Standard Operating Procedures (SOPs) for publishing OUSL course material as OUSL Open Educational Resources (OER)

1 Preamble

The OUSL has been empowering learners through Open and Distance Learning (ODL) by providing accessible and equitable life-long learning by removing social and geographical barriers since its inception in 1980. As a result, the OUSL has provided a national service to increase the human capital in the country through quality education across all districts through a network of 28 regional and study centres.

Keeping with the view of "Open Knowledge Movement", the OUSL has taken the initiative to promote creation and integration of Open Educational Resources (OER) since 2014. Some of the printed course material/learning resources in the foundation courses have been transformed into OUSL OER and are made available to the global community via the OUSL web. In order to facilitate the process further and to streamline the practices, the discussion on transforming the existing printed course material into OUSL OER was deliberated by the University Course Development Committee (UCDC). The decision was taken at the 50th meeting of the UCDC which was held on 21st November, 2018 to submit a memo on Guidelines for publishing OUSL printed course material/learning resources as OUSL OER to the Faculty Boards for discussion.

The memo was taken up for discussion at the Faculty Board meetings in December 2018 and January 2019 and suggestions by the Faculty Boards were incorporated and submitted to the 51st meeting of the UCDC which was held on 3rd January, 2019. It was decided at the UCDC to submit the revised document to the Senate for approval and for necessary adoptions by the OUSL academics.

Concurrently, the decision was taken to revise the already existing OER Policy and to incorporate the revised OER Policy into this Guide. The revised OER Policy was approved at the 378th meeting of the Senate held on 21st January, 2020 (Memo No. VV/378/11/10).

Having incorporated the revised OER Policy, the modified guide will be submitted to the next Senate for approval.

2 Introduction

The purpose of this guide is to explain the Standard Operating Procedures (SOPs) involved in the process of developing (creating/transforming) and publishing OUSL course material as OUSL Open Educational Resources (OER). It acts as a reference guide for academics of the Open University of Sri Lanka (OUSL) and provides step by step instructions on the procedures of creating/transforming OUSL printed course material/learning resources and publishing them as OUSL OER. It also provides information related to OER including the revised OUSL OER Policy (2020), approved Creative Commons License and the QA checklist for reviewing OUSL OER.

Many educational resources that are freely available on the web are not OER and may have copyright restrictions. Any educational resource to be considered as an OER, must be released under an open license. The Creative Commons License is the most widely used international licensing framework for OER.

2.1 Definition

Open Educational Resources (OER) can be defined as "teaching and learning resources in any medium, digital or otherwise, that permit no-cost access, use, reuse and repurposing by others with no limited restrictions" (Cape Town Declaration, 2007; UNESCO, 2012).

According to the OER Policy of the OUSL (2020), definition of OER is as follows:

Open Educational Resources (OER) are, "learning, teaching and research material in any format and medium that reside in the public domain or are under the copyright that have been released under an open license that permits no-cost access, reuse, repurpose, adaptation and redistribution by others" (UNESCO, 2019).

The OUSL OER Policy promotes **OER creation** and **OER integration** by reusing, revising, remixing, redistributing and retaining of OER within an Open Licensing framework by encouraging Open Educational Practice (OEP) among the OUSL community.

"Open Educational Practices (OEPs) constitute the range of practices around the creation, use, and management of open educational resources with the intent to improve quality and innovate education" (OPAL, 2011a, p. 4). So, any member of the OUSL can use or integrate OER in designing and developing instructional material without violating copyright laws.

2.2 Context

The ownership or the copyright of any content created by the OUSL such as OUSL printed course material, videos, audios, software-based learning material or any learning object for the learners of the OUSL lies with the OUSL. In 2014, the OUSL has taken the initiative to publish course material in the Foundation courses of the OUSL as OUSL OER permitting no-cost access to the wider community. The transformation of the existing OUSL printed course material/learning resources of the Foundation courses into digitized learning resources was carried out by the Centre for Educational Technology and Media (CETMe). Having considered the usage of Creative Commons License by the leading institutions world-over at that time, the OUSL decided to use CC BY-NC-SA License and made them available under the Open Educational Resources via the OUSL web (www.ou.ac.lk).

Subsequently, the OUSL developed the policy for OER and it was approved at the Senate at its 327th meeting held on 20th August, 2015 (Memo No. VV/327/04/12(ii)) for OER adoption. The Senate approval for the revised OER Policy was obtained on 21st January, 2020 (Memo No. VV/378/11/10 - Annex 1). The approved license for the OUSL OER is CC BY-SA 4.0. The license declaration on OER created by the OUSL is as follows:

The mandate of the CETMe is to transform the OUSL course material into digitised OUSL OER, monitoring and quality assurance of the OUSL OER.

3   Types of OUSL course material that could be selected for publishing as OUSL OER

Types of OUSL course material that could be selected for publishing as OUSL OER are as follows:

- All the course material of the university (English, Sinhala and Tamil)
  E.g. Printed course material, Audio-visual material, Presentation slides used in the day schools
- Introductory sessions of the printed course material that are currently offered as OUSL course material
- Supplementary course material
- Learning objects designed as part of the OUSL courses
- Any multimedia/software-based learning material designed as part of the OUSL courses.
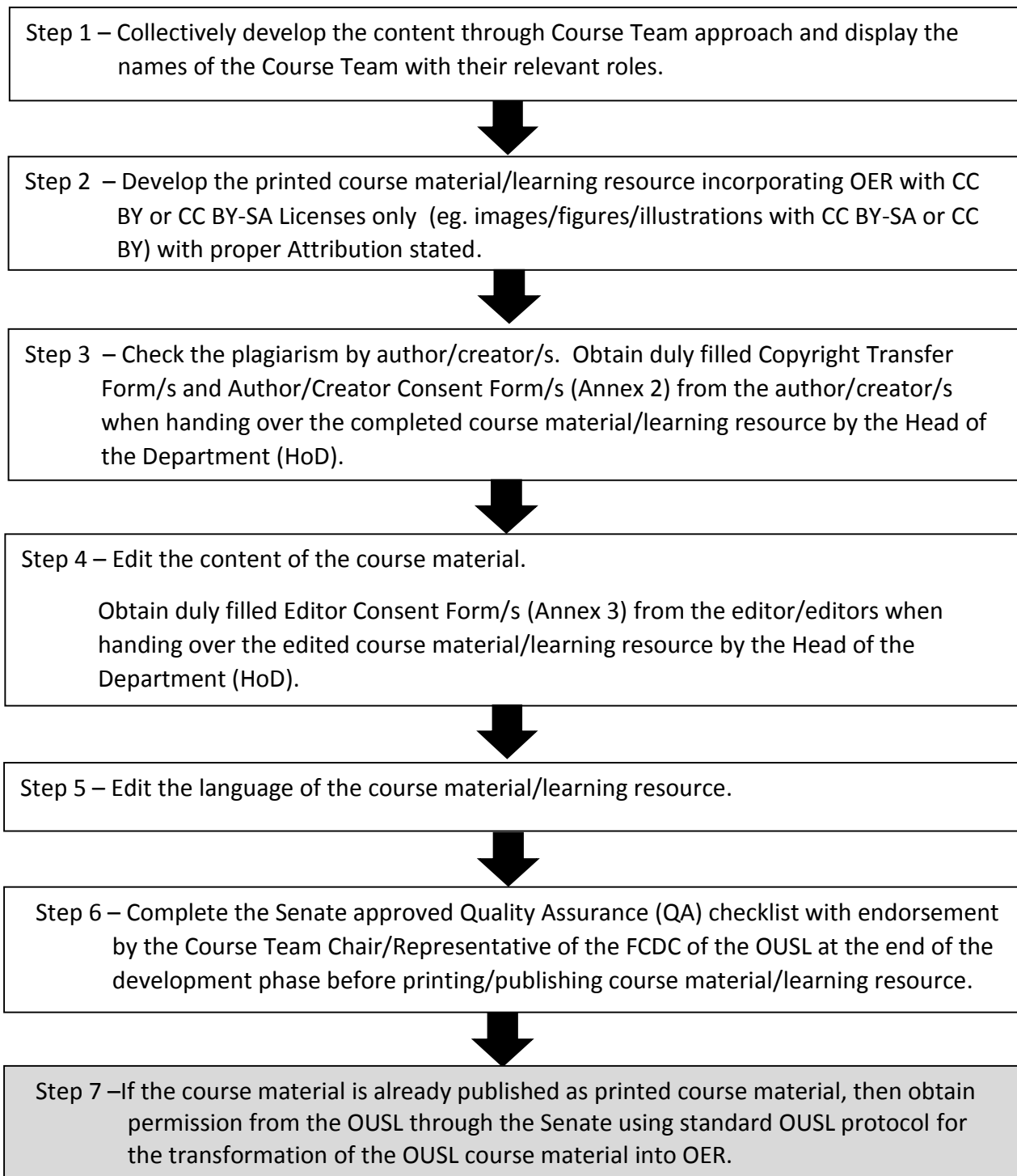
The Standards Operating Procedure (SOP) for developing and publishing of the OUSL OER is discussed in the next section.

4   Standards Operating Procedure (SOP) for developing and publishing of the OUSL OER

Standards Operating Procedure related to the development of the OUSL OER has two phases. Phase 1 is related to the content development of the OUSL course material through course teams and the responsibility lies with the respective department/centre/division like any other OUSL course material.
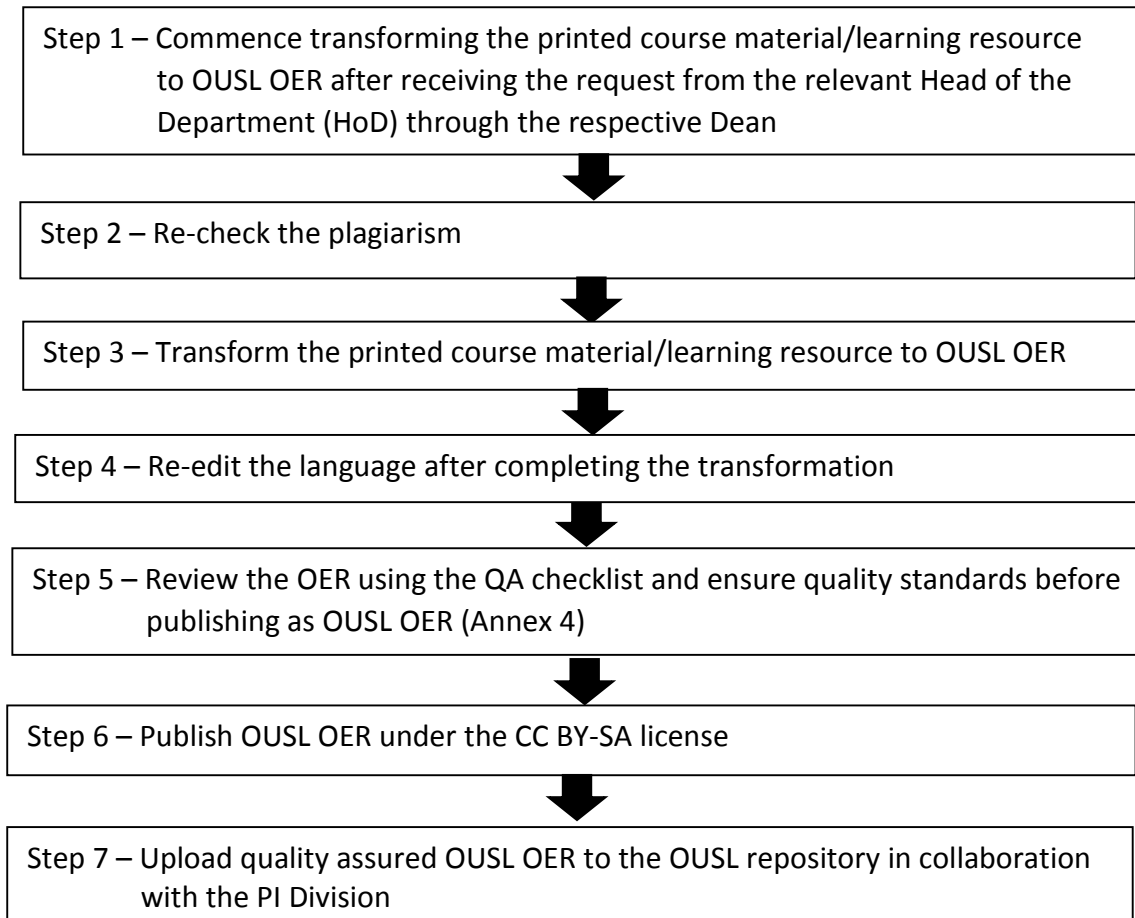
Phase 2 is related to the transformation of the developed course material into digitised OER and making them available on the OUSL web. In this case, the responsibility lies with the CETMe and it will liaise with the Public Information (PI) Division for uploading quality assured OUSL OER to the institutional repository. These two phases have been separated in order to make the process clearer.

Phase 1 - Standard Operating Procedure (SOP) for developing OUSL OER by the department/centre/division

Step 1 – Collectively develop the content through Course Team approach and display the names of the Course Team with their relevant roles.

⬇

Step 2 – Develop the printed course material/learning resource incorporating OER with CC BY or CC BY-SA Licenses only (eg. images/figures/illustrations with CC BY-SA or CC BY) with proper Attribution stated.

⬇

Step 3 – Check the plagiarism by author/creator/s. Obtain duly filled Copyright Transfer Form/s and Author/Creator Consent Form/s (Annex 2) from the author/creator/s when handing over the completed course material/learning resource by the Head of the Department (HoD).

⬇

Step 4 – Edit the content of the course material. Obtain duly filled Editor Consent Form/s (Annex 3) from the editor/editors when handing over the edited course material/learning resource by the Head of the Department (HoD).

⬇

Step 5 – Edit the language of the course material/learning resource.

⬇

Step 6 – Complete the Senate approved Quality Assurance (QA) checklist with endorsement by the Course Team Chair/Representative of the FCDC of the OUSL at the end of the development phase before printing/publishing course material/learning resource.

⬇

Step 7 –If the course material is already published as printed course material, then obtain permission from the OUSL through the Senate using standard OUSL protocol for the transformation of the OUSL course material into OER.

Once the development phase is completed and has obtained necessary approval from the Senate through the respective Heads and Deans, then inform the CETMe to carry out the transformation of the OUSL course material/learning resources to OER. The CETMe will undertake the process as the Phase 2 of the SOP.

4.2 Phase 2 - Standard Operating Procedure (SOP) for transforming and publishing OUSL OER by the CETMe

Step 1 – Commence transforming the printed course material/learning resource to OUSL OER after receiving the request from the relevant Head of the Department (HoD) through the respective Dean

Step 2 – Re-check the plagiarism

Step 3 – Transform the printed course material/learning resource to OUSL OER

Step 4 – Re-edit the language after completing the transformation

Step 5 – Review the OER using the QA checklist and ensure quality standards before publishing as OUSL OER (Annex 4)

Step 6 – Publish OUSL OER under the CC BY-SA license

Step 7 – Upload quality assured OUSL OER to the OUSL repository in collaboration with the PI Division

5   References

Cape Town Declaration (2007). *Cape Town Open Education Declaration: Unlocking the promise of open educational resources*. Available http://www.capetowndeclaration.org/read-the-declaration

UNESCO (2012). *Paris Declaration on Open Educational Resources*. Available http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/CI/pdf/events/Paris%20OER%20Declaration_01.pdf

OPAL (2011). *OEP Guide: Guidelines for Open Educational Practices in organisations*. Open Education Quality Initiative (OPAL).

6 Annexures

6.1 *Annex 1 – Open Educational Resources (OER) Policy, The Open University of Sri Lanka (Revised 2020)*

1. Policy Name

Open Educational Resources (OER) Policy, The Open University of Sri Lanka (Revised 2020)

2. Target Effective date

January 2020

3. Introduction

i. *Background*

The Open University of Sri Lanka (OUSL) is committed to empower working adult learners to face challenges in a knowledge society by ensuring diverse learning opportunities through Open and Distance Learning (ODL). Its vision is to become the premier ODL institute in Asia through excellence, efficiency and equity in life-long learning. Targeting towards its vision, the OUSL reaches the outreach through high quality, affordable and relevant education to all.

ii *Need*

The educational process of the OUSL is facilitated through especially designed self-instructional learning resources with limited face-to-face contacts. These learning resources are predominantly in print. However, they have either enhanced or supplemented with other technologies over the years undergoing generations of technologies.

With the open knowledge movement, more and more content are released as open content. They either reside in the public domain or have open licenses enabling free usage of content without violating copyrights of the original creators.

The OUSL also has taken initiatives in this direction since 2014 by promoting the development of Open Educational Resources (OER) and sharing them with the global community in view of expanding access to education, widening the distribution of high-quality educational resources and reducing barriers to learning opportunities and opening lifelong learning opportunities for all. This initiative has been taken in line with the framework for action on Sustainable Development Goal 4: 'Ensure inclusive and quality education for all and promote lifelong learning' (UNESCO, 2016a, p. 7).

iii *Purpose & Context*

The purpose of this policy is to provide direction, guidance, and advocacy in internalizing OER adoption, adaptation, creation and integration using the open license in the OUSL learning resources and provide the direction to follow Standard

Operating Procedures (SOP) of the OUSL pertaining to course design and development.

iv. *Rationale*

The OUSL formulated the policy on OER and was approved at the 327th Senate held on 20th August, 2015 (Memo No: VV/327/04/12(ii) and at the 414th Council held on 23rd October, 2015 in order to streamline the processes associated with OER development and delivery. It was felt necessary to review and revise the existing OUSL OER Policy to accommodate new directions and developments in the OER movement.

4 Policy Principles

- Provision of equal educational opportunities for all by permitting free and open access for quality educational resources
- Enhance freedom and flexibility in the use and customisation of educational resources to suit diverse learning needs and contexts
- Promote innovative, creative, participatory and collaborative educational practices among teachers and learners.

5   Policy Statements

5.1 The OUSL shall be committed to promoting the concept of OER and shall foster all efforts towards the adoption of OER in course design, development and delivery of OUSL courses and other professional engagements

5.2 The OUSL shall develop capacity among its staff for effective adoption of OER thereby helping them to acquire necessary competencies and positive attitudes to sustain effectively in a knowledge society

5.3 The OUSL shall recognize and reward efforts of OER adoption by its teachers and learners

5.4 The OUSL, as the publisher/producer and copyrights owner shall decide on the content to be published as OUSL OER through the Senate in consultation with the relevant Faculty / Department / Division/Centre

5.5 The OUSL shall ensure the adherence of quality standards of the OUSL OER through Standard Operating Procedure (SOP)

5.6 The OUSL shall ensure that the OER Policy is implemented effectively through continuous monitoring

5.7 The OUSL shall periodically review and amend the OER Policy considering the new developments in the field of OER and with the OUSL experience and communicate to relevant stakeholders for effective implementation.

6 Policy Goals

The goals of the OER Policy are to:

6.1   Provide direction, guidance, and advocacy towards internalizing OER adoption at the OUSL, in terms of reuse, adaptation, creation and open licensing of learning resources and publishing them as OUSL OER

6.2   Promote and encourage OER adoption in the course design, development and delivery of courses and other professional engagements at the OUSL.

7 Applicability & Scope

This OER Policy is applicable to:

7.1 All staff of the OUSL including staff in the Faculties, Academic and Administrative Divisions, Regional and Study Centres and other organizational entities of the OUSL.

7.2 All content developers/producers within the OUSL and those engaged by the OUSL on temporary/contract basis

7.3 All collaborators/partners of the OUSL

7.4 All types of learning material (course material, audio, video, multimedia, online learning objects etc.) which are created or transformed as OUSL OER and are released in physical or electronic format according to the Standard Operating Procedures (SOP) of course design and development.

8 Policy Implementation

8.1 Strategies

8.1.1 Formulate necessary strategic mechanisms and procedures to enable OER adoption in the course design, development and delivery of OUSL courses and other professional engagements

8.1.2 Provide resources, facilities and other mechanisms to support the effective implementation of the OER Policy

8.1.3 Raise awareness on the concepts and practices related to OER among all stakeholders

8.1.4 Develop competencies among the OUSL staff for the adoption of OER through Continuing Professional Development (CPD) programmes

8.1.5 Provide incentives and rewards for staff who actively demonstrate effective efforts of OER adoption

8.1.6 Establish and maintain a quality assurance system for publishing OUSL OER

8.1.7 Establish a mechanism to continuously monitor the implementation of the OUSL OER Policy

8.1.8 Implement an effective feedback mechanism to review and amend the OER Policy periodically.

8.2 *Responsibilities and Authority*

8.2.1 The OUSL is the absolute owner of the copyrights of any content published as OUSL OER

8.2.2 The OUSL reserves the copyrights of the institutional logo used in all of its material and does not permit using logo without written permission

8.2.3 Unless otherwise specified, the OUSL supports free and open access to all educational content it owns or co-owns as OUSL OER and will make them available through the OUSL OER repository

8.2.4 The OUSL shall ensure the implementation of the policy by assigning responsibilities and authority to relevant divisions/units/centres with clear guidelines and mandates

8.2.5 The OUSL, as the publisher/producer and copyrights owner, shall decide on the contents of OUSL OER through the Senate

8.2.6   The relevant Department/Division/Centre shall take the responsibility of obtaining permission to publish OUSL educational resources as OUSL OER from the OUSL through the Senate using the standard OUSL protocol

8.2.7   The Staff Development Centre (SDC) of the OUSL shall be responsible for conducting awareness-raising and capacity building programmes for stakeholders engaged in OER adoption

8.2.8   The Centre for Educational Technology Media (CETMe) shall be responsible for preparing all required guidelines, manuals and Standards Operating Procedures (SOP) for OUSL OER adoption

8.2.9   The Centre for Educational Technology Media (CETMe) shall be responsible for transforming the Senate approved OUSL educational resources into OUSL OER by adhering to OUSL quality standards

8.2.10 The Centre for Educational Technology Media (CETMe) shall ensure that the material developed by the OUSL shall comply with and be released under a *Creative Commons Attribution-Share Alike 4.0 International (CC BY-SA 4.0)* https://creativecommons.org/licenses/by-sa/4.0/

8.2.11 For derivatives and reproductions of other CC licensed material, the institution will respect the CC provisions and the licenses therein

8.2.12 The license declaration on the OER created by the OUSL will be in the following format:

> © 20XX The Open University of Sri Lanka. Except where otherwise noted, this work is licensed under the terms of the Creative Commons Attribution-Share Alike 4.0 International (CC BY-SA 4.0). To view a copy of this license, visit https://creativecommons.org/licenses/by-sa/4.0/ or send a letter to Creative Commons, 444 Castro Street, Suite 900, Mountain View, California, 94041, USA

8.2.13 The OUSL shall provide facilities to host quality assured OUSL OER in an online institutional repository maintained by the OUSL Library with the technical assistance of the IT Division of the OUSL

8.2.14 All OER material in the OUSL OER repository will carry a disclaimer indicating that the material is for educational purposes only and that the OUSL absolves itself of any practical misuse of the OER material or their content. An additional caveat will indicate that derivatives of this work are not authorized to use the OUSL's logo without prior written authorisation from the institution. The disclaimer will have the following format:

> The 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. Derivatives of this work are not authorised to use the logo of the OUSL.

8.3 Monitoring & Evaluation

8.3.1 The OUSL will periodically monitor the implementation of the OUSL OER Policy across Faculties through appropriate bodies and assess its effectiveness

8.3.2 The OUSL will review and revise the OER Policy in accordance with international developments and new trends as appropriate, in every 5 years

8.3.3 The OUSL will ensure that the revised OUSL OER Policy is effectively communicated to all relevant stakeholders for implementation.

9 Glossary

Open Educational Resources (OER)

Open Educational Resources (OER) are, learning, teaching and research material in any format and medium that reside in the Public Domain or are under the copyright that has been released under an open license that permits no-cost access, reuse, repurpose, adaptation and redistribution by others (UNESCO, 2019). <https://en.unesco.org/news/intergovernmental-expert-meeting-adopts-revised-draft-recommendation-open-educational-resources>.

Open Educational Resources (OER) 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. 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" (UNESCO, 2012, p.1) <http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/WPFD2009/English_Declaration.html>.

Open Licensing
Open license refers to a license that respects the intellectual property rights of the copyright owner and provides permissions granting the public the rights to access, re-use, re-purpose, adapt, and redistribute educational materials (https://www.icde.org/icde-blog/oerwebinar).

Creative Commons Licenses
Creative Commons provides free, easy-to-use copyright licenses to make a simple and standardized way to give the public permission to share and use your creative work– on conditions of your choice (https://creativecommons.org).

OER Integration
This is viewed as a logical and systematic approach to the "Five Rs" of Reusing, Revising, Remixing, Redistributing and Retaining of OER (Hilton, Wiley, Stein and Johnson, 2010).
- *Retain – the right to make, own, and control copies of the content*
- *Reuse – the right to use the content in a wide range of ways (e.g., in a class, in a study group, on a website, in a video)*
- *Revise – the right to adapt, adjust, modify, or alter the content itself (e.g., translate the content into another language)*

- ▪ *Remix – the right to combine the original or revised content with other open content to create something new (e.g., incorporate the content into a mashup)*
- ▪ *Redistribute – the right to share copies of the original content, your revisions, or your remixes with others (e.g., give a copy of the content to a friend).*
  https://opencontent.org/blog/archives/3221.

OER Adoption
This is viewed as using OER by applying the "Five Rs" - Reusing, Revising, Remixing, Redistributing and Retaining and/or Creation of OER.

Copyrights
Laws that regulate the use of the work of a creator, 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 [country]. Unless otherwise stated in a contract, the author or creator of a work retains the copyright. The author(s) retains the moral rights to assign the rights to any other person or legal entity, and share the materials with others in any other conditions he/she may desire (COL template, 2016).

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. It is most essentially an organizational commitment to the stewardship of these digital materials, including long-term preservation where appropriate, as well as organization and access or distribution (Lynch, 2003).

Knowledge Society
This is viewed as a community or formal association of people who acknowledges the strength of knowledge creation and are committed to making effective use of networking of people with similar interests and in this process contributes to this knowledge.

10 Attributions and References

Attributions

This revised version of the OUSL OER Policy is based on the following sources:
- The Open University of Sri Lanka. (2015). Open Educational Resources (OER) Policy. Retrieved from https://oer4dev.files.wordpress.com/2016/02/ousl-oer-policy-final-2.pdf (CC BY-SA)
- Institutional OER Policy template prepared by COL's regional office -- Commonwealth Educational Media Centre for Asia (CEMCA) 7/8, Sarv Priya Vihar, New Delhi, Retrieved from http://cemca.org.in/ckfinder/userfiles/files/DRAFT%20OER%20POLICY%20template_revised.odt (CC BY).

References

Abeywardena, I.S. (2013). Development of OER-Based Undergraduate Technology Course Material: "TCC242/05 Web Database Application" Delivered Using ODL at Wawasan Open University. In G. Dhanarajan & D. Porter (Eds.), *Open Educational Resources: An Asian Perspective*. *Commonwealth of Learning and OER Asia (ISBN 978-1-894975-61-2),* 173-184.

Hilton, J., Wiley, D., Stein, J., & Johnson, A. (2010). The four R's of openness and ALMS Analysis: Frameworks for open educational resources. *Open Learning: The Journal of Open and Distance Learning, 25*(1), 37-44. http://opendefinition.org/guide/

Lynch, C.A. (2003). Institutional Repositories: Infrastructure for Scholarship in the Digital Age, ARL 226, Retrieved from http://www.arl.org/storage/documents/publications/arl-br-226.pdf

UNESCO (2019). *Revised Draft Recommendation on Open Educational Resources*. Retrieved from https://en.unesco.org/news/intergovernmental-expert-meeting-adopts-revised-draft-recommendation-open-educational-resources

UNESCO (2012). *2012 Paris OER Declaration.* Retrieved from http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/WPFD2009/English_Declaration.html

Wawasan Open University. (2012). Open *Educational Resources (OER) Policy*. Retrieved from https://weko.wou.edu.my/Open-Licence-Policy/

Wiley, D. (2014, March 5) The Access Compromise and the 5th R [Blog post] Retrieved from https://opencontent.org/blog/archives/3221

6.2 Annex 2 – Copyright Transfer and Author/Creator Consent Form

Course code: ……………………   Course Title: …………………………………………………………

Unit/Session/Title/s: ……………………………………………………………………………………………………..

I, the undersigned author/creator of this Session/s of the Course [Title and the Code], have contributed to writing session/s [Session/s No. and Title/s], and submitted the finalized version of the session/s to the Head of the Department of [Name of the Department] on this date …………….

I declare that I obtained necessary permission with respect to copyright material not released under an open license (including tables/illustrations/figures/ photographs and excerpts of more than 400 words and content freely available on the web) not authored/created by me. Granted permission letter/s is/are attached.

Upon acceptance by the Open University of Sri Lanka (OUSL), all copyright ownership for the above course material/learning resource is transferred to the Open University of Sri Lanka (OUSL).

According to the OUSL OER Policy, the OUSL course material/learning resource may be transformed by the OUSL as OUSL OER under the Creative Commons License CC BY-SA 4.0, enabling free access to the global community via the OUSL web. I hereby grant the OUSL to use the course material/learning resource without any further consultation with me for the above-mentioned purpose.

I confirm that the content of this consent form has been explained to me, and that I fully understand its meaning.

Name: …………………………………………………………………………

Address: ………………………………………………………………………

Signature: ……………………………………………………………………..

Date: …………………………………………………………………………….

Name of the Head of the Department: …………………………………

Signature: ……………………………………………………………………..

Date: …………………………………………………………………………..

6.3 Annex 3 – Editor Consent Form

Course code: ……………………   Course Title: …………………………………………………………………

Unit/Session/Title/s: ……..

I, the undersigned editor of this Session/s of the Course [Title and the code], have contributed to editing session/s, and submitted the finalized edited version of the session/s to the Head of the Department of [Name of the Department] on this date …………….

Upon acceptance by the Open University of Sri Lanka (OUSL), all copyright ownership for the above course material/learning resource is transferred to the Open University of Sri Lanka (OUSL).

According to the OUSL OER Policy, the OUSL course material/learning resource may be transformed by the OUSL as OUSL OER under the Creative Commons License CC BY-SA 4.0, enabling free access to the global community via the OUSL web. I hereby grant the OUSL to use the course material/learning resource without any further consultation with me for the above-mentioned purpose.

I confirm that the content of this consent form has been explained to me, and that I fully understand its meaning.

Name: …………………………………………………………………………

Address: ………………………………………………………………………

Signature: …………………………………………………………………….

Date: …………………………………………………………………………..

Name of the Head of the Department: …………………………………

Signature: …………………………………………………………………….

Date: …………………………………………………………………………..

6.4 Annex 4 – Quality Assurance (QA) Checklist for Open Educational Resources (OER) produced by the Open University of Sri Lanka (OUSL)

Checked by the Course Team {Course Team Chair, Author/Creator/s, Head of the Department (HoD)} and the Director and/or two representatives of the Centre for Educational Technology and Media (CETMe).

Please insert a "√" for agreement and "X" for not in agreement in the relevant box and write comments in the appropriate spaces. If the statement is not applicable for the given presentation format (text, video, audio, software-based learning material, presentation slides etc.) indicate a "√" in the "Not Applicable" (NA) column.

Faculty		Department	
Course code		Course Title	
Unit No.		Unit Title	
Session/s No.		Session/s Title/s	
Format of the content (Text (T), Video (V), Audio (A), Animations, Software-based learning material etc.)			
Medium of Instruction (English, Sinhala, Tamil)			

Quality Standards of the Content of the OER				
Criteria	**Yes**	**No**	**NA**	**Any Comments/Improvements /Suggestions**
▪ Learning outcomes are clearly defined in terms of generation of knowledge, development of skills and / or formation in values and attitudes				
▪ Content is aligned with the learning outcomes				
▪ Content is appropriate to the target audience				
▪ Content is accurate				
▪ Content is up-to-date				
▪ Content is presented meaningfully				
▪ Content is checked for plagiarism				

Quality Standards of the Content of the OER (cont.)				
Criteria	**Yes**	**No**	**NA**	**Any Comments/Improvements /Suggestions**
▪ Figures/tables are accurate				
▪ Figures/tables are clear				
▪ Figures/tables are correctly labelled				
▪ Activities/exercises/review questions are incorporated for self-learning				
Quality Standards of the Presentation of the OER				
▪ OER is attractive				
▪ OER is user-friendly				
▪ Content is divided into paragraphs with meaningful titles				
▪ Time to download the OER (audio/ video/ animation) is kept to a minimum				
▪ Audio/video/animations are appropriate				
▪ Narrated audio/video/ animations are under the control of the user				
Licensing and Attribution				
▪ All intellectual property included within the unit/session uses open licenses (CC BY or CC BY SA) that allow for reuse, remix, redistribution, retention and revision				
▪ Permission from the copyright holder (other than the OER) is obtained to use copyrighted material (tables/illustrations/ figures/ photographs/ excerpts of more than 400 words/including content freely available on the web) not authored by the current author/s. Evidence is attached to this form				
▪ Permission from the copyright holder is obtained, if any adaptation is significantly similar to the original material (if not OER)				

Licensing and Attribution (cont.)				
▪ Cleared permission to use any material authored by the current author/s, if the copyright is assigned to another party				
▪ Included full references				
▪ Incorporated OER in the unit/session is properly attributed				
▪ OER license is clearly displayed.				

1. **Declaration Form**

a. Certification of the Course Team about the content

This is to certify that the content given in the block/unit [No.], unit/session [unit/session No. … and unit/session Title …………………………………………] of the course [Title of the course and the Course code] is correct and up to the quality standards.

b. We hereby give our consent to publish the unit/session as an OUSL Open Educational Resource (OER).

Name: ………………………………Signature: …………………………Date: …………………….

Name: ………………………………Signature: …………………………Date: …………………….

Name: …………………………………Signature: …………………………...Date: …………………….

(Course Team Chair and Authors of the relevant unit/block)

2. **Consent for publishing OUSL course material as OER**

a. Recommendation of the Head of the Department (HoD) to publish the OUSL Course material/learning resource as an OUSL OER.

Recommended for publish the above course material/learning resource as an OUSL OER.

Name: …………………………..Signature: ……………………… Date: ……………………………

b. Approval by the Dean of the Faculty

Name: …………………………..Signature: ……………………… Date: …………………………

c. Recommendation of the Director/CETMe or the representatives to publish the OUSL

Course material/learning resource as an OUSL OER

Recommended for publish the above Course material/learning resource as an OUSL OER.

Name of the Director/CETMe: …………………………. Signature: …………………… Date: ………………

Name of the Representative: …………………………Signature: …………………… Date: ……………..

d. Certification of uploading the OUSL OER to the OUSL web

Name of the Director/PI: ……………………….…… Signature: ………………………… Date: ………………

Name of the Representative:…………………………Signature: …………………… Date: ………………