in turn be prepared to share back

some of the learning materials required/mandated to enhance learning function of the university students.

11. **Policy Principles:**

11.1 The University shall encourage faculty members 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.

11.2 All types of learning materials released in any physical or electronic format by any faculty member shall be considered as OER material of the university.

11.3 While the University supports free and open access to educational resources and shall make them freely available on OER Repository through Creative Commons Attribution all contents it owns or co-owns with the following exceptions:

- The University may make exceptions to the sharing of intellectual property it owns on a case by case basis with detailed reasons for limiting the free access to material. Such restrictions should be time dependent.
- Intellectual property owned by the University that it considers is commercially sensitive may also be restricted.

11.4 Final approval for OER to be uploaded into university OER repository shall be granted by OER Quality Review Board established in each the Faculty. Hereinafter it is referred to as the "OER Board". Function of the Board and its composition is indicated under 13. Policy Statement.

11.5 Materials created for University of Kelaniya courses/programmes and using the university delivery platform shall be openly licensed as OER through Creative Commons. It is recommended that the developer select CC BY* as the appropriate license. The choice of license shall be decided by the faculty member concerned who has developed the material and shall be vetted by the OER Board of relevant Faculty for acceptance or modifications to the assigned license.

11.6 For derivatives and reproductions of other CC licensed materials, the University shall follow respect the CC provisions and the licenses therein.

11.7 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 Sri Lanka and the globe.

11.8 Whether or not OERs are used or published in a Department or Service of the university is ultimately a decision for the OER Board of the Faculty as appropriate.

11.9 Where use, creation and publication are to be restricted, OER Board of the Faculty is encouraged to identify and communicate a rationale for restriction. It is expected that justifications for restriction shall normally be based on protection of commercial interests.

11.10 All OER materials must adhere to University policies on IPR.

11.11 When using OERs, students and staff must comply with the terms of the license of use.

11.12 All OERs used and created must comply with Cape Town Open Education Declaration.

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

11.14 When creating and publishing OERs, the copyright owner(s), author(s), date and Creative Commons license applied must be visibly attributed. The copyright owner will normally be the University of Kelaniya for OERs created at the University.

11.15 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.

11.16 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 applying for the clearance from OER Board of the Faculty for publication.

12. Policy Statement:

12.1 The University OER Repository shall be created and maintained by the University Library. It shall strive to provide resources of the highest quality. The reviewing process shall be carried out by each OER board established in each faculty. The Library shall not have a right to decide whether the OERs cleared by OER Board are worth of uploading in the OER repository. All recommended OERs by OER board must be uploaded to the OER repository.

12.2 OER Board shall consider the following before granting its clearance.

12.2.1 Whether materials are high quality

12.2.2 All learning materials and other publications produced for the University of Kelaniya shall be checked to ensure that the correct OER license is adhered to.

12.2.3 OER selected for inclusion in the University of Kelaniya teaching and learning resources should support the agreed teaching and learning processes and approaches of the institution (e.g. rationale, language, interaction, motivation, assessment) and should:

12.2.3.1 Be accurate and contemporary

12.2.3.2 Be presented in an appropriate style and format

12.2.3.3 Be technologically accessible to the target staff and students

12.2.3.4 Not breach any third party copyright and/or license conditions

12.3 University curriculum based learning resources developed through peer reviewing and strict quality assurance mechanism inbuilt in the course development process shall not require further reviewing but shall be forwarded with reviewing evidences to OER Quality Review Board for routine clearance.

12.4 All other contributions shall be peer reviewed within the department before submitting them for OER Board clearance. All cleared OER shall be directed to the University library for uploading the on the OER Repository.

12.5 The board shall decide whether the materials should come under the clause 2.2 of this policy. The creator shall not have a power for imposing any restriction to any OER.

However, the creator may request the OER board to consider materials for any restriction with justifiable reasons.

12.6 OER Board of a Faculty shall constitute the following members: Coordinator of the Faculty Quality Assurance Cell – FQAC the (Chairperson of the OER board), and Head of the departments and a nominee of the Librarian of the University. Asst. Registrar of the Faculty shall act as the secretary to the Board.

12.7 The OER Board shall have a 3 years' term, and shall report to the Senate through the Faculty Board of the relevant Faculty.

12.8 The University recommends that written and interactive digital teaching resources shall be published in a OER repository in order to maximize discovery and use by others and provides this service for OER development.

12.9 Where OER 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.

12.10 The faculty member responsible for development of a course shall be personally responsible for development of OER in the specific course. However, the discipline concerned shall take appropriate decision, on why a course will not be put on CC license, in a meeting and put the same on record.

12.11 The OER developed by students shall be reviewed by relevant faculty member and forwarded the same with a review report to OER Board for clearance.

13 **Policy Goals:**
- Improve student success through increased access and affordability,
- Support for faculty members in providing a transformative educational experience,
- Deliver on mission to extend knowledge to national and global communities

14 **Applicability & Scope**:

14.1 All OER materials shared at the University OER Repository to the world at large shall carry a disclaimer indicating that the material is for educational purposes only and that the university absolves itself of any practical misuse of the OER materials or their content.

14.2 OER materials authored and published by faculty members of the university and does not necessarily reflect the opinion of the university.

14.3 All learning materials published under CC license should include the following information in the credit page: © Year, Name of the University.

14.4 This learning resource is available under University repository.

14.5 Derivatives of this work are not authorized to use University Logo.

14.6 The policy shall be discussed and reviewed on a regular basis or as need arises.

15 **Policy Implementation; Strategy, Responsibility, Monitoring & Evaluation:**

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discipline concerned shall take appropriate decision, on why a course will not be put on CC license, in a meeting and put the same on record.

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16   Definitions/ Glossary:

Open Educational Resources (OER) - OERs are defined as 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.

Copyrights: Copyright refers to 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. 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 share the materials with others in any other conditions he/she may desire.

Open License (OL): OL is defined as 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. Creative Commons has open licenses in six different types.

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