Open Educational Resource (OER) Policy

1. Preamble

Dr. Babasaheb Ambedkar Open University (BAOU), Ahmedabad is the only State Open University of Gujarat established by Government of Gujarat in the year 1994. The university is recognized by University Grants Commission (UGC). Dr. Babasaheb Ambedkar Open University has more than 200 study centre across Gujarat with around 70,000 new enrolments every academic year. The university offers about 60 different programmes ranging from Certificate, Diploma, Post-Diploma, Under-Graduate, Post-Graduate, Vocational and Professional to research degree programmes like M.Phil. and Ph.D. in regional language as well as in English. The study materials are produced and provided to learners in print, electronic and audio-visual format.

BAOU also uses its web platform -- Swadhyay TV for delivery of high definition TV and Internet radio to leaners. The Government of Gujarat has provided an educational channel VANDE Gujarat exclusively for the use of BAOU with a view to reach students, who are deprived of higher education and reside in the most remote areas of the state of Gujarat. In addition to this the university has also come up with several mobile applications designed for students to remain connected with the university.

Adopting an open educational resources (OER) policy at BAOU will further support its objectives to "disseminate learning and knowledge by a diversity of means" and "Provide opportunities for higher education to a large segment of the population". The 40th session of UNESCO's General Conference in November 2019 adopted a Recommendation on OER, which recommended developing policy for OER to "support open licensing of publicly funded educational and research materials, develop strategies to enable use and adaptation of OER in support of high quality, inclusive education and lifelong learning for all". Adoption of OER in teaching and learning ecosystem of BAOU will reduce cost of developing learning materials, improve access to learning resources developed at BAOU to Gujarati speaking diaspora all over the world, and improve the quality of teaching and learning through the use of existing openly available multimedia resources.

Mission: The mission of the BAOU OER policy is to develop and provide access to high quality teaching, learning and research materials as open educational resource to anyone in the world and especially to Gujarati speaking diaspora.

Vision: To become a leading producer of high quality open educational resources in the world.

2. Definitions

2.1. *Open Educational Resources (OER):* The 2019 UNESCO OER recommendation defines OER as any "learning, teaching and research materials in any format and medium that reside in the public domain or are under copyright that have been released under an open license, that permit no-cost access, re-use, re-purpose, adaptation and redistribution".

2.2. Public Domain: When the copyright of a learning material has expired or the author has relinquished the right to the public, it is said to be in public domain.

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

2.4. *OER Adoption:* A practice of adopting/ adapting existing OER for use in a course as per the requirements.

2.5. *OER Integration:* It is the practice of integrating OER in teaching and learning resources, following compatible license requirements.

2.6. *OER Sharing:* Making OER accessible, especially online.

2.7. *Content Developer:* Any person (typically author) engaged in the preparation of teaching and learning materials used by BAOU.

2.8. *Copyrights:* This refers to The Copyright Act 1957 (as amended by the Copyright Amendment Act 2012). Copyright law regulates the use of the work of a creator, such as an artist or author and provides exclusive rights to the copyright holder to distribute the work, assign rights or engage in any commercial activity. It is illegal to use copyrighted work without permission of the copyright holder. BAOU is the copyright holder of all teaching and learning materials developed at BAOU.

2.9. *Open License:* Copyright law allows the Copyright holder to assign copyright or license the work to anyone by specifying the license conditions. Open licenses grant permission to access, re-use, revise, remix and redistribute a work without the permission of the copyright holder.

2.10. *Institutional Repository:* It is a platform, or a service provided by BAOU to share the teaching, learning and research materials using accessible formats.

3. Policy

3.1. Policy Declaration

The Dr. Babasaheb Ambedkar Open University, Ahmedabad is committed to promote the use and development of open educational resources (OER) to increase access to educational opportunities and improve quality of teaching and learning.

3.2. Policy Statements

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

3.2.2. BAOU as publisher and copyrights owner will decide on the content to be published as OER in consultation with the relevant School/Department/Division.

3.2.3. Academic and academic support staff will be committed to the philosophy of OER in building capacity and positive attitudes for effective creation, adoption and integration of OER in the development and delivery of courses as well as other professional engagements.

3.2.4. Every effort will be made to find suitable OER, before creation of any new course at BAOU, Academic and academic support staff will suitably integrate available OER to optimise resources and reduce the content development time.

3.3. Policy Objectives

The objectives of the policy are to:

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

3.3.2. Build capacity among academic and academic support staff to use OER appropriately in their professional engagements;

3.3.3. Prepare institutional guidelines and manuals for OER creation, adoption, adaptation and integration;

3.3.4. Establish an institutional repository to distribute OER;

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

3.3.6. Develop a strategic plan for the implementation of OER policy and monitor its implementation; and

3.3.7. Undertake research and evaluation on the effectiveness of the use of OER at BAOU.

3.4. Scope and Applicability

3.4.1. Any deviation/exclusion to this policy will be duly notified by BAOU.

3.4.2. All Schools, academic and academic support departments of the University;

3.4.3. All content developers within the University and those engaged by the University on temporary/contract basis;

3.4.4. All types of learning materials released in physical or electronic format;

3.4.5. 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 University.

3.5. Copyrights and Licences

3.5.1. BAOU is the absolute owner of the copyright of any content created by it.

3.5.2. Unless otherwise specified, BAOU supports free and open access to all educational content it owns or co-owns and will make them available through the institutional repository using an open license. The choice of the license will be from the four Creative Commons open license as in Appendix-A.

3.5.3. BAOU 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 BAOU that it considers to be commercially sensitive may also be restricted.

3.5.5. The choice of license will be decided by the School/Faculty/Department/ Division 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 Dr. Babasaheb Ambedkar Open University.
> [Icon for the specific license]
> Except where otherwise noted, this work is licensed under the terms of the Creative Commons [Specific Licence]. To view a copy of this license, visit [provide a link to the license on creativecommons.org]

3.5.8. Dr. Babasaheb Ambedkar Open University reserves the copyright of its logo and does not permit use of its logo without written permission for derivatives of its works.

3.6. Quality Assurance and Review System

3.6.1. The BAOU institutional repository will strives to provide quality assured OER.

3.6.2. Learning resources developed by BAOU and that has undergone peer reviewing and strict quality assurance mechanism inbuilt in the course development process will not require further review prior to uploading on to the institutional repository. All other contributions will be peer reviewed within the department before uploading on the institutional repository.

3.6.3. An OER Quality Review Board (BAOU-OER-QRB) will be notified by the Vice-Chancellor to implement the OER policy.

3.6.4. The BAOU-OER-QRB will constitute the following members: Chair of the Centre for Internal Quality Assurance, Registrar, Director (Academic), Directors (Different Schools/Departments), and selected 2/3 OER experts from the staff on rotation basis.

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

3.6.6. The BAOU-OER-QRB will have a three year term, and will report annually to the Academic Planning Board/Board of Management through the Vice Chancellor.

3.7. Liability

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

3.7.2. An additional caveat will indicate that derivatives of this work are not authorized to use the BAOU's logo without prior written authorisation from the University.

3.7.3. The disclaimer to be used in the credit page of the publication will have the following format:

> This publication is released for educational purposes, and all information provided are in 'as is' basis. Although the author/s and publisher have made every effort to ensure that the information in this publication was correct at press time, the author/s 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/s, and do not necessarily reflect the views of Dr. Babasaheb Ambedkar Open University. All products and services mentioned are owned by their respective copyrights holders, and mere presentation in the publication does not mean endorsement by Dr. Babasaheb Ambedkar Open University. Derivatives of this work are not authorised to use logo of Dr. Babasaheb Ambedkar Open University.

3.8. Institutional Arrangements

3.8.1. The OER produced by BAOU will be hosted in an institutional repository.

3.8.2. Unless otherwise notified by BAOU, the School of Computer Science will be responsible for providing access, maintaining the repository and providing technical support.

3.8.3. Regular capacity building workshops/ training on OER will be conducted for the staff, external course writers and academic counsellors of BAOU.

3.8.4. A work-flow mechanism for approval and uploading of OER to the institutional repository will be developed.

3.8.5. OER QA guidelines for BAOU will be developed and shared amongst the course writers.

Appendix-1: Open Licenses that may be used at BAOU

Licence Name	Abbreviation	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 reasons, as long as they credit you and license their new creations under the identical terms. This licence is often compared to open-source software licences. All new works based on yours will carry the same licence, so any derivatives will also allow commercial use.
Attribution-NonCommercial	BY-NC		This licence lets others remix, tweak and build upon your work non-commercially, and although their new works must also acknowledge you and be non-commercial, they don't have to license their derivative works on the same terms.
Attribution-NonCommercial-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 the 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-NoDerivs	CC BY-ND		This license lets others reuse the work for any purpose, including commercially; however, it cannot be shared with others in adapted form, and credit must be provided to you.
Attribution-NonCommercial-NoDerivs	CC BY-NC-ND		This license is the most restrictive of our six main licenses, only allowing others to download your works and share them with others as long as they credit you, but they can't change them in any way or use them commercially.

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