

GCU Interim Open Educational Resources Policy

1. Introduction

- 1.1 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 a licence (such as [Creative Commons](#)) that permits their use or re-purposing (re-use, revision, remixing, or redistribution) by others.
- 1.2 As a university committed to blended learning, GCU 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.
- 1.3 Staff and students may wish to use OERs to support learning and teaching, including images, audio or video resources, animations and other digital resources. Staff may also use a wide range of self-generated teaching materials to support high quality teaching, including teaching notes, handouts, audio, images, animations, multimedia materials and others. They may wish to create and publish these resources as OERs.
- 1.4 All OERs used and created should comply with all relevant GCU guidance and policies such as Accessibility and Equality and Diversity. Where students create OERs as part of their programme of study or within a staff-directed project, **staff supervising the creation of such material must ensure compliance with these guidelines before external publication.**

More information on copyright and OERs is available on:

- The University library [copyright pages](#) and from the Library Copyright Team on copyright@gcu.ac.uk

2. Scope of Policy

- 2.1 This policy applies to all GCU staff and students who use, create or publish OERs. Non-compliance with the terms of the policy may constitute a disciplinary offence.
- 2.2 GCU may change and adapt the terms of this policy from time to time as required.

3. Use of existing OERs by staff and students at GCU

- 3.1 **Staff and students should ensure that they are legally allowed to reuse any third party content within their OERs by complying with the terms of the licence on use of such third party content.** Use of the OERs outside the terms of the relevant third party licence may

breach copyright. A licence which permits use of an OER may require the user to republish the resource in which it is incorporated as an OER on the same terms. For example, if the original resource has a share-alike component to its licence, then the resulting composite OER should be published under the same licence as the original. Creative Commons licensing is a legally enforceable way of allowing creators to retain copyright while permitting others to copy, distribute, and make some types of use of their work. Every Creative Commons license also ensures licensors get the credit for their work they deserve. More information on the terms of Creative Commons licences is available on the University library [copyright web page](#) or by contacting the library copyright team on copyright@gcu.ac.uk

- 3.2 Staff and students should cite the OERs used. As much information as possible should be included, especially the title and author of the resource, a link to where the content was found online, and a note of the licence applied to the content. If all of these elements cannot be identified then those that can be should be included A standard citation format is: *Type of content: Title by Author. Link (Licence), for example: Image: The Thinker by John Smith. <http://commons.wikimedia.org> (CC-BY-SA-3.0)*

4. Creating OERS

- 4.1 Staff and students should clearly identify themselves as the creator(s) of an OER by adding their names to the resource and, when publishing an OER, to any associated metadata. This allows those reusing the OER to clearly attribute the material to the creator(s).
- 4.2 Staff and students should clearly identify their affiliation by adding it to the resource and, when publishing an OER, to any associated metadata. For example: John Smith, Glasgow Caledonian University.
- 4.3 OERs should include GCU branding. Templates and advice are available from the Multimedia Content Manager, Marketing at <http://www.gcu.ac.uk/marketingandcommunications/brandguidelinesandresources/>
- 4.4 Should staff wish to create a whole course their Head of School, Department or Service should be consulted on whether there is any reason to restrict publication, based on the protection of GCU's commercial interests for example. Staff may also wish to consult the university RIE team at this stage.

5. Publication of OERS

- 5.1 **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 legislation and all relevant University policies (for example accessibility).**
- 5.2 GCU recommends staff and students publish OERs using a CC-BY Creative Commons attribution licence. Other [Creative Commons licences](#) (for example to add a non-commercial or share-alike element) may be used if creators feel this is necessary or appropriate for their particular resource, or to comply with the licence terms of any third party content used in the resource.
- 5.3 All OERs should be deposited in the University's educational resources repository, [edShare@GCU](#) and, if desired or mandated, for example as part of the conditions of funding for a research project, an external repository. GCU's repository will accept OERs and any permanent educational resources created by GCU staff. Items will be discoverable through Google and other search engines, providing the greatest possible visibility of resources. For queries please contact the library's [edShare team](#) at edShare@gcu.ac.uk
- 5.4 Where students create OERs as part of their programme of study or within a staff-directed project, **staff supervising the creation of such material must ensure compliance with these guidelines before external publication.**

6. 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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