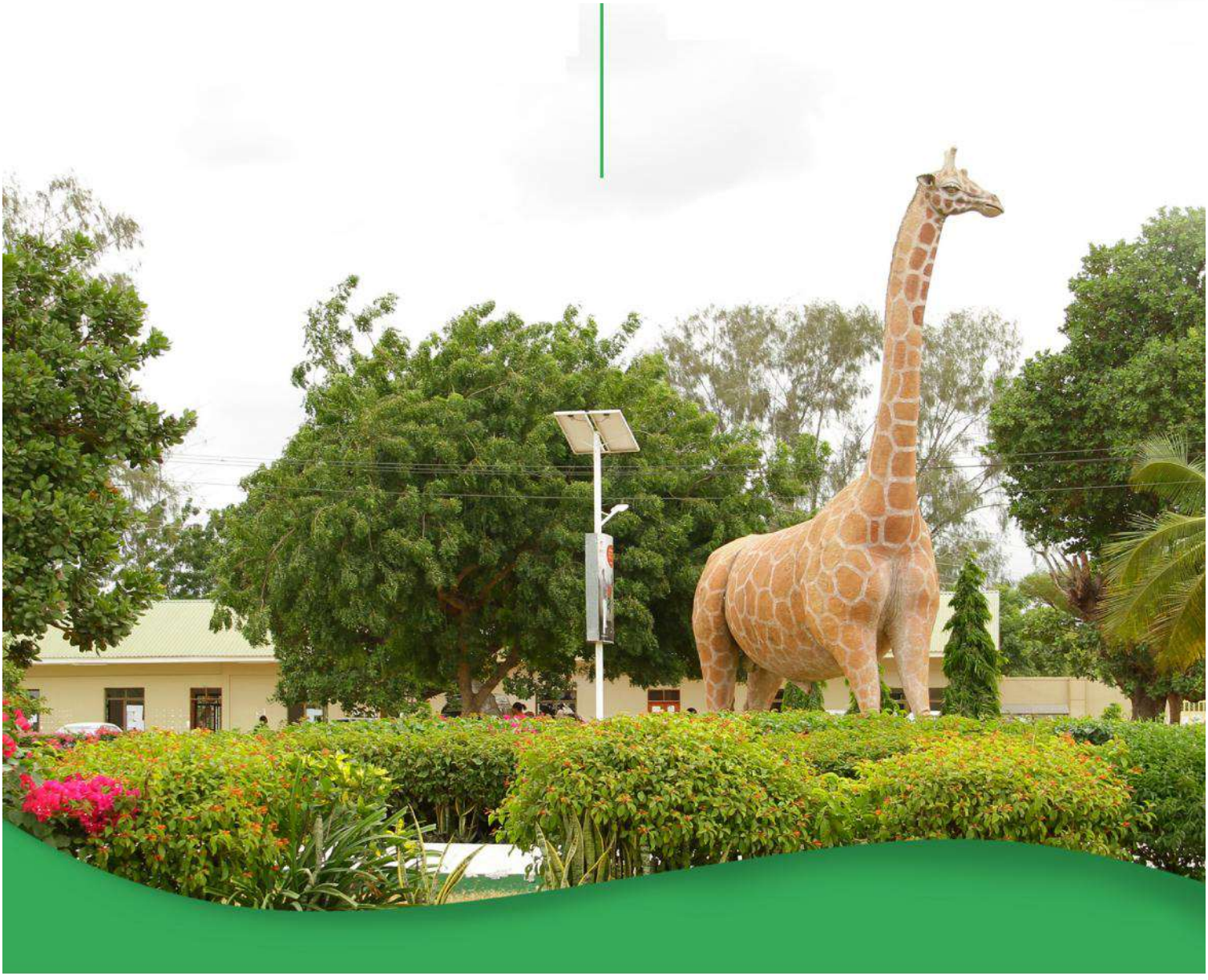
KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA

EXPLORING THE HEIGHTS

OPEN EDUCATIONAL RESOURCES POLICY OF THE KAMPALA INTERNATIONAL UNIVERSITY INTANZANIA



FOREWORD

Kampala International University in Tanzania is committed to providing quality education and training through the provision of conducive learning environment for conducting quality education and research. The main goal of the University is to become a premier institution of International repute that prepares students for the world and the inclusive society.

The growth of Information and Communication Technologies has fundamentally changed the way scientific knowledge is distributed. The internet has emerged as a powerful instrument for global exchange and distribution of human knowledge. Through digitization and the use of the internet, it has become possible to share/distribute information widely. New and efficient modes of knowledge dissemination have emerged, prominent among these being the use of Open Education Resource for learning purposes.

Through integrating Open Educational Resources (OER) within the current education system, the KIUT will increase the level of achieving educational success as learners will have meaningful and affordable access to opportunities for long term learning. Whenever appropriate, learning provision becomes flexible, allowing learners to increasingly determine where, when, what and how they learn, as well as the pace at which they will learn.

The use of Open Education Resource policy can support implementation of the principles of open learning if used creatively, as well as provide scholars the opportunity and platform to promote their academic work by enhancing access to research outputs. The KIUT Management hopes the use of the OER policy will enable the university to have International recognition and global visibility, for if structured carefully, the OER system will offer students the ability to study at their own pace, anywhere, at any given time.

Prof. Jamidu H.Y. Katima
Vice Chancellor

ACKNOWLEDGEMENT

Kampala International University in Tanzania aims to become a premier institution of International repute that prepares students for the world and an inclusive society. Having a policy that allows students and staff to have access to affordable and long lasting means of learning will enable the University to reach its ultimate goal of providing quality affordable education to a large segment of the population. The task ahead for all KIUT staff is principally to guide the implementation of the policy at the University.

The policy has been devised by a group of specialists who have both provided valuable input and information regarding the implementation of the OER policy. Worth noting is the resourceful contributions and guidance of the United Nations Educational Scientific and Cultural Organization (UNESCO) and Creator Commons (CC). The quality and the comprehensiveness of this policy is therefore attributed to all stakeholders who took part in its making.

The timely accomplishment of this policy is rested largely on the joint efforts of the IODL team coordinated by Prof. Hosea Rwegoshora, Director of Institute of IDOL and Dr. Soka, for leading and regulating the implementation of the whole policy. The initial stage of preparing this policy involved extensive consultations with many stakeholders including KIUT Management, Faculty Deans, Directors of Institutes, and officials from the Institute of Adult Education.

Special thanks are due to Adam Matiko Charles, Thomas Munde and Eunice Jengo, ICT specialists of IODL and Assistant Lecturers of KIUT, for their devoted participation in the preparation of the OER policy. We would like to express our sincere appreciation to all of them in a very special way.

Lastly, we would like to thank all Kampala International University in Tanzania staff, students and stakeholders who participated in one way or another to ensure that, this policy is completed. Thanks are also due to the KIUT participatory organs that have facilitated approval of this document by the KIUT Council. Special thanks are also due to Mwalimu William Sabaya, formerly Director of the Tanzania Institute of Education, TIE, founder and first Executive Secretary of the Tanzania Commission for Universities, TCU and first administrator of the Tanzania Academy of Sciences, TAAS, for editing this policy document

ABBREVIATIONS

OER - Open Educational Resources

KIUT - Kampala International University in Tanzania

ICT - Information and Communications Technology

UNESCO - United Nations Educational Scientific and Cultural Organization

MOU - Memorandum of Understanding

MOA - Memorandum of Agreement

QRB - Quality Review Board

OER-ORB - Open Education Resources Quality Review Board

CC - Creative Commons

URL - Uniform Resource Locator

OA - Open Access

TAAS - Tanzania Academy of Sciences

TIE - Tanzania Institute of Education

TCU - Tanzania Commission for Universities

DEFINITION OF TERMS

Open Educational Resources (OER):	OER is defined as teaching, learning and research materials in any medium - digital or otherwise - that reside in the public domain or have been released under an open license that permits no-cost access, retention, use, adaptation and redistribution by others with no or limited restrictions. Open licensing is built within the existing framework of intellectual property rights as defined by relevant international conventions and respects the authorship of the work.
OER Creation:	The development, production and online sharing of quality assured OER.
OER Adoption	A practice of adopting existing OER for use in a course without any change.
OER Integration:	This is viewed as a logical and systematic approach to the "five Rs" of reusing, revising, remixing, redistributing and retaining of OER.
OER Sharing:	Making OER freely accessible, especially online.
Content Developer:	Anyone who develops teaching and learning materials.
Resource person:	A person with expertise in a certain thematic area who may be hired to develop teaching and learning material.
Copyright:	Laws that regulate the use of the work of a developer, such as an artist or author. This includes copying, distributing, altering and displaying creative, literary and other types of work as per copyright law of Tanzania. Unless otherwise stated in a contract, the author or developer of a work retains the copyright. Only the copyright holder can assign the rights to any other person or legal entity to share the materials with others under any other conditions he/she may desire.

Open License:	A license “which grants permission to access, re-use and redistribute a work with few or no restrictions”.
Creative Commons	A global non-profit organization that promotes the sharing of knowledge and creativity by creating legal provision
Institutional Repository:	A set of services offered by an institution “to the members of its community for the management and dissemination of digital materials created by the institution and its community members”.
Intellectual Property	Intellectual property (IP) is a category of property that includes intangible creations of the human intellect. There are many types of intellectual property, and some countries recognize more than others. The most well-known types are copyrights, patents, trademarks, and trade secrets.
Open Access	Open access is a set of principles and a range of practices through which research outputs are distributed online, free of cost or other access barriers.
Open Access journals	Journals which contain Open Access.
Memorandum of understanding	Memorandum of understanding (MOU) is a legal document describing a bilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action, rather than a legal commitment. It is a more formal alternative to a gentlemen's agreement, but generally lacks the binding power of a contract.
Memorandum of Agreement	Memorandum of agreement (MOA) or cooperative agreement is a document written between parties to cooperatively work together on an agreed upon project or meet an agreed upon objective. The MOA can also be a legal document that is binding and holds the parties responsible to their commitment or just a partnership agreement.

Quality Review board	Quality review board is a body constituted under section 28A of the Chartered Accountants of India Act 1949 by the central government of India. QRB is constituted with one chairperson and ten members, who are appointed from eminent persons having experience in the fields of accounts, law, business, economics or finance.

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PART 1
INTRODUCTION

1.1 Background

Technology has radically changed the provision of education at every level and online learning has now become the new norm. Recognizing the importance of ICT in learning and teaching, the KIUT, is committed to doing everything possible to ensure that education provided through the internet is of the highest quality and reaches the intended audience effectively. In order to achieve the vision of becoming a premier institution of international repute that prepares students for the world and an inclusive society, the university has decided to incorporate OER into its e-learning environment. OERs are teaching, learning and research materials in any medium digital or otherwise that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions (UNESCO). Therefore, this OER policy is committed to the development of a comprehensive range of academic, professional, vocational and general programs addressing societal needs. The University encourages staff and students to develop, use and publish quality and sustainable Open Educational Resources (OER) to enhance the provision of learning opportunities for all.

1.2 Purpose of the Policy

This policy outlines the University's position on Open Educational Resources (OER) and provides guidelines for practice in learning and teaching. The KIUT encourages staff and students to use, create, and publish OER to enhance the quality of the student experience, enhance the provision of learning opportunities for all, and improve teaching practices. It also recognizes that the use, creation, and publication of OER are consistent with the University's reputation, values, and mission to "make a significant, sustainable and socially responsible contribution to Tanzania and the world, promoting health and economic and cultural wellbeing". In order to achieve this, the University shall do the following:

1.2.1 Formulate the necessary strategic inputs, outputs, tasks and performance indicators to achieve OER creation, retention, adoption, adaptation and integration in the development and delivery of courses.

1.2.2 Develop awareness about the concept and practices related to OER among all staff. Build capacity among academic and support staff to use OER appropriately in their professional engagements.

1.2.3 Prepare institutional guidelines and/or manuals for creation, retention, adoption, adaptation, integration and quality assurance of OER.

1.2.4 Establish an institutional repository to distribute OER.

1.2.5 Continuously monitor and ensure that the policy is implemented effectively.

1.2.6 Develop and incorporate an effective feedback mechanism that will facilitate informed decisions for any mid-term corrections during OER implementation.

1.2.7 Consider and incorporate changes to the process based on new developments in the field of OER and the circumstances of the institution.

1.2.8 Ensure full use of available new technologies, infrastructure, hardware, software, and Internet connectivity for effective OER creation and integration.

PART TWO
POLICY STATEMENTS

2.1 Policy Declaration

The Kampala International University in Tanzania will promote and implement the creation, reuse, revision, remixing, redistribution and retention of Open Educational Resources (OER) within the framework of this policy document. This policy will be implemented in coordination with other relevant policies of the KIUT.

2.2 Policy Statements

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

2.2.2 The University, as publisher and copyright owner, will decide on the content to be published as OER in consultation with the relevant faculties and departments.

2.2.3 Teaching 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.

2.2.4 Teaching and academic support staff will be committed to the development of guidelines and compliance with them in recognition and acknowledgement of sources in writing and production of academic and professional materials that adopt and integrate OER in the development and delivery of programs

2.2.5 Teaching and academic support staff will plan and implement suitable academic activities involving the creation, adoption, adaptation and integration of OER to offer programs for the learners to enable them to acquire appropriate competencies for desired qualifications.

PART 3

OER PROCEDURES & RESPONSIBILITIES

3.1 Scope and Applicability

Unless notified by the University as a special exclusion, this OER policy is applicable to:

3.1.1 All academic and support departments of the University

3.1.2 All content developers engaged by the institution on a temporary or contract basis.

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

3.1.4 In cases where the material is developed in collaboration or partnership with other institutions, the guidelines governing the collaboration or partnership as indicated in the MOU or 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 institution.

3.2 Faculty

Faculty who originate material reserve the right to decide the conditions under which the material will be shared except in the following cases:

3.2.1 The material is specifically paid for or commissioned by the university or the university provides an unusual contribution either financial or material. In this case, the university will determine the conditions under which the material will be shared.

3.2.2 The material is developed as a result of a specific collaboration, in which case the guidelines governing that collaboration will prevail.

Materials produced which do not indicate any specific conditions for sharing will automatically be considered to have been shared under a Creative Commons Attribution license

3.3 Non - Faculty Staff

Materials created by staff as part of their job responsibilities will be owned by the university unless they are the creative force behind the work and/or have made a substantial intellectual contribution. In that case the same guidelines that pertain to faculty shall apply.

3.4 Students

This policy presumes that students will not be creators of OER material. Students who assist with creating or producing OER shall be acknowledged as collaborators. In the event that students are involved in developing OER as part of their university education, the authorship rights should fall to the University but the students will be appropriately attributed.

3.5 Institutional Arrangements

3.5.1 The digitized OER produced by the University will be hosted in an online institutional repository.

3.5.2 A relevant faculty of the University will be responsible for providing access to the repository, maintaining the repository and providing technical support.

3.5.3 Capacity building programs will be conducted for stakeholders engaged in OER creation, adoption, adaptation and integration.

3.5.4 Regular updates and training on new developments in the field of OER will be provided by the relevant faculty of the University

3.6 Quality Assurance & Review System

The OER repository will strive to provide quality assured resources.

3.6.1 Learning resources developed by the institution through peer reviewing, guided by a strict quality assurance mechanism built in the program development process will not require further review prior to uploading onto the OER repository.

3.6.2 All other contributions will be peer reviewed by the relevant faculty before uploading onto the OER repository.

3.6.3 The OER Quality Review Board (OER-QRB)/Committee of eight persons will develop quality guidelines, processes and review the quality of OER as per approved criteria.

3.6.4 The OER-QRB/ Committee will constitute the following members: Head of the Internal Quality Assurance, Registrar, Academic Dean/s, Head of the departments, and selected 2/3 OER experts from the staff on rotation basis.

3.6.5 The OER-QRB/ Committee will serve a three-year term, and will report annually to the Senate through the Vice Chancellor.

PART 4

COPYRIGHT AND LICENCES

All materials developed by the institution will comply with and be released under a Creative Commons Attribution 4.0 International (CC BY 4.0) License. For derivatives and reproductions of other CC licensed works, the institution will respect the CC provisions and the licenses therein. It is the responsibility of the author(s) of the work to comply with license conditions when revising or remixing existing OER to ensure that the institutional policy on OER is not violated.

- The license declaration on the OER will be in the following format:

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> Users of this Open Educational Resource are requested to attribute this resource with the following information:
> *Title of Resource*, Author of Resource, URL of Resource, Specific License,

- The University reserves the copyright of the institutional logo used in all of its materials and does not permit the use of the logo without the written permission for derivatives of its works. Derivative works are not allowed to carry the institution's logo.

4.1 Liability

All OER in the institutional repository will carry a disclaimer indicating that the material is for educational purposes only and that the University absolves itself of any practical misuse of the OER or their content. OER authored and published by staff do not necessarily reflect the views and opinions of the University. An additional caveat will indicate that derivatives of this work are not authorized to use the institution's logo without the prior written authorization from the University.

- The disclaimer will have the following format:

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4.2 Sample Copyright Page

KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA

OPEN EDUCATIONAL RESOURCES

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