

## UNIVERSITY OF LEEDS OPEN EDUCATIONAL RESOURCES

*This document sets out the University's position and guidance on the use and publication of Open Educational Resources (OERs) within educational situations at the University.<sup>1</sup>*

*TSEB endorsed this updated document on 3 May 2017.*

### Background

1. The University strategy is to provide students with an exceptional student experience centred on inspirational learning and teaching.
2. The University is committed to a blended learning strategy which includes within relevant disciplinary contexts realising the potential for transformation: in terms of course design, methods, and students. "Blended Learning is the considered, complementary use of face-to-face teaching, technology, online tools and resources to enhance student education."<sup>2</sup>
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.
5. Resources are in addition available beyond the University to support student learning. These may include images, audio/video resource, 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.
7. Staff and students 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 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 must be consistent with the University's reputation and values.
10. It is anticipated 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.

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<sup>1</sup> Which may include taught and research students, staff training and professional development courses.

<sup>2</sup> University of Leeds Blended Learning Strategy ([http://ses.leeds.ac.uk/info/22149/a-z\\_of\\_policies\\_and\\_key\\_documents/634/blended\\_learning\\_strategy](http://ses.leeds.ac.uk/info/22149/a-z_of_policies_and_key_documents/634/blended_learning_strategy))

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<sup>3</sup>. 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 Leeds for OERs created at the University.
14. All OERs used and created must comply with University policies on inclusiveness<sup>4</sup>.
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).<sup>5</sup>
17. Staff are advised to publish OERs using an Attribution-NonCommercial-ShareAlike (CC BY-NC-SA 4.0 International) creative commons licence<sup>6</sup>. 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 Leeds is stated as the licensor and wording must be included on the resource such as © The University of Leeds 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 Jisc app and resource store<sup>7</sup>. Where individual circumstances dictate, resources may be deposited in other repositories (e.g. discipline specific needs or funder requirements).

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<sup>3</sup> See University Library Copyright and Licences pages: [http://library.leeds.ac.uk/info/371/copyright\\_and\\_licences/91/copyright\\_for\\_teaching](http://library.leeds.ac.uk/info/371/copyright_and_licences/91/copyright_for_teaching)

<sup>4</sup> See Equality Service <http://www.equality.leeds.ac.uk/university-policies-2/>

<sup>5</sup> Note that the University logo must only be released with additional restrictions within the creative commons licence

<sup>6</sup> See <https://creativecommons.org/licenses/by-nc-sa/4.0/>

<sup>7</sup> <https://store.jisc.ac.uk/>

21. The University recommends that audio/video based OER teaching resources should be deposited in the University's multimedia repository (VideoLeeds<sup>8</sup>) and/or chosen external multimedia repository(s).
22. The University recommends that digital library objects /collections should be deposited in the University digital library<sup>9</sup>.
23. 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.
24. 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.

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<sup>8</sup> <http://video.leeds.ac.uk>

<sup>9</sup> <http://library.leeds.ac.uk/digital-about>