NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

# OPEN EDUCATIONAL RESOURCES POLICY



# 0PEN EDUCATIONAL RESOURCE POLICY

| | | |
|---|---|---|
| **Policy Number** | *17/P/13/COUN/ADS* | |
| **Coordinating SENEX Member** | *Deputy Vice-Chancellor: Teaching, Learning and Technology (DVC-TLT)* | |
| **Policy Custodian** | *Director: Academic Development and Support (ADS)* | |
| **Contact Person and Contact Details** | *Director: ADS*<br>*+26461207 2779* | |
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| | *Commonwealth of Learning OER Policy Template*<br><br>*Namibia Copyright and Neighbouring Rights Protection Act 6 of 1994*<br><br>*NOLNet National Open and Distance Learning Policy 2016* | *NUST Cooperative Education Policy*<br><br>*NUST Curriculum Framework, 2019*<br><br>*e-Learning Policy, 2017*<br><br>*Intellectual Property Policy, 2023*<br><br>*NUST Plagiarism Policy*<br><br>*Policy on Policy Development and Review, 2024*<br><br>*NUST Policy on Short Courses Programme Development and Review Policy*<br><br>*Quality Management Policy, 2019*<br><br>*NUST Teaching, Learning, and Assessment Framework, 2017* |

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## AUTHENTICATION

**Vice-Chancellor's Signature:** _____ Date: 25/11/2024

**Registrar's Signature:** _____ Date: 20/11/2024

**University Seal:**

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# ABBREVIATIONS AND ACRONYMS

| Abbreviations | Meaning |
|---|---|
| **ADS-TLT** | Academic Development and Support: Teaching, Learning, and Technology |
| **CC** | Creative Commons |
| **DTBS** | Digital Transformation Business Services |
| **LTSM** | Learning and Teaching Support Material |
| **OER** | Open Educational Resources |
| **OERR** | Open Educational Resources Repository |
| **PDQA** | Programme Development and Quality Assurance |

| Acronyms | Meaning |
|---|---|
| **NUST** | Namibia University of Science and Technology |
| **UNESCO** | United Nations Educational, Scientific and Cultural Organisation |

## DEFINITIONS

| Term | Definition |
|---|---|
| **Copyright Owner** | The creator of a work owns the copyright unless they have assigned copyright to another person or legal entity. |
| **Creative Commons Licenses** | A simple, standardised way to enable creators to share resources openly while maintaining control over their usage. |
| **Open Educational Resources** | Learning, teaching and research materials in any format and medium that either reside in the public domain or are under copyright that have been released under an open licence that permits no-cost access, reuse, re-purpose, adaptation, and redistribution by others. |
| **Localisation** | Adapting open educational resources to the specific context, such as translating it into the language of the region, thereby ensuring it is fit to use in a particular place/country/culture or language. |

# 1. PREAMBLE

The Namibia University of Science and Technology (NUST) is committed to democratizing access to education through the strategic implementation of Open Educational Resources (OER). This policy embodies our dedication to fostering an inclusive and equitable educational landscape, empowering learners from diverse backgrounds by providing free access to high-quality educational materials. By aligning with global initiatives like those advocated by UNESCO, NUST aims to enhance teaching and learning while transcending geographical and economic barriers.

This policy serves as a guiding framework for academic and non-academic staff, promoting the creation, adaptation, and integration of OER across our educational offerings. By embracing innovation and collaboration, NUST positions itself as a leader in the global movement toward open access to knowledge. Together, we will ensure that quality education becomes a right for all, not just a privilege for the few.

## 1.1 Purpose

The purpose of this policy is to provide direction for the use, reuse, implementation, integration, and redistribution of OER and to support the creation of original OER to broaden access to and support high-quality teaching, learning and use of technology the Namibia University of Science and Technology (NUST). The OER policy aligns with NUST's vision to become a premier technological university known for knowledge creation, innovation, and entrepreneurship.

## 1.2 Background

The development of this policy is triggered by the NUST Strategic Plan 2021-2025, which emphasises the use of technology to deliver quality education. The NUST Open Educational Resources policy evolved to meet the growing need for accessible, inclusive and affordable educational materials, which aligns with NUST's mission of being an engaged and responsive university, meeting the needs of stakeholders through excellent education, applied research, innovation, and service. This policy further responds to the United Nations Educational, Scientific and Cultural Organisation (UNESCO) recommendation on OER that promotes global collaboration

for equitable access to quality education through the creation, adaptation, and use of openly licensed educational materials.

### 1.3 Objectives of OER Policy

The objectives of the policy are to:

1.3.1 Guide academic and non-academic staff to promote diversity and affordability in educational materials so that all students have access to a wide range of resources.

1.3.2 guide the university to make provision for OER creation and integration in the development and delivery of courses,

1.3.3 Ensure the development of all necessary manuals and guidelines for the creation, integration, and distribution of open educational resources, including open licencing policies.

1.3.4 Develop awareness about the concept and practices related to OER among the academic community and the general public;

1.3.5 Promote capacity building among the academic and non-academic staff for the creation, identification, storing and integration of OER in their courses;

1.3.6 Establish a framework for monitoring the implementation and impact of OER policy.

## 2. SCOPE OF APPLICATION

The policy is applicable to:

a. This policy applies to the academic and non-academic staff and students.

b. Any agreement where the material is developed in collaboration or partnership with other institutions.

## 3. POLICY STATEMENT

The university is committed to the use, reuse, creation, and publication of relevant OER fit for the purpose of enhancing the quality of students' learning experience. Therefore, the university is dedicated to promoting innovation and accessibility in education through its OER policy. This policy guides staff to prioritise diversity and affordability in educational materials, through OER creation and integration in courses. Additionally, it aims to raise awareness about OER among the university community and the public, promote capacity building for OER use, and implement a monitoring framework to assess policy impact.

## 4. LEGAL FRAMEWORK

a. As the copyright owner, the university will determine which LTSM will be published as OER, in consultation with the relevant Faculty/Department/Division/Centre and/or stakeholder.
b. The university will utilise the Open Licensing framework provided by the Creative Commons (CC) License Suite when creating, using, retaining, revising, remixing, and redistributing OER.
c. The OER Policy will be implemented in coordination with other relevant policies, as noted on the cover page.

## 5. GUIDING PRINCIPLES

NUST will ensure that:

a. Staff and students will be committed to the philosophy of OER in building capacity and positive attitudes for the effective creation, adoption, and integration of OER in the development and delivery of courses and other professional engagements.
b. OERs are used as a sustainable, effective, and ethical means of renewing and distributing knowledge.
c. The use, including retention, reuse, revision, remixing, and redistribution of OERs neither

created nor owned by the university as a preferred alternative to proprietary resources to support students with limited financial resources.

d. Staff will plan and implement appropriate educational activities involving OER design, adoption, adaptation, and integration to offer courses and programmes for the students to acquire appropriate competencies for desired qualifications.

e. The university's copyrighted teaching, learning and research resources are shared under appropriate and relevant CC licences that support OER.

f. All efforts towards sourcing, adopting, integrating, localising, and sharing OER in course design, development, quality assurance and publication will be promoted, fostered, and recognised.

g. The OERR is maintained, and the university's stakeholders have free and open access to OERs for formal and non-formal educational use in Namibia and globally.

## 6. POLICY CONTEXT[1]

The OER Policy aligns with NUST's Quality Management Framework, which commits to ensuring that all media used in LTSM (including print, audio, video, and online resources) are accessible to students. Additionally, it supports the eLearning Policy, which requires that the eContent and eResources owned by the University are readily available for use, reuse, and repurposing by those authorised to do so in accordance with the copyrighted and open licences. The OER Policy at Namibia University of Science and Technology (NUST) is in alignment with Namibia's international commitments to UNESCO, specifically responding to the UNESCO Recommendation on OER. This recommendation encourages institutions and governments to create an enabling environment, infrastructure, and capacity building to support open access to educational materials, in line with the United Nation's Sustainable Development Goals that also align with NUST's Strategic Goals. In particular, the following are supported by the OER Policy:

- NUST's Strategic Goal 1: Building a Vibrant and Engaging Learning Environment by enhancing teaching and learning to ensure quality and excellence.
- NUST's Strategic Goal 2: Leading, Research, Innovation, Partnership and Entrepreneurship; and,
- United Nation's Sustainable Development Goal 4: Quality Education.

# 7. STRUCTURES GOVERNING THE POLICY

The office of the Deputy Vice-Chancellor: Teaching, Learning, and Technology oversees the development, implementation, and review of the OER Policy.

# 8. IMPLEMENTATION

NUST's Management and the Academic Development and Support-Teaching Learning and Technology (ADS-TLT) are responsible for implementing the OER Policy.

## 8.1 Roles and Responsibilities

i. Council: The NUST Council is responsible for the final approval of this policy.
ii. Deputy Vice-Chancellor: Teaching, Learning and Technology (DVC-TLT) is the coordinating SENEX member of the NUST OER Policy.
iii. ADS-TLT is responsible for implementing, monitoring, evaluating and reviewing the policy in collaboration with all stakeholders, including Faculty, as described in further detail in the OER Procedures and Guidelines.

## 8.2 Support and Advice

i. ADS-TLT will be the primary contact point for support and advice related to the policy (internal and external).
ii. OERs used by the university are hosted in the NUST OERR.
iii. The Digital Transformation Business Services department maintains the OERR and provides technical support, and the Library and Information Services provide access to the OERR.
iv. ADS-TLT conducts capacity building for stakeholders engaged in OER creation, adoption, adaptation, integration, and redistribution.
v. The Library and Information Services provide regular updates and training on OERR.
vi. The OER committee determines which resources are openly licensed as OER.

vii. The Legal Department provides legal advice on adherence to OER licences as and when required.

### 8.3 Communication

i. The implementation plan will include a dissemination strategy to inform the NUST community about the policy, procedures, and guidelines.

ii. The dissemination strategy should be specific in terms of how the policy will be disseminated (key departments).

## 9. COMMENTS

Staff and students may submit any proposal for the improvement of this policy to the ADS-TLT. Any major amendment to this policy, where it implies substantial changes to its objectives, is subject to the approval of the Council.

## 10. REVIEW

Thispolicy will be reviewed every five years from the implementation date or as required by the Council.

# GUIDELINES

# OPEN EDUCATION RESOURCES PROCEDURES/GUIDELINES

| | | |
|---|---|---|
| **Custodian of Guidelines** | *Deputy Vice-Chancellor: Teaching, Learning and Technology (DVC-TLT)* | |
| **Contact Office** | *Director: ADS* | |
| **Status** | *Approved* | |
| **Date of Approval by Senate** | *10 June 2024* | |
| **Date of Review** | *June 2029* | |
| **Related Policies and other documents**<br>**(Internal and External)** | ***Legislation and/or Other Regulatory Imperatives*** | ***Institutional Policies, Guidelines, Procedures, Rules and/or Frameworks*** |
| | *Commonwealth of Learning OER Policy Template*<br>*Namibia Copyright and Neighbouring Rights Protection Act 6 of 1994*<br>*NOLNet National Open and Distance Learning Policy 2016* | *NUST Cooperative Education Policy*<br>*NUST Curriculum Framework*<br>*NUST e-Learning Policy*<br>*NUST draft Intellectual Property Policy*<br>*NUST Plagiarism Policy*<br>*NUST Policy on Policy Development and Review*<br>*NUST Policy on Short Courses*<br>*NUST Programme Development and Review Policy*<br>*NUST Quality Management Policy*<br>*NUST Teaching, Learning, and Assessment Framework* |

# ABBREVIATIONS AND ACRONYMS

| Abbreviations | Meaning |
|---|---|
| **ADS** | Academic Development and Support |
| **CC** | Creative Commons |
| **DTBS** | Digital Transformation Business Services |
| **ICT** | Information and Communication Technology |
| **IP** | Intellectual Property |
| **LMS** | Learning Management System |
| **LTSM** | Learning and Teaching Support Material |
| **MOA** | Memorandum of Agreement |
| **MOU** | Memorandum of Understanding |
| **ODL** | Open and Distance Learning |
| **OER** | Open Educational Resource |
| **OER-EP** | Open Education Resource Enabled Pedagogy |
| **OERR** | Open Educational Resource Repository |
| **PDQA** | Programme Development and Quality Assurance |
| **QA** | Quality Assurance |
| **SDG** | Sustainable Development Goal |
| **TASL** | Title, Author, Source, License |
| **TLT** | Teaching, Learning, and Technology |

| Acronyms | Meaning |
|---|---|
| **CODeL** | Centre for Open, Distance, and eLearning |
| **COL** | Commonwealth of Learning |
| **NUST** | Namibia University of Science and Technology |
| **TVET** | Technical Vocational Education and Training |
| **UNESCO** | United Nations Educational, Scientific and Cultural Organisation |

## DEFINITIONS

| Term | Definition |
|---|---|
| **Copyright** | The creator of an original work expressed in a tangible form has an exclusive and automatic right to that work by virtue of creation. |
| **Copyright Owner** | The creator of a work owns the copyright unless they have assigned the copyright to another person or legal entity. |
| **Open Educational Resources (OER)** | Learning, teaching and research materials in any format and medium that either reside in the public domain or are under copyright that have been released under an open licence that permits no-cost access, reuse, re-purpose, adaptation, and redistribution by others. |
| **The 5Rs of OER** | The right to retain, revise, remix, reuse, and redistribute materials that are openly licensed as OER. |
| **Institutional Repository** | The set of services offered by NUST to collect, preserve, and disseminate digital copies of its intellectual output. |
| **Open Education Resource Repository** | The NUST Open Education Resource Repository is a repository that host all the OER material developed and co-developed under NUST CC Licenses. |
| **Localisation** | Adapting open educational resources to the specific context, such as translating it into the language of the region, thereby ensuring it is fit to use in a particular place/country/culture or language. |
| **OER Adoption** | Adopting existing OER for use in a course without making any changes to the materials. |
| **OER Creation** | Creating educational materials through an appropriate open licence. |
| **OER Sharing** | Making OER freely accessible, especially in an online or digital format. |

# 1. INTRODUCTION

The Open Education Resource (OER) Procedures and Guidelines of the Namibia University of Science and Technology (NUST) provide the operational foundation for either the creation and licensing of and/ or the sourcing, use, re-use, revision, remixing, retention and redistribution of Learning and Teaching Support Materials (LTSM) that are OER.

# 2. PURPOSE

The procedures and guidelines will enable NUST to:

2.1 Implement its OER policy and comply with internal and external regulations and legislation

2.2 Clarify publication rights and provide guidance in terms of open licensing.

2.3 Ensure the quality and standard of OER resources in terms of NUST Quality Assurance (QA).

2.4 Guide the development and review of OER materials.

2.5 Determine the infrastructure and support services required.

2.6 Identify human and other resources to support faculty in developing OERs.

# 3. SCOPE OF APPLICATION

The OER procedures and guidelines are applicable to NUST staff and students who develop or use OER, and course developers and reviewers, *inter alia*, contracted by NUST, regardless of whether the contract is temporary or permanent. The OER procedures and guidelines will also apply to any agreement where LTSM is developed in conjunction with other entities.

# 4. PROCEDURES/GUIDELINES

The two tables indicate the procedures to be followed, and the appendices referred to provide further guidelines.

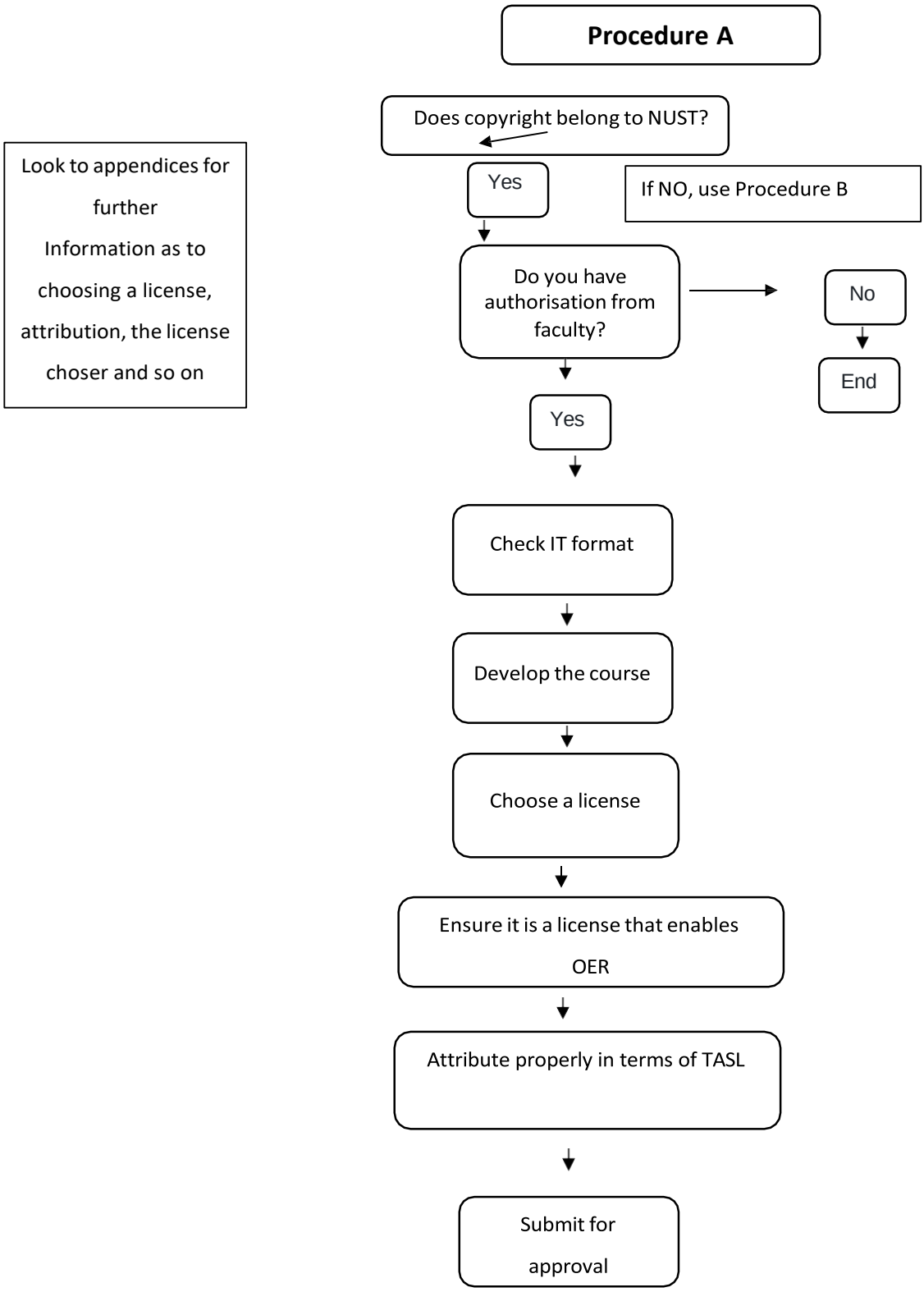



Figure 1: Procedure A if copyright belongs to NUST and resources are released as OER

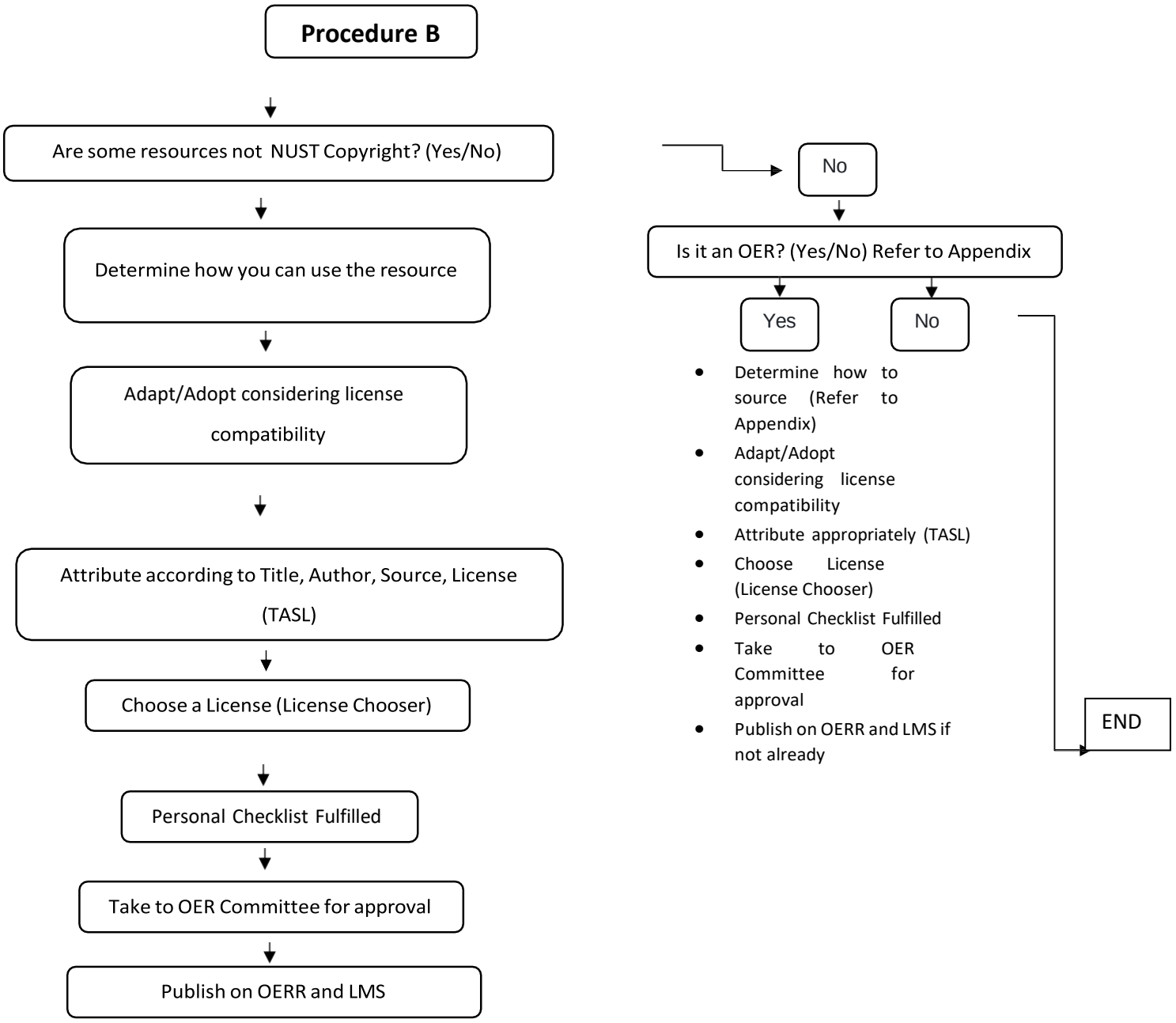



Figure 2: Procedure B if OER are adopted and/or adapted by NUST and republished

## 4.1 Declaration

4.1.1 NUST will promote and implement the creation, use, retention, reuse, revision, remixing, and redistribution of OER within an Open Licensing framework, specifically the CC Licence Suite.

4.1.2 The University will promote, foster and recognise all efforts towards adopting, integrating, and sharing OER in course design, development, quality assurance, and publication.

4.1.3 NUST, as publisher and copyright owner, will decide on the content to be published as OER in consultation with the relevant Faculty/Department/Division/Centre and/or stakeholder.NUST will ensure capacity is built to enable the effective implementation of OER in the design, adoption, adaptation, and integration of OER in the development of courses and programmes and delivery of courses and associated initiatives.

## 4.2 Principles Guiding the Use of OER

The University endorses:

4.2.1 The use of OERs as a sustainable, effective and ethical way of knowledge renewal and distribution;

4.2.2 The use, including retention, reuse, revision, remixing and redistribution of OERs neither created nor owned by NUST as a preferred alternative to proprietary resources to support students with limited financial resources;

4.2.3 The creation and sharing of original teaching, learning and research resources under an appropriate and relevant CC licence that supports OER;

4.2.4 The acknowledgement and recognition of those who create OERs and those who use, retain, reuse, revise, remix and redistribute OERs; and,

4.2.5 Promotion of OER development and use.

## 4.3 Guidelines: Copyright and Licences

4.3.1 NUST is the owner of the copyright of any original content in a tangible form solely created by NUST or its employees (both contractual and permanent) and students in accordance with its IP Policy.

4.3.2 The University may make exceptions to the sharing of intellectual property it owns on a case-by-case basis.

4.3.3 Access to the University's intellectual property that it considers commercially sensitive may be restricted.

4.3.4 Unless otherwise specified, the University supports free and open access to all educational content (i.e., teaching and learning materials) it either owns or co-owns. It will make these available through an OERR under an appropriate and relevant CC licence.

4.3.5 As OERs are openly licensed, with different terms and conditions of each licence, it is mandatory to adhere to the terms and conditions of the various licences when the OERs are used, reused, retained, revised, remixed or redistributed.

4.3.6 Externally created OER materials which are not copyrighted to NUST but which are accessed by NUST and hence either adopted (used) and/or retained, reused, revised, remixed and redistributed will be utilised strictly in accordance with their specific CC-licensed terms and conditions. Such materials often can only be released under a similar or identical OER in line with the licence compatibility (see Appendix H* on Licence Compatibility) and the NUST OER Committee is to verify the adherence with the terms and conditions of the licences.

4.3.7 The choice of which CC licence to use will be determined by the Faculty/Department/Division/Centre/Unit or specific stakeholder, which has developed the material and will be vetted by the internal OER Committee.

4.3.8 All LTSMs developed by the University will comply with and be released under a Creative Commons License. The University will respect the CC provisions and the licences therein for derivatives and reproductions of other CC-licensed materials.

4.3.9 It is the responsibility of the content creator to comply with the NUST IP Policy and the OER Policy when revising or remixing existing OER.

4.3.10 The licence declaration on the OER will be in the following format:

> © 20XX Namibia University of Science and Technology (NUST). Except where otherwise noted, this work is licensed under the terms of the Creative Commons [specify the Creative Commons licence to be used]. To view a copy of this licence, visit [https://creativecommons.org/about/cclicenses/]

4.3.11 NUST reserves the copyright of the University logo used in all its materials and does not permit the use of its logo without written permission for derivatives of its works.

4.3.12 As detailed in Appendix D, only four licences from the CC Licensing Suite can be considered when adopting or developing OER, together with those items that are in the public domain.

## 4.4 Use of Disclaimer

4.4.1 OER materials hosted in NUST's OERR must carry a disclaimer indicating that the content is for educational purposes only and that NUST absolves itself of any possible misuse of the OER materials or their content.

4.4.2 OER materials authored and published by NUST staff do not necessarily reflect the opinion of NUST.

4.4.3 An additional caveat will indicate that this work's derivatives are not authorised to use the University's logo without prior written authorisation from the University. The disclaimer will have the following format:

This publication is released for educational purposes, and all information provided is on an 'as is' basis. Although the author and publisher have made every effort to ensure the information in this publication was accurate at the time of publication, they do not assume and hereby disclaim any liability to any party for any loss, damage, or disruption caused by errors or omissions, whether resulting from negligence, accident, or any other cause. Any views expressed in this publication are those of the author and do not necessarily reflect the opinion of the Namibia University of Science and Technology (NUST). All products and services mentioned are owned by their respective copyright holders, and their inclusion in this publication does not imply endorsement by NUST. Derivatives of this work are not authorized to use the NUST logo.

# 5. ROLES AND RESPONSIBILITIES

## 5.1 Council

The NUST Council, which is the University's highest governing body, is responsible for the final approval of this policy.

## 5.2 Deputy Vice-Chancellor: Teaching, Learning and Technology (DVC-TLT)

DVC-TLT is the custodian of the NUST OER Policy.

## 5.3 Academic Development and Support-Teaching Learning and Technology (ADS-TLT)

ADS-TLT is responsible for the implementation, monitoring, and evaluation of the policy in collaboration with all stakeholders, including Faculty.

## 5.4 OER Committee

5.4.1 The OER Committee will consist of the following members:

a. Director of ADS,
b. One member from the Governance Department in the Office of the Registrar,
c. Associate Deans,
d. Director of Library and Information Services,
e. Director of DTBS,
f. Two members from PDQA,
g. Three members from ADS-TLT,

h. Director of the Quality Assurance (QA) Department, and

i. Other OER experts are drawn from the various faculties on a rotational basis.

5.4.1 The primary role and responsibility of the OER Committee is to review the OER Policy to ensure that all content developed for OER contributes to achieving the following Strategic Goals of the University in line with the relevant SDGs, specifically SDG1, SDG2, and SDG4:

a. Strategic Goal 1: Building a Vibrant and Engaging Learning Environment Enhance teaching and learning to ensure quality and excellence;

b. Strategic Goal 2: Leading, Research, Innovation, Partnership and Entrepreneurship; and,

c. United Nations SDG 4: Quality Education.

5.4.2 The Committee will be tasked with the following responsibilities:

5.4.2.1 Review of the policy and the production, access and distribution of OERs.

5.4.2.2 Adopt a set of QA guidelines and indicators to help faculty/creators focus on the quality of the OER produced.

5.4.2.3 Ensure that the OERR hosts quality-assured resources subject to peer review and strict QA mechanisms as part of the course development process and will not require further review before uploading them to the OERR. All other contributions will be peer-reviewed within the department before uploading them to the OERR.

5.4.2.4 Report annually to the Senate.

## 5.5 University Support

5.5.1 NUST OER to be hosted in a University OERR.

5.5.1 DTBS and the Library and Information Services provide access to, maintain the repository, and provide technical support.

5.5.2 Capacity building is to be conducted for stakeholders engaged in OER creation, adoption, adaptation, integration, and redistribution.

5.5.3 Academic Support and TLT, the Library and Information Services, and PDQA will provide regular updates/training on new developments in the field of OER.

## 5.6 Funding OER Development

5.6.1 The University acknowledges that the design and development of teaching and learning materials, regardless of the open licence under which they are shared, require financial investment and incentives for skilled content developers to become involved in materials design, reuse, revision, remixing and other development activities. Given this, the following policy positions are noted: NUST will review its current human resource policies to ensure that materials development is included in the job descriptions and annual performance targets of educators, academics and relevant staff (such as ICT to support the OERR) as appropriate.

5.6.1 The University is encouraged to ensure that OER activities are included in rewards, incentives and promotion policies to adequately recognise such efforts within the University.

5.6.2 NUST undertakes to work with the government Ministries, responsible for education and ICT integration to develop a revised funding formula that encourages all Namibian educational universities to share teaching and learning materials they produce under a relevant and legally robust open licence, such as the CC Licence Suite 4.0 International, and one that enables the support of OER activities (as per the section on 'Copyright and Licences' above). The purpose of this process will be to use government funding as an incentive to encourage universities to share their materials.

5.6.4 The University will initiate projects related to OER development through collaboration with other partner universities to share the cost and expertise. The resulting resources will be shared by means of a relevant open licence.

## 5.7 Support and Advice

The NUST Management and ADS/TLT will be the primary contact point for support and advice related to the procedures and guidelines documents.

### 5.8 Communication

5.8.1 The implementation plan will include a dissemination strategy to inform the University community about the policy procedures and guidelines.

5.8.2 The dissemination strategy should be specific in terms of how the procedures and guidelines will be disseminated (key departments).

## 6 REVIEW

These guidelines are to be reviewed every five years from the implementation date or as required by the Council.

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NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

**OPEN EDUCATIONAL RESOURCES GUIDELINES**

Department: Academic Development Support
Namibia University of Science and Technology
Private Bag 13388
Windhoek
NAMIBIA

T: +264 61 207 2779
F: +264 61 207 9111
E: ads@nust.na

www.nust.na