INSTITUTIONAL OER POLICY

HELP University

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INSTITUTIONAL OER POLICY – HELP UNIVERSITY

1. Preamble

The Mission of HELP University is,

- To help people succeed in life and to live a life of significance through education

The Vision of HELP University is,

- To be a university with a strong culture of quality and leadership that focuses on sound academic standards, continuous improvements, and the talent development of students and staff.
- To be a university that offers a learning experience that enhances career development, lifetime values and personal fulfilment.
- To be a university with a strong research focus in our key areas of excellence.
- To be a university that shares our success with the stakeholders and communities we serve.

What drives HELP University vision are its values which are based on "Pride of Achievement, Sharing Success, The Courage to Be, To be Compassionate, and To be Significant".

The purpose of this Open Educational Policy (OER) Policy is to promote, foster all efforts towards the integration, sharing, re-using and re-purposing of OER in course design, development and delivery in an e-learning environment for achieving increased quality and cost-efficiency at HELP University.

In the journey of knowledge acquisition, the University shall fully leverage on the use of OER to improve student access, success, and completion; addressing education affordability, promoting innovation in teaching and learning, transforming the academic culture to a culture of openness; improving quality assurance of instructional resources; providing students with more cost effective options and stewardship of the academics.

This policy outlines HELP University's position on OER and provides guidelines for practice the adoption of OER in learning and teaching, in order to enhance the quality of the student experience, the provision of learning opportunities for all, and improve teaching practices. It also recognizes that use, creation, and publication of OER are consistent with the University's reputation, values and mission which is "to help people succeed in life and to live a life of significance through education".

2. Definitions

2.1. ***Content Developer:***
Any person (typically author) engaged in the development of teaching and learning materials used by the institution.

2.2. ***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 Malaysia. All materials created for teaching and learning belongs to the

University. The University 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 the University may desire.

2.3. ***Creative Commons Licenses (Appendix A):***
Creative Commons provides free, easy-to-use copyright licenses to make a simple and standardized way to give the public permission to share and use your creative work–on conditions of your choice (https://creativecommons.org)

2.4. ***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 (Lynch, 2003).

2.5. ***Knowledge Society:***
This is viewed as a community or formal association of people who acknowledges the strength of knowledge creation and are committed to make effective use of networking of people with similar interests and in this process, contribute to this knowledge.

2.6. ***Licensing:***
The process of choosing and assigning a license to an open educational resource by the original creator of that resource. OER creators can choose from several licenses offered by organizations such as Creative Commons—with the license typically stipulating the conditions under which that resource can be used, shared, adapted, or distributed by other users.

2.7. ***No Derivatives (ND):***
Creative Commons license condition that lets others copy, distribute, display and perform only verbatim copies of a creative work, not derivative works based on it.

2.8. ***Non-commercial (NC)***
Creative Commons license condition that allows others to copy, distribute, display and perform a creative work – and derivative works based on it – but for non-commercial purposes only.

2.9. ***Public Domain:***
A work of authorship is in the "public domain" if it is no longer under copyright protection or if it failed to meet the requirements for copyright protection. Works in the public domain may be used freely without the permission of the former copyright owner.

2.10. ***Open Educational Resources (OER):***

- OER are, "learning, teaching and research material in any format and medium that reside in the Public Domain or are under the copyright that has been released under an open license that permits no-cost access, reuse, repurpose, adaptation and redistribution by others" (UNESCO, 2019). <https://en.unesco.org/news/intergovernmental-expert-meeting-adopts-revised-draft-recommendation-open-educational-resources>

- OER are, “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” (UNESCO, 2012, p.1) <http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/WPFD2009/English_Declaration.html>

2.11. ***OER Adoption:***
This is viewed as using OER by applying the “five Rs” - Reusing, Revising, Remixing, Redistributing and Retaining; and/or Creation of OER.

2.12. ***OER Creation:***
The development/production and online sharing of quality assured OER.

2.13. ***OER* Integration:**
This is viewed as a logical and systematic approach to the “five Rs” of Reusing, Revising, Remixing, Redistributing and Retaining of OER (Hilton, Wiley, Stein and Johnson, 2010).

2.14. ***OER Sharing:***
Making OER freely accessible, especially online.

2.15. ***Open License:*** Open license refers to a license that respects the intellectual property rights of the copyright owner and provides permissions granting the public the rights to access, re-use, re-purpose, adapt, and redistribute educational materials (https://www.icde.org/icde-blog/oerwebinar)

Share Alike (SA):

2.16. ***The Five ‘R’s:***
Retain – the right to make, own, and control copies of the content
Reuse – the right to use the content in a wide range of ways (e.g., in a class, in a study group, on a website, in a video)
Revise – the right to adapt, adjust, modify, or alter the content itself (e.g., translate the content into another language)
Remix – the right to combine the original or revised content with other open content to create something new (e.g., incorporate the content into a mashup)
Redistribute – the right to share copies of the original content, your revisions, or your remixes with others (e.g., give a copy of the content to a friend) – (Wiley, 2014)

3. Policy

3.1. **Policy Declaration**

HELP University will promote and implement the creation, reuse, revision, remixing, redistribution and retention of Open Educational Resources (OER) within an open licensing framework.

3.2. **Policy Statements**

3.2.1. The management of HELP University will promote and foster all efforts towards the adoption, integration and sharing of OER in course design, development, quality assurance and delivery.

3.2.2. HELP University, as publisher and copyright owner, will decide on the content to be published as OER in consultation with the relevant Faculty/Department/Division.

3.2.3. Academic and academic support staff of HELP University will be committed to the philosophy of OER.

3.2.4. HELP University will take measures in building capacity and positive attitudes of staff for effective creation, adoption and integration of OER in the development and delivery of courses as well as other professional engagements.

3.2.5. Academic and academic support staff of HELP University 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.

3.2.6. HELP University will ensure the adherence of quality standards of the OER created.

3.2.7. HELP University will ensure that the OER Policy is implemented effectively through continuous monitoring

3.2.8. HELP University will periodically review and amend the OER Policy considering the new developments in the field of OER and communicate to relevant stakeholders for effective implementation.

3.3. **Policy Objectives**

The objectives of the policy are to:

3.3.1. Formulate the necessary strategic inputs, outputs, tasks and performance indicators to achieve OER creation, adoption, adaptation and integration in the development and delivery of courses;

3.3.2. Develop awareness about the concept and practices related to OER among all staff;

3.3.3. Build capacity among academic and academic support staff to use, create, adapt, adopt and integrate OER appropriately in their professional engagements;

3.3.4. Prepare institutional guidelines and manuals for OER creation, adoption, adaptation and integration including open licensing procedures;

3.3.5. Establish an institutional repository to distribute OER;

3.3.6. Continuously monitor and ensure that the policy is implemented effectively;

3.3.7. Develop and incorporate an effective feedback mechanism that will facilitate informed decisions for any mid-term corrections during OER implementation; and

3.3.8. Consider and incorporate changes to the process based on new developments in the field of OER and the circumstances of the institution.

3.4. **Scope and Applicability**

Unless notified by HELP University as special exclusion, this OER policy is applicable to:

3.4.1. All academic and academic support departments, and other organizational entities of the HELP University;
3.4.2. All content developers within the institution and those engaged by the institution on temporary/contract basis;
3.4.3. All staff and students at HELP University who use, create and publish OER to enhance the quality of the student experience, provided those resources are fit-for-purpose and relevant;
3.4.4. All collaborators/partners of HELP University;
3.4.5. All types of learning material (course material, audio, video, multimedia, online learning objects etc.) which are created or transformed as OER and released in physical or electronic format;
3.4.6. The OER created and/or used by faculty or staff should be in a technical format that allows for the greatest flexibility for training, reusing, remixing, or redistributing content.
3.4.7. 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.

3.5. **Copyrights and Licences**

3.5.1. HELP University is the absolute owner of the copyright of any content created by it;
3.5.2. 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[1].
3.5.3. The institution may make exceptions to the sharing of intellectual property it owns on a case by case basis.
3.5.4. Access to intellectual property of the institution that it considers to be commercially sensitive may also be restricted.
3.5.5. The choice of license will be decided by the Faculty/Academic Department who has developed the material and will be vetted by the internal OER Quality Review Board.

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

> *© 20XX HELP University. 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]*

3.5.8. HELP 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.

3.6. **Management of OER**

3.6.1. OER creation and integration in HELP University is viewed as a shared responsibility executed in a centralised and decentralised manner. While the Vice-Chancellor and the senior management staff play a major role in driving and promoting the University's OER

[1] https://creativecommons.org/share-your-work/licensing-types-examples/licensing-examples/

integration initiative, all members of the University community are expected to recognise and support OER practices.

3.6.2. Heads of Departments who provide academic support and Deans of Faculties/Academic Departments are responsible for ensuring that policy requirements are fulfilled among their own staff.

3.6.3. Academic staff and academic support staff will receive intensive training followed by regular ongoing expert support to become competent in OER creation and integration in HELP University's courses.

3.7. **Quality Assurance and Review System**

3.7.1. The day to day operations under OER creation and integration initiative will be monitored and managed by the Office of Pro Vice Chancellor.

3.7.2. The OER repository will strive to provide quality assured resources.

3.7.3. 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.

3.7.4. An **OER Quality Review Board** (OER-QRB) will be notified to review policy as well as the production, delivery and access of OER.

3.7.5. The OER-QRB will constitute the following members: [e.g. Centre for Quality Assurance, Dean(s)/ Heads of the academic departments, Head of Learning Resource Centre and Management Information System Centre and selected 2/3 OER experts from the staff]

3.7.6. The OER-QRB will adopt a set of quality assurance (QA) guidelines and indicators to help lecturers focus on the quality of OER.

3.7.7. The OER-QRB will have a three year term, and will report annually to the Senate.

3.8. **Liability**

3.8.1. All OER materials in the institutional repository will carry a disclaimer indicating that the material is for educational purposes only and that the HELP University absolves itself of any practical misuse of the OER materials or their content. OER materials authored and published by staff of the HELP University do not necessarily reflect the opinion of the HELP University.

3.8.2. 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.

3.8.3. The disclaimer will have the following format:

> *The publication is released for educational purposes, and all information provided are on an '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 HELP University. All products and services mentioned are owned by their respective copyrights holders, and mere presentation in the publication does not mean endorsement by HELP University. Derivatives of this work are not authorised to use logo of HELP University.*

3.9. **Institutional Arrangements**

3.9.1. The OER produced by the HELP University will be hosted in an online institutional repository.

3.9.2. The Library of HELP University will be responsible for providing access, maintaining the repository and providing technical support.

3.9.3. Capacity building will be conducted for stakeholders engaged in OER creation, adoption, adaptation and integration.

3.9.4. Regular updates/training on new developments in the field of OER will be provided by the Centre for Learning and Teaching.

References and Attributions

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APPENDIX A

Creative Commons (CC) Licences

Condition	Symbol	Explanation
Attribution		All CC licences require that others who use your work in any way must attribute it – i.e. must reference the work, giving you credit for it – the way you request, but not in a way that suggests you endorse them or their use of the work. If they want to use your work without giving you credit or for endorsement purposes, they must get your permission first.
Non-Commercial		You let others copy, distribute, display, perform and (unless you have chosen No Derivatives) modify and use your work for any purpose other than commercially. If they want to use your work commercially, they must get your permission first.
No Derivative Works		You let others copy, distribute, display and perform only original copies of your work. If they want to modify your work, they must get your permission first.
Share Alike		You let others copy, distribute, display, perform and modify your work, as long as they distribute any modified work on the same terms. If they want to distribute modified works under other terms, they must get your permission first.

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