

Policies and Procedures

Open Educational Resources (OER) Policy

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Responsible Officer:	Deputy Vice-Chancellor, Learning, Teaching & Student Services
Policy Editor/Contact:	Pro Vice-Chancellor Flexible Learning & Director Centre for Flexible Learning
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1 Background and Purpose

The purpose of this policy is to provide direction for the adoption and use of Open Educational Resources (OER) in order to increase access to, and support high quality teaching and learning at The University of the South Pacific (University) (*see [Annex 1 for Value Principles](#)*).

2 Objectives

The objectives of this policy on OER are to:

- a) offer inclusive opportunities and increase access to a high quality of learning and teaching at the University;
- b) transform learning and teaching experiences by optimizing cost efficiencies via the promotion and adoption of OER;
- c) encourage and embed a culture of OER adoption and integration (including revision, remixing, repurposing and reuse) within the University;
- d) foster collaboration and partnership in the creation and adoption of OER nationally and regionally;
- e) enhance brand visibility of the University in the region and internationally through leadership on OER adoption and integration including selective development of MOOCs;
- f) provide opportunities for on-going capacity building in OER for its staff and students;
- g) articulate a mechanism to support the development, acquisition and adaptation of quality OER in teaching and learning;
- h) provide appropriate recognition, rewards and incentives for staff for the development, acquisition and adaptation of OER;
- i) establish guidelines for judicious selection and adaptation of existing OER as well as development of new resources to be released as OER where necessary; and
- j) promote research on various aspects of OER adoption and integration in learning and teaching.

3 Policy Provisions

3.1. General

- (a) As educational resources that are freely available, OER are to be preferred in the design and development of teaching, learning and reference material at the University.
- (b) In recognition of the potentials of OER to widen access to, and improve the quality of learning and teaching at all levels, the production and use of OER will be a matter of priority at the University.

3.2. Copyright and Licensing

- (a) The University retains intellectual property rights in all teaching and learning resources developed by its staff as per the [University Regulations Governing Copyright](#) and the [Software Agreement and Copyright Policy](#).
- (b) Teaching and learning resources developed by the University staff shall be shared with an appropriate open license to permit reuse, revision, remixing, and redistribution of the same by others.
- (c) The University will determine who shall be responsible for the choice of appropriate open license in consultation with the policy contact indicated in this policy.

- (d) The University shall adopt the most current Creative Commons licensing system for its open licenses. A detailed guide to open licensing shall be made available to assist and determine how staff wished to share their teaching and learning resources.
- (e) The University reserves the right not to share resources that may be commercially viable.
- (f) Whenever a particular resource is developed under collaboration with others, the licensing of that material must be in accordance with the terms and conditions stated in the agreement for the collaboration.
- (g) Retrospective release of courses and learning materials in the University shall be undertaken in a phased manner after review of University copyright on each of the items on case by case basis.
- (h) Exceptions to open licensing will rest with the Vice-Chancellor and President.

3.3. **Technology and Support**

- (a) The University will set up a mechanism for the creation of OER with open source software.
- (b) The University will setup an open repository for the sharing of OER developed in the University. This repository shall be developed using an appropriate open source software and it will be managed by the University Library. An appropriate workflow mechanism as well as metadata structure shall be developed for this purpose.
- (c) All OER developed at the University shall be available in accessible and reusable formats, wherever possible.
- (d) CFL shall be the focal point to provide OER integration related support at the University.

3.4. **Professional Development and Research**

- (a) Capacity building and professional development of staff in the integration of OER in teaching and learning will be organized and coordinated by CFL.
- (b) Staff engaged in the creation and adoption of OER shall be duly recognized as part of the Quality of Research and Quality of Teaching criteria and policies at the University.
- (c) Students shall be encouraged to use OER and become producers of OER. All student work shall follow accepted guidelines for scholarly work.
- (d) Research on the production, use and re-contextualization of OER and its impacts shall be encouraged across the University.

3.5. **Quality Assurance**

- (a) All courses developed using OER will follow the University's standard quality assurance processes.
- (b) Individual learning resources created by staff shall not require further review prior to uploading to the OER repository. The quality of all such contributions will be the responsibility of the creator(s). However, the University Library shall develop guidelines for formats, metadata etc. to facilitate the sharing of resources with and protect the University brand and identity.

3.6. **Scope Liability and Disclaimer**

- (a) This policy applies to all staff, students, sections and campuses of the University. This is also applicable to all types of teaching and learning materials released in physical or electronic format. The policy is not applicable to governance related documents, policies, trademarks, logo, patents, and personal information.
- (b) The license declaration on the OER must follow the following format: ©Year of Publication, The University of the South Pacific. 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 specific license on creativecommons.org]

- (c) The University 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.
- (d) Every resource in the open repository 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 materials or their content. OER materials created and published by staff of the University do not necessarily reflect the opinion of the University.
- (e) The disclaimer will have the following format:

“The publication is released for educational purposes, and all information provided is in an ‘as is’ basis. Although the author and publisher have made every effort to ensure that the information in this publication was correct at the time of going to press, 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 The University of the South Pacific. All products and services mentioned are owned by their respective copyright holders, and mere presentation in the publication does not mean endorsement by The University of the South Pacific. Derivatives of this work are not authorized to use the logo of The University of the South Pacific.”

4 Related documents

- (a) [Regulations Governing Copyright](#)
- (b) [Software Agreement and Copyright Policy](#)
- (c) [Guide Value Principles \(Annex 1\)](#)
- (d) [Guide to Open Licensing \(Annex 2\)](#)

5 **Definitions**

TERM	DEFINITION
Open Educational Resources	OER are teaching, learning and research resources and materials in any medium, digital or otherwise, used to support education/training/research, which reside in the public domain (PD) or have been released under an open license that permits no-cost access, reuse, revision, remixing, retention and redistribution by others, with no or limited restrictions.
Open license	Open licenses allow anyone to reuse, revise, remix and re-distribute a work without permission of the original copyright holder. Creative Commons licensing framework has several different types of open licenses.
Creative Commons	Creative Commons (CC) is a non-profit organization that is devoted to expanding the range of creative works available for others to build on legally, and to share with others. CC licenses are the widely accepted global standard for sharing OER. Of the six licenses available for use, only four of them can be considered open licenses. Licenses with “non-derivative” flags are not considered open. Creative Commons licenses are perpetual and once assigned are irrevocable.
Copyright	This is the legal right of the creator of a work. This includes ownership of rights over copying, distributing, altering and displaying creative, literary and other types of work as per copyright laws of the country. Unless otherwise stated in a contract, the author or creator of a work retains this copyright. The author(s) retain the moral rights to assign the rights to any other person or legal entity, and share the materials with others in any other conditions they may desire. Copyright allows the creator or the copyright holder to have exclusive rights to engage in all lawful activities such as selling, licensing, transferring the rights and making presentations on the work in different medium and platforms.
Course	A unit of study on a subject or discipline, normally lasting one semester or term.
Educational materials	Teaching and learning materials in any format, digital or otherwise including textbooks, courses, presentations, audio, video, graphics, pictures, webpages and multimedia resources, etc.
Public Domain	Works that are in distribution with rights relinquished to the general public.







Annex 1: Value Principles

“Open educational practice” is best seen as an omnibus term with the following dimensions:

- 1) *Open access*: This is about inclusive and equal access to educational opportunities without barriers such as entry qualifications and ability to pay.
 - a. *Value principle*: All lives have equal value.
- 2) *Open learning*: This is about the ability to study and learn at anytime, anywhere and at any pace.
 - a. *Value principle*: Freedom and the flexibility to choose the mode, medium, time, place and pace of study.
- 3) *Open scholarship*: This is about releasing educational resources under an open license that permits no-cost access, use, adaptation and redistribution by others.
 - a. *Value principle*: Education is a basic need that should be accessible to all, if we were to achieve education for all to achieve real freedom, justice and equality.

Annex 2: Guide to Open Licensing

USP shall use the Creative Commons (CC) Licencing framework to share its educational resources. There are several types of CC licenses that can be used to share works by copyright holders. These are as follows:

Licence Name	Acronym	Icon	Description
Attribution	BY		This licence lets others distribute, remix, tweak and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licences offered, in terms of what others can do with your work.
Attribution-ShareAlike	BY-SA		This licence lets others remix, tweak and build upon your work even for commercial purposes, as long as they credit you and license their new creations under identical terms. This licence is often compared to open-source software licences. All new work based on yours will carry the same licence, so any derivatives will also allow commercial use.
Attribution-Non-Commercial	BY-NC		This licence lets others remix, tweak and build upon your work non-commercially, and although their new work must also acknowledge you and be non-commercial, they don't have to license their derivative work on the same terms.
Attribution-Non-Commercial-Share Alike	BY-NC-SA		This licence lets others remix, tweak and build upon your work non-commercially, as long as they credit you and license their new creations under identical terms. Others can download and redistribute your work, just as under the BY-NC-ND licence, but they can also translate, make remixes and produce new stories based on your work. All new work based on yours will carry the same licence, so any derivatives will also be non-commercial in nature.
Attribution-No-Derivatives	BY-ND		This licence allows for redistribution, commercial and non-commercial, with credit to the author. The work may not be altered, transformed or built upon.
Attribution-Non-Commercial-No-Derivatives	BY-NC-ND		This licence is the most restrictive of the six main CC licences, allowing redistribution only. This licence is often called the "free advertising" licence because it allows others to download your work and share them with others as long as they mention you and link back to you, but they cannot change them in any way or use them commercially.

Source: <https://creativecommons.org/licenses/>

Non-derivative licenses do not allow others to modify the work and therefore, are not suitable for revision and remixing, although they are still reusable. Therefore, only the licenses that are without non-derivative clauses can be realistically treated as open licenses. See Figure 1 below.

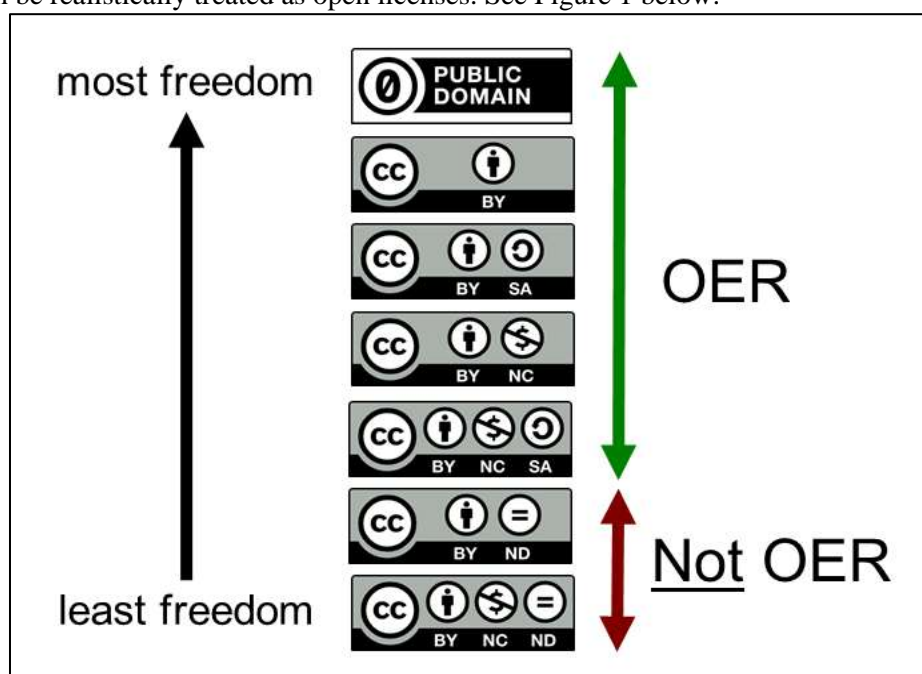


Figure 1: OER or Not OER?

Choice of open licenses are dependent on the following criteria:

- (a) If the work is original in nature and the author has not used any other resources other than engaged in ‘fair use’ of materials, then the author can decide to use any of the four licenses to share the final work. However, in such a case, the University would recommend the use of CC BY-SA to promote reciprocity of sharing of the materials.
- (b) If the resource developed by the author is based on, or has used other resources available with an open license, then the decision on the license to be used on the derivative shall be based on the compatibility of different licenses used.
- (c) Figure 2 provides a compatibility chart to decide the license of the derivative. Find out the license of the original work on the column and then see the green columns to right to decide which are the permissible licenses for the derivative works. Please note that all the licenses used in a single document should be compatible.
- (d) When openly licensed material is not available, and it is inevitable to use copyrighted materials, explicit license of the copyright owner has to be obtained indicating the final license that would be used in the derivative work.

Compatibility chart		Terms that may be used for a derivative work or adaptation						
		BY	BY-NC	BY-NC-ND	BY-NC-SA	BY-ND	BY-SA	PD
Status of original work	PD	Green	Green	Green	Green	Green	Green	Green
	BY	Green	Green	Green	Green	Green	Green	
	BY-NC		Green	Green	Green			
	BY-NC-ND							
	BY-NC-SA				Green			
	BY-ND							
	BY-SA						Green	

Figure 2: Creative Commons License Compatibility Chart

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