COMMONWEALTH of LEARNING

Commonwealth Educational Media Centre for Asia (CEMCA)

Institutional OER Policy

Odisha State Open University, Sambalpur

ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର
ODISHA STATE OPEN UNIVERSITY, SAMBALPUR

The Commonwealth of Learning (COL) is an intergovernmental organisation created by Commonwealth Heads of Government to promote the development and sharing of open learning and distance education knowledge, resources and technologies.

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Odisha State Open University, Sambalpur

Open Educational Resources (OER) Policy for Odisha State Open University

The policy is developed with the guidance of
Commonwealth Educational Media Centre for Asia (CEMCA)
New Delhi

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INSTITUTIONAL OER POLICY FOR ODISHA STATE OPEN UNIVERSITY

1. Preamble

The ***Odisha State Open University*** established by an act of Government of Odisha is dedicated to *increasing access to quality higher education through appropriate use of open and distance learning methods* for *providing access to quality higher education*, including through provisions of open distance and lifelong learning opportunities. Provision of quality learning materials forms an important strategy in providing access to quality education, and the affordances of information and communication technologies including the Internet and World Wide Web has enabled providing anytime, anywhere access to educational resources online. Number of platforms and resources are now available online for the learners, and due to the read-write abilities of the Web 2.0, teachers are sharing their works online more often than before. While educational materials are being shared online for personal use of the online users, most of the learning resources are available under default copyright requiring permission from the authors/creators to re-use, revise, re-mix, and re-distribute. To facilitate adoption and adaptation of existing learning resources, they must be available under open licenses, which is a legitimate provision under copyright law. Considering importance of the sharing of educational materials in the developing countries, the 2002 UNESCO Forum on the Impact of Open Course Ware for Higher Education in developing countries coined the term Open Educational Resources (OER) and expected to create a network of resources available freely for the use of the humanity as knowledge commons. While the movement of OER has grown over the years with several platforms and projects, UNESCO and the Commonwealth of Learning (COL) in 2012 organized the World OER Congress that urged governments and educational institutions to adopt OER policies to promote the use of OER. Adoption of OER policy in the *Odisha State Open University* will create the enabling environment for all the stakeholders of *Odisha State Open University* to create and use OER in production of educational resources and enable them to share these under appropriate open licenses.

2. Vision

a. To play a positive role in the development of the State through education, research, training and capacity building.
b. To give emphasis on skill based vocational courses for promoting employment opportunities.
c. To introduce courses those are need-based.
d. To ensure access and equity in higher education particularly for disadvantaged groups.

3. Mission

a. To make positive contribution to increase the Gross Enrolment Ratio (GER) in higher education in the State.
b. To create a state-wide network of Skill Development Centres and Study Centres to reach out to all parts of the state and all segments of the society.
c. To create University-Industry interface in Skill-based education.
d. To promote inclusiveness in higher education by targeting women, SC/ST, Physically challenged and other disadvantaged social groups

4. Definitions

4.1. *Open Educational Resources* 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.

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4.2. *Content Developers:* Any person engaged in the development of teaching and learning materials used by the *University*.

4.3. *Copyrights:* refer 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.

4.4. *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. Creative Commons has open licenses in six different types.

5. Purpose of the Policy

5.1. The purpose of this OER Policy is to:

- Make materials available under Creative Commons licenses
- Support voluntary participation of Faculty and others in developing OER content
- Clarify publication rights and licensing issues
- Provide guidance in development and review of OER materials prior to sharing them on a worldwide scale
- Define collaborations within and without the university with the intent to allow access to the open content.

6. Applicability

6.1. The OER policy is applicable to the following:

6.2. All content developers within the university and those engaged by the university for writing materials on short-term basis as subject matter experts for payment of certain fees or for free;

6.3. All types of learning materials released in any physical or electronic format.

6.4. In cases where the material is developed in collaboration/ partnership with other institutions, the guidelines governing that collaboration as indicated in the MOU/ MOC will prevail. However, any such agreement should duly consider the OER Policy before any deviation is agreed upon with justification approved by the competent authority of the University.

7. Types of Licences

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

7.1.1. 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.

7.1.2. Intellectual property owned by the University that it considers is commercially sensitive may also be restricted.

7.2. Open licensing allows IP owners to modify the copyright on the intellectual property to facilitate openness. The most popular and well-known open license is the Creative Commons license (CC). Creative Commons licensing does not change the copyright ownership; it rather allows for affordances and sets stipulations for end-users based on the following license conditions:

7.2.1. Attribution (By) The standard condition for CC license in which usage requires citing, referencing of the creator/source.

7.2.2. No Derivatives (ND) This condition mandates that no derivative works or adaptations may be made by users.

7.2.3. Non-Commercial (NC) This condition mandates that users do not sell or make commercial usage of the licensed materials.

7.2.4. Share-Alike (SA) Usage requires that any derivatives, remixes, or adaptations of the work be licensed under the same Creative Commons license.

7.3. Six specific types of CC licenses are available at http://creativecommons.org/licenses/ .

7.4. The choice of license will be decided by the faculty concerned who has developed the material and shall be vetted by the internal OER Quality Review Board. **Or** All materials developed by it and having exclusive rights shall be released on the university OER Repository site under **CC By-SA**

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

7.6. While sharing the materials of the University in appropriate licenses, it does not permit derivatives to use University logo for differentiation from the original.

8. Quality Assurance and Review System

8.1. The University OER Repository strives to provide resources of the highest quality. The reviewing process will be carried out at different levels.

8.2. University curriculum based learning resources developed through peer reviewing and strict quality assurance mechanism inbuilt in the course development process will not require further reviewing for uploading on the repository. All other contributions will be peer reviewed within the department before uploading on the OER Repository.

8.3. The OER Board will adopt a set of quality assurance guidelines and indicators to help teachers focus on quality of OER.

8.4. At the university level, an OER Board will be created to review policy as well as the production, delivery and access processes of OER.

8.4.1. Such a Board will constitute the following members: [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]

8.4.2. The OER Board shall have a [3] years term, and will report annually to the Academic Council through the Vice Chancellor.

9. Liability

9.1. All OER materials shared at the University OER Repository to the world at large will 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. OER materials authored and published by faculty and staff of the university and others does not necessarily reflect the opinion of the university.

9.2. All learning materials published under CC license should include the following information in the credit page:

© Year, *Name of the University*. This learning resource is available under . Derivatives of this work are not authorized to use *University* Logo.

10. Role of the Faculty/Teachers/Content Developers

10.1. The faculty member responsible for development of a course shall be personally responsible for management and adoption 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.

10.2. In general, the concerned faculty should search for appropriate OER to adopt/adapt in a course, thereby reducing the cost of the course production, as well as reduce the time to produce such material, and improve student learning.

10.3. If no OER is available in a topic, then that part of the content should be developed either by internal faculty or by engaging an appropriate expert(s) from outside as per the normal procedure of the University.

10.4. When an external writer is engaged, the material should be reviewed, and appropriate copyright assigned to the University with indemnity to the University for plagiarism, if any, so that the material can be released by the *University* under CC licence.

11. Institutional Arrangements

11.1. The teaching-learning materials produced by the university shall be shared in a suitable online platform.

11.2. The central IT department shall be responsible for providing access to all the stakeholders, and maintenance of the platform.

11.3. Faculty and staff members engaged in OER development shall be regularly provided with capacity building opportunity by the IT department to familiarize the stakeholders of the opportunities and technical feasible options of the platform.

11.4. Regular update on Copyrights, OER and Open License shall be organized by the IT department/staff training unit to promote the use of OER.

11.5. In order to assist the teachers to adopt OER, a workflow mechanism suitable to the course development practice in the university is at **Appendix-A** (to be developed locally)

12. University Position

12.1. 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.

12.2. 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 Odisha and the Country, promoting health and economic and cultural wellbeing."

12.3. Whether or not OERs are used or published in a School, Department or Service is ultimately a decision of the University. 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 the overall policy of the University.

12.4. When using OERs, students and staff must comply with the terms of the licence of use.

13. Review

The OER Policy will be reviewed annually as part of the University's review of policy compliance or in response to changes in legislative or regulatory requirements.

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ANNEXURE-A

LAUNCHING OF ACADEMIC PROGRAMMES THROUGH OPEN & DISTANCE MODE

1. Program Outline

    a) **Learning Objectives**

    b) **Course Content**

    c) **Learning Outcome**

2. Need Assessment Study

3. School Board: Proposal for Programme Activation

    a) **Expert Committee**

    b) **Course Writers**

    c) **Course Outline: Creditisation and Unitisation**

4. Academic Program Committee

    a) **SLM Preparation**

    b) **Audio/Video Programme**

    c) **Evaluation Strategy**

    d) **Admission Procedure : Eligibility, Fee Structure**

5. Academic Council : Approval for Launching

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Appendix A: Six Types of Creative Commons Licenses

The Licenses		
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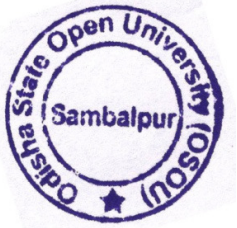
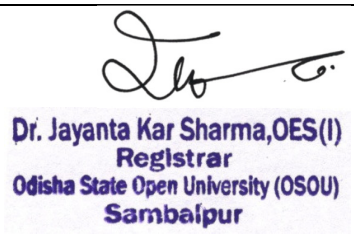
Research Works		
 Attribution-NonCommercial-ShareAlike **CC BY-NC-SA** This license lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms. Question Bank, Model answers		 **Attribution-NonCommercial-NoDerivs** **CC BY-NC-ND** This license is the most restrictive of our six main licenses, only allowing others to download your works and share them with others as long as they credit you, but they can't change them in any way or use them commercially.
Source: https://creativecommons.org/licenses/		





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