Open Educational Resources at University of Edinburgh

**Brief description of the paper, including a statement of relevance to the University's strategic plans and priorities**

During academic year 2013-14 an OER Short-Life Task Group was established to explore possible ways to take forward an OER strategy for University of Edinburgh and to report findings and recommendations to Learning and Teaching Committee. This paper includes a proposed vision, policy, guidance and support level.

The sharing of open educational materials is in line not only with University of Edinburgh’s mission but also with a global movement in which research-led institutions play a significant role. The proposed OER vision for University of Edinburgh has three strands, each building on our history of the Edinburgh Settlement, excellent education, research collections, enlightenment and civic mission.

**Action requested**

To consider recommendation that Information Services provide an OER service including training, staff development and guidance to support colleagues in making informed decisions about licencing options for their OER in support of the University OER vision

**Resource implications**

Does the paper have resource implications? Yes

It is proposed that the service is resourced by IS for 2 years in the first instance

**Risk Assessment**

Does the paper include a risk analysis? Yes

Establishing a clear vision for OER at University of Edinburgh will mitigate the reputational risk which may follow as a result of colleagues referring to online learning materials as ‘open’ when they are available under closed or unclear licence.

The new support service in IS will go some way to mitigate the risk that colleagues are unclear about the decisions they should make regard to the licencing, sharing and use of online materials through a programme of information and awareness raising.

**Equality and Diversity**

Has due consideration been given to the equality impact of this paper? Yes

OER contribute to sector-wide initiatives on openness, access, equality and diversity by enriching the knowledge commons and promoting sharing and reuse.

**Freedom of information**

Can this paper be included in open business? Yes
If the item is closed or reserved please indicate which reason below justifies withholding the paper.

The guidance on the exclusions from Freedom of Information legislation should be consulted before responding to these questions: [www.recordsmanagement.ed.ac.uk](http://www.recordsmanagement.ed.ac.uk)

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**Originator of the paper**

Melissa Highton, Director Learning, Teaching and Web Division, Information Services
Dash Sekhar, Vice-President Academic Affairs, Edinburgh University Students' Association

(10th November 2014)

**Any other relevant information, including keywords**

Open Educational Resources
Information Services

Inc. Appendix A and Appendix B
A Vision for Open Educational Resources at University of Edinburgh

The University’s mission is the creation, dissemination and curation of knowledge. As a world-leading centre of academic excellence we aim to: Enhance our position as one of the world’s leading research and teaching universities and to measure our performance against the highest international standards; Provide the highest quality learning and teaching environment for the greater wellbeing of our students; Make a significant, sustainable and socially responsible contribution to Scotland, the UK and the world, promoting health and economic and cultural wellbeing.

As a great civic university, Edinburgh .... will continue to look to the widest international horizons, enriching both itself and Scotland. (University Mission)

‘Educators worldwide are developing a vast pool of educational resources on the Internet, open and free for all to use. These educators are creating a world where each and every person on earth can access and contribute to the sum of all human knowledge. They are also planting the seeds of a new pedagogy where educators and learners create, shape and evolve knowledge together, deepening their skills and understanding as they go.’ (Capetown Open Education Declaration)

1. During academic year 2013-14 an OER Short-Life Task Group was established to explore possible ways to take forward an OER strategy for University of Edinburgh and to report findings and recommendations to Learning and Teaching Committee. This paper includes a proposed vision, policy, guidance and support level.

2. The sharing of open educational materials is in line not only with University of Edinburgh’s mission but also with a global movement in which research-led institutions play a significant role. The proposed OER vision for University of Edinburgh has three strands, each building on our history of the Edinburgh Settlement, excellent education, research collections, enlightenment and civic mission.

‘For the common good’:

Teaching and learning materials exchange to enrich the University and the sector.

• To put in place the support frameworks to enable any member of University of Edinburgh to publish and share online as OER teaching and learning materials they have created as a routine part of their work at the University (e.g. handouts, teaching materials, lesson plans, recorded lectures, research seminar content, blended-learning content, datasets, problem sheets and tools).

• To support members of University of Edinburgh to find and use high quality teaching materials developed within and without the University.

‘Edinburgh at its best’:

Showcasing openly the highest quality learning and teaching:

• To identify collections of high quality learning materials within each school department and research institute to be published online for flexible use, to be made available to learners and teachers as open courseware (e.g. recorded high profile events, noteworthy lectures, MOOC and DEI course content).

• To enable the discovery of these materials in a way that ensures that our University’s reputation is enhanced.
‘Edinburgh’s treasures’:

Making available online a significant collection of unique learning materials available openly to Scotland, the UK and the world, promoting health and economic and cultural well-being.

- To identify a number of major collections of interdisciplinary materials, archives, treasures, museum resources to be digitised, curated and shared for the greater good and significant contribution to public engagement with learning, study and research (e.g. archive collections drawn from across disciplines, e.g. History of Medicine/Edinburgh as the birthplace of medicine/Scottish history/social change).
- To put in place policy and infrastructure to ensure that these OER collections are sustainable and usable in the medium to longer term.

DISCUSSION

1. The expertise to deliver each of these strands exists within the University through partnership between Schools and Information Services. This vision builds upon work, custom and practice already in place within the University but offers an opportunity to take a strategic approach to publishing open educational resources at scale.

2. The delivery of this vision is contingent on several areas of activity. The University is well placed to adopt an open licencing approach to learning and teaching materials for which the copyright is already held within the University. The policy and guidance to support the publishing of OER by individuals and projects is outlined below in Appendix A.

3. Information Services currently offer a limited copyright advisory service to academic colleagues and students, with additional resourcing this service could be enriched to provide an OER service including training, staff development and guidance to support colleagues in making informed decisions about licencing options for their OER. A service description is included below in Appendix B.

4. It is proposed that the service is resourced by IS for 2 years in the first instance. Once the support service is in place the ‘Common Good’ activity will be supported as part of business as usual though guidance and training.

5. A new short-life task group will be established to consider the resource needed to deliver the other two strands of the vision.

RISK ASSESSMENT

6. Establishing a clear vision for OER at University of Edinburgh will mitigate the reputational risk which may follow as a result of colleagues referring to online learning materials as ‘open’ when they are available under closed or unclear licence.

7. The new support service in IS will mitigate the risk that colleagues are unclear about the decisions they should make regard to the licencing, sharing and use of online materials.

EQUALITY AND DIVERSITY

8. OER contribute to sector-wide initiatives on openness, access, equality and diversity by enriching the knowledge commons and promoting sharing and reuse.
Appendix A

Open Educational Resources Policy and Guidance
University of Edinburgh
(Adapted from University of Leeds)

Background

1. The University mission is the creation, dissemination and curation of knowledge.

2. The University is committed 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.

3. 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.

4. Staff also provide students with resources generated from elsewhere within the University to support exceptional learning, for example from the University library, museums and collections.

5. Resources are in addition available beyond the University to support student learning. These may include images, audio/video resources, animations and other digital resources.

6. Open Educational Resources (OERs) are digitised teaching, learning and research resources that reside in the public domain or have been released by the copyright owner under an intellectual property licence (e.g. Creative Commons) that permits their use or re-purposing (re-use, revision, remixing, redistribution) by others. Educators worldwide are developing a vast pool of educational resources on the Internet, open and free for all to use.

7. Staff and students at University of Edinburgh may wish to use OERs to enhance learning and teaching. A licence that permits use of an OER may require the user to re-publish the resource in which it is incorporated as an OER on the same terms. Staff and students may also wish to create and publish their own resources as OERs.

University Position

8. The University encourages staff and students to use, create and publish OERs to enhance the quality of the student experience, provided that resources used are fit-for-purpose and relevant.

9. 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.’

10. 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.) rather than whole courses.
11. 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.

12. University policies on IPR must be adhered to. When using OERs, students and staff must comply with the terms of the licence of use.

13. When creating and publishing OERs, the copyright owner(s) must be visibly attributed. The copyright owner will normally be the University of Edinburgh for OERs created at the University.

14. All OERs used and created must comply with University policies on inclusiveness

15. 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

16. 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).

17. Staff are advised to publish OERs using an Attribution-Non Commercial (CC BY-NC 4.0) creative commons licence. Other creative commons licences (e.g. to allow commercial use or remove the ShareAlike element) may be used if staff feel this is necessary or appropriate for their particular resource.

18. All resources released as OER must ensure that the University of Edinburgh is stated as the licensor and wording must be included on the resource such as © The University of Edinburgh or equivalent to ensure correct attribution.

19. Usually authors wish to formally assert a “moral” right to be properly acknowledged as the author. The University believes this is good practice as it gives proper recognition for work undertaken. The right must be positively asserted. To ensure proper attribution, a good form of wording would be:

“The right of [name of author] to be identified as author of this work has been asserted by them in accordance with the Copyright, Designs and Patents Act 1988”.

20. The University recommends that written and interactive digital teaching resources should be deposited in the national repository for Higher Education OERs, JORUM. Where individual circumstances dictate that resources need to be deposited in other repositories (e.g. discipline specific needs or funder requirements), an entry should be created in JORUM to direct viewers to the source resources.

21. The University recommends that audio/video based OER teaching resources should be deposited in the University's multimedia repository(s) and/or chosen external multimedia repository(s).
22. Staff are encouraged to collect data on usage of their OERs by students and external institutions for quality assurance mechanisms (e.g. module/programme review) and for staff recognition, reward and progression.

23. 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 externally.
Appendix B

Open Educational Resources,
IS Service Level Description
UNIVERSITY OF EDINBURGH
(Adapted from University of Oxford)

Introduction

1. The teams in the Learning Teaching and Web (LTW) Services Division of Information Services support academic colleagues, colleges, schools and students to publish educational media (podcasts, video, handouts etc.) under an appropriate Creative Commons license.

2. We promote and support the use of open educational resources (OER) in teaching at Edinburgh via our user communities, websites, news publications, workshops and events.

3. Open Educational Resources (OERs) are digitised teaching, learning and research resources that reside in the public domain or have been released by the copyright owner under an intellectual property licence (e.g. Creative Commons) that permits their use or re-purposing (re-use, revision, remixing, redistribution) by others.

4. We offer University staff and students training in copyright licensing and how to prepare materials for open publication. We provide advice on using appropriate platforms for dissemination. Support is given for podcasting, multimedia capture and display of material.

5. The University encourages members of the University to use, create and publish OERs to enhance the quality of the student experience, provided that resources used are fit-for purpose and relevant.

Summary of Information Services' Responsibilities

6. The service operates 9am to 5pm.

7. The service aims for all email queries to receive a response from a staff member within two working days.

8. LTW supports members of the collegiate University to publish their materials online in appropriate platforms e.g. iTunesU, websites, blogs, online collections and Learn.

9. LTW Services colleagues will represent University of Edinburgh on relevant national and international bodies concerning OER where appropriate and will recommend to staff any conferences that may be of interest.

10. Colleagues are advised to publish OERs using an Attribution-NonCommercial- (CC BY-NC 4.0) creative commons licence and we are able to support you in doing that.

11. LTW Services reserves the right to remove, from platforms we host, OER resources that do not comply with University policies. LTW Services will operate a take-down policy in case of complaint from authors or users.

12. LTW Services colleagues support users of OER through responses to individual queries wherever possible, or by reference to training courses or material. We are happy to give individual advice and support on use of OER. LTW Services does not have the staff
resources regularly to attend academic colleagues in their own colleges or departments however such visits to can be arranged on a case-by-case basis where necessary.

13. LTW Services colleagues provide a central source of information about OER and provide regular email bulletins to subscribers to disseminate good practice from relevant case studies when appropriate. We provide training for OER tools through relevant courses organised by IS and relevant other bodies.

14. LTW Services colleagues strive to facilitate communication between technical experts and distributed learning technologists within the University.

15. LTW Services colleagues attend relevant seminars and publish regular news updates so that members of the University are aware of the services available from IS and of strategic open educational issues in the collegiate University.

16. Our presentation, training materials, reports and guides are available in accessible formats and can be provided in alternative formats on request.

17. Wherever possible our materials are suitable for a range of audiences and jargon–free.

18. Our services are open to all members of the University.

Summary of Users’ Responsibilities

19. Members of the University may wish to use OERs to enhance learning and teaching.

20. Members of the University may also wish to create and publish resources as OERs.

21. It is expected that OERs used, created or published by individual staff and students will normally be series or themed collections (e.g. podcast episodes, ebooks etc.) rather than whole courses.

22. University policies on IPR must be adhered to. When using OERs, members of the university must comply with the terms of the licence of use.

23. When creating and releasing a digital object under an OER licence members of the University must check that all material can be released under the chosen licence and that it does not inadvertently contain material that is subject to copyright by third-parties.

24. Usually authors wish to formally assert a "moral" right to be properly acknowledged as the author. The University believes this is good practice as it gives proper recognition for work undertaken. The right must be positively asserted. To ensure proper attribution, a good form of wording would be: "The right of [name of author] to be identified as author of this work has been asserted by them in accordance with the Copyright, Designs and Patents Act 1988".

25. Members of LTW Services are available on request to make presentations to course teams and programme groups in support of projects or a co-ordinated departmental approach to use of OER

26. Colleagues are encouraged to collect data on usage of their OERs by students and external users for quality assurance, impact and outreach.

Melissa Highton, (Director of Learning, Teaching and Web Division, Information Services)
Dash Sekhar, (Vice-President Academic Affairs, Edinburgh University Students’ Association)

10th November 2014