



## Policy on Open Licence

Date approved by Senate:  
**29 August 2012**

Implementation date:  
**1 September 2012**

Review (*by OER Committee every 3 years*) date: **2015**

**Responsibility/Accountability:**

(a) Implementation and monitoring: Deputy Vice Chancellor (Academic)/AVC (AS) / Deans / Directors

(b) Authority and reporting structure:  
Directors/Deans → AVC (AS)/ DVC(Academic) → Vice Chancellor → Senate

## 1.0 POLICY STATEMENT

### 1.1 POLICY DECLARATION

Wawasan Open University (WOU) is committed to share its intellectual property with the education and learning community within the framework of its Open Educational Resources (OER) Policy

### 1.2 POLICY OBJECTIVES

The objectives of WOU Open Licence policy are to:

- a) delineate the extent of sharing of WOU intellectual property
- b) protect WOU intellectual property from abuse/plagiarism
- c) prepare all required guidelines and inform all staff on Open Licence and its implementation
- d) establish the points of authority of implementation of Open Licence

## 2.0 DEFINITIONS

### 2.1 Open Licences:

are not an alternative to copyright. They are public licences that allow anyone worldwide to use a copyrighted work without necessarily having to pay a fee or royalty or ask permission *as long as one adheres to the conditions specified in the licence*. It is only if a person desires to use a work in a way other than that specified in the licence that permission needs to be sought from the copyright holder.

Over the past decade, there has been a movement towards creating more freely accessible materials and documents. This is particularly in the light of advances in digital technologies and the internet, where works can be made accessible to a much larger group of people on different continents.

Open licences were created to make it easier for a creator to share works freely with the public.

An open licence is any licence that applies to copyrighted content that allows any person to reuse that content without asking for prior permission. Open licences apply some rights reserved status to a work, and so they fall between copyright and public domain (pd)

**2.2 Creative Commons:  
Licences**

are one category of open licence. They work alongside copyright and enable you to modify your copyright terms to best suit your needs. A Creative Commons licence enables creators to distribute their content to a wide audience and specify the manner in which the work can be used while still maintaining their copyright.

**2.3 Open Educational:  
Resources**

are any educational resources, mostly digital, (including curriculum maps, course materials, textbooks, journal articles, streaming videos, multimedia applications, podcast, and any other materials that have been designed for use in teaching and learning) that are openly available for use by educators and students, without an accompanying need to pay royalties or licence fees provided the user adheres to the conditions of open license of the given resources

### **3.0 SCOPE**

**3.1** This policy applies to all publications of WOU but specially focuses on course materials, and other academic research papers and academic publications created by the Schools and academic support departments of the University. This will include both institutionally authored resources as well as those created by individual staff.

### **4.0 RESPONSIBILITY AND AUTHORITY**

**4.1** The Vice-Chancellor as the head of the University as well as the DVC (A) and the AVC (AS) shall ensure the compliance to this policy.

### **5.0 POLICIES AND PROCEDURES**

#### **5.1 WOU OPEN LICENCE MODEL**

WOU's Open Licence will adopt the Creative Commons (CC) licences. The most common licences for digital works which come from the CC licence suite.

The Creative Commons licences consist of four usage condition, which can be mixed and matched to form one of the six licences. Please refer to **Appendix 1** for further clarification of the conditions.

WOU will adopt the Attribution Non-commercial Share Alike (CC BY\_NC\_SA) as the University Open Licence.

## **5.2 MODE OF SHARING**

WOU's OER materials will be shared through **WOU OER Repository** managed by Learning and Library Services (LLS) Unit. Materials will be shared in html, pdf/indesign and other available format. OER Steering Committee will recommend the WOU course materials or other resources authored by WOU, case by case for being shared as WOU-OER materials after Senate approval. Individually authored resources can be shared as OER by the person concerned.

WOU shall indicate the licence of the third party in those sections where their materials are used while the entire course will show the WOU's own adopted licence.

## **5.3 DISPLAYING THE LICENCE**

The following licence information will be displayed on all WOU's OER materials:

- CC licence name with a link to the appropriate licence text.
- CC logo
- The name of the copyright holder
- The name of the author (may be different from the copyright holder), the year, and the title of the resource
- Additional information that WOU wish to be attributed

The following information is also recommended for electronic publishing practice:

- WOU branding or logo
- Enquiring email address
- Acknowledgements of those who contributed (funders, collaborators)
- Necessary disclaimers
- If the work is published on the internet, URL for the resource to be included

Refer to **Appendix 2** for examples for displaying the licence.

## **5.4 MONITORING AND MANAGEMENT**

For the initial implementation, Educational Technology and Publishing Unit (ETPU) along with the Schools/Departments will prepare a list of WOU owned courses/resources to the OER Steering Committee for approval. OER Steering





Committee will approve the proposed courses/resources on a 'case by case' basis. The recommended list will go to the Senate for endorsement. The approved resources will be forwarded to LLS for uploading in the WOU OER Repository.

## **6.0 POLICY REVIEW**

- 6.1 The Open Licence Policy will be governed by the policy directions of the WOU OER Policy.
- 6.2 The OER Committee reviews the effectiveness of the Open Licence Policy once every three years.
- 6.3 The OER Committee's recommendations will be passaged through Senate for consideration, endorsement and approval.
- 6.4 Once revisions are endorsed and approved by Senate, ETPU shall disseminate the revised policy to all stakeholders.

## Creative Commons (CC) Licences

Conditions that you want to apply to your work:

Condition	Symbol	Explanation
Attribution		<p>All CC licences require that others who use your work in any way must attribute it – i.e. must reference the work, giving you credit for it – the way you request, but not in a way that suggests you endorse them or their use of the work.</p> <p>If they want to use your work without giving you credit or for endorsement purposes, they must get your permission first.</p>
Non-Commercial		<p>You let others copy, distribute, display, perform and (unless you have chosen No Derivatives) modify and use your work for any purpose other than commercially.</p> <p>If they want to use your work commercially, they must get your permission first.</p>
No Derivative Works		<p>You let others copy, distribute, display and perform only original copies of your work.</p> <p>If they want to modify your work, they must get your permission first.</p>
Share Alike		<p>You let others copy, distribute, display, perform and modify your work, as long as they distribute any modified work on the same terms.</p> <p>If they want to distribute modified works under other terms, they must get your permission first.</p>

**Based on your choices, you will get a licence that clearly indicates how other people may use your creative work.**



Attribution CC BY



Attribution Share Alike CC BY-SA



Attribution No Derivatives CC BY-ND



Attribution Non-Commercial CC BY-NC



Attribution Non-commercial Share Alike CC BY-NC-SA




Attribution Non-commercial No Derivatives CC BY-NC-ND

## Displaying the Licence


### For WebPages/HTML/CD resources:

Licence should appear on the main page or as footer.

For example:



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**For document:**


Example of licence on an imprint page



**wawasan**  
open UNIVERSITY  
the people's university

**EED 211/05 Foundation in Education**

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