



Delft University of Technology

## TU Delft Open Educational Resources (OER) Policy

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## 1. Introduction

1.1. TU Delft follows the UNESCO (2019) definition<sup>1</sup> of Open Educational Resources (OER):

*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.*

1.2. As a university committed to blended learning and open education<sup>2,3</sup>, TU Delft encourages and supports staff and students to use, create and publish Open Educational Resources (OER) to enhance the quality of teachers' and students' experience, provided that resources used are fit-for-purpose and relevant. The use, creation and publication of Open Educational Resources (OER) are consistent with the university's policies and values.

1.3. This policy puts the TU Delft on a trajectory towards a teaching practice in which the use of Open Educational Resources is the norm, not the exception. We value when other institutes start using the resources developed by TU Delft staff. TU Delft will include the development of OER in its framework for rewarding and recognition.

1.4. Staff and students are free to use Open Educational Resources (OER) to support teaching and learning, including text, images, audio or video resources, animations, data or software and other (digital) resources. Staff may also use a wide range of self-generated teaching materials to support high-quality teaching, including teaching notes, handouts, audio, images, animations, multimedia materials, data, software and others. TU Delft encourages and supports staff to create and publish these resources as Open Educational Resources (OER)<sup>2</sup>.

## 2 Scope of Policy

2.1 This policy applies to the Faculties, the Graduate School, and the Extension School as organisers of the Bachelors and Masters programmes, Doctoral Education, Post Academic & Professional education, Online learning and the Honours Programme Delft.

2.2 This policy applies to all TU Delft staff who use, create or publish Educational Resources.

2.3 This policy applies to all TU Delft students who use, create or publish Educational Resources as part of their programme of study or within a staff-directed project.

2.4 TU Delft may change and adapt the terms of this policy from time to time as required.

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<sup>1</sup> UNESCO. Recommendation on Open Educational Resources (OER) <https://en.unesco.org/themes/building-knowledge-societies/oer/recommendation>

<sup>2</sup> TU Delft Vision on Education. [https://d1rkab7tlqy5f1.cloudfront.net/TUDelft/Over\\_TU\\_Delft/Strategie/Towards%20a%20new%20strategy/Vision%20on%20Education\\_web.pdf](https://d1rkab7tlqy5f1.cloudfront.net/TUDelft/Over_TU_Delft/Strategie/Towards%20a%20new%20strategy/Vision%20on%20Education_web.pdf)

<sup>3</sup> Impact for a better society: [TU Delft Strategic Framework 2018-2024. https://d1rkab7tlqy5f1.cloudfront.net/TUDelft/Over\\_TU\\_Delft/Strategie/Towards%20a%20new%20strategy/TU%20Delft%20Strategic%20Framework%202018-2024%20%28EN%29.pdf](https://d1rkab7tlqy5f1.cloudfront.net/TUDelft/Over_TU_Delft/Strategie/Towards%20a%20new%20strategy/TU%20Delft%20Strategic%20Framework%202018-2024%20%28EN%29.pdf)

### 3. Open Educational Resources within the faculties' educational programmes

3.1 Directors of Education and directors of study, together with BSc and MSc coordinators, actively identify Bachelor and Master courses that will benefit from a shift towards the use of Open Educational Resources.

3.2 Faculty ESA staff, faculty Blended Learning advisors, together with the TU Delft Library and Teaching and learning services (TLS), actively support staff members in the adoption of Open Educational Resources.

### 4. Use of existing Open Educational Resources (OER) by staff and students at TU Delft

4.1 Staff and students (as defined in 2.2 and 2.3) should ensure that they are legally allowed to reuse any third-party content within their Open Educational Resources (OER). TU Delft expects them to comply with the terms of the Creative Commons licence on using such third-party content and/or by being authorised by third parties otherwise and/or following the copyright law rules in general. Use of Open Educational Resources (OER) [outside the terms](#) of the relevant third party licence or authorisation may breach copyright rules.

4.2 Creative Commons licensing is a legally enforceable way of allowing creators to retain copyright while permitting others to copy, distribute, and make some types of use of their work. Every Creative Commons licence also ensures licensors receiving credits for their work.

### 5. Creating Open Educational Resources (OER)

5.1 The copyright owner(s) must be visibly attributed when creating and publishing Open Educational Resources (OER). The copyright owner will be Delft University of Technology (TU Delft) for Open Educational Resources (OER) developed at the university by staff and (under certain legal conditions) students as part of their study programme or within a staff-directed project (as stated in Auteurswet article 6 and 7).

If students generate intellectual property, the ["VSNU Addendum Richtsnoer IER en studenten"](#) is applicable. If there is no document through which the student has transferred his or her copyrights to TU Delft, such rights should be deemed to remain with the student, so it is essential to make an agreement beforehand with the student to whether or not to transfer such rights. The moral rights (as stated in Auteurswet article 25) remain with the original creator of the work.

All resources released as Open Educational Resources (OER) must ensure that TU Delft is stated as the licensor, and wording such as © TU Delft must be included on the resource to provide correct attribution.

5.2 When applicable staff and students should clearly identify themselves as the creator(s) and moral rights holders of an Open Educational Resources (OER) by adding their names to the resource and, when publishing Open Educational Resources (OER), together with any required metadata. This allows those reusing the Open Educational Resources (OER) to clearly cite and attribute the material.

5.3 Open Educational Resources (OER) can include the TU Delft logo. Formatting according to the TU Delft corporate design templates is optional.

## 6. Publication of Open Educational Resources (OER)

6.1 All Open Educational Resources (OER) used and created should comply with the [TU Delft code of conduct](#) and the [Diversity policy](#). Where students create Open Educational Resources (OER) as part of their programme of study or within a staff-directed project, staff supervising the creation of such material must ensure compliance with these guidelines. It is the responsibility of staff and students to ensure that they have the necessary rights to publish an OER, according to the copyright rules and regulation and to the [VSNU Addendum Richtsnoer IER en studenten](#).

6.2 TU Delft recommends that staff and students publish their Open Educational Resources (OER) using the **CC-BY** Creative Commons attribution licence. Other Creative Commons licences may be used when necessary or appropriate for particular resources in order:

- to comply with the licence terms used when mixing resources;
- to comply with predetermined agreements in projects or departments;
- to comply with more appropriate licence types such as for software for example.
- to protect TU Delft staff and students' rights and/or sensitive content.

A guide will be developed to explain and clarify the permissions and restrictions linked to the reuse of Open Educational Resources (OER) under various creative common licences.

6.3 TU Delft Open Educational Resources (OER) should be accessible from one point, with possible exception to very specific type of resources like software or data.

Staff and students from TU Delft will have access to a fixed and curated point:

- to upload new and updated Open Educational Resources (OER)
- to access the current Open Educational Resources (OER)
- to integrate the Open Educational Resources (OER) into Brightspace or another learning environment
- to download Open Educational Resources (OER).

Any interested party will have download access from this entry point as well.

The current fragmentation over several platforms and systems with limited oversight will be resolved.

## 7. Rewarding & Recognition

The ability to create open educational resources, the experience to develop courses centered around OER, and/or a demonstrable uptake of OER by third parties will have a positive impact on decisions about the hiring, tenure, or promotion of staff at TU Delft.

## 8. Review

The Open Educational Resources (OER) Policy will be reviewed and updated as necessary as part of the university's review of policy compliance or in response to changes in legislative or regulatory requirements.

## 9. Roles

*Embedding of the Open Education Policy*

Director of Education and director of study:

Is able to match Open Education policy with faculty education policy. In doing so, he/she could link Open Education

to large-scale redesign of education within the faculty (such as redesign of Bachelor's/Master's programmes or education innovation programmes).

BSc/MSc coordinators:

Could be the contact point for linking Open Education to redesign programmes and education innovation programmes. They can also suggest to lecturers within the programme who have ambitions to develop Open Education activities, to work with the library's open education team.

Head of faculty ESA:

Can link the library's Open Education team to faculty educational support like (Blended) learning advisors, education developers, teaching assistants.

Extension School

The mission of the Extension School is to educate the world. Important part of this mission is based on open education and open educational resources. The content of the MOOCs is published with an open license on the edX platform and OpenCourseWare website. The Extension School supports the course teams in the development of the content including the copyright clearance.

Graduate school:

Stimulates the application of the Open Education policy within the doctoral education programme. In doing so, Open Education will become part of existing and upcoming doctoral education courses and increase their availability.

Library

The Library facilitates and supports staff and students who use, create and publish Open Educational Resources (OER) with services for creating and publishing open textbooks, multimedia and the output from SURF stimulerings-projects. The Library, as the university's information access provider, can take the lead in developing the centralized infrastructure to curated TU Delft Open Educational Resources (OER) as defined under 6.3.

#### *Working on and supporting Open Education activities*

Faculty ESA staff:

Can disseminate innovations involving open education to instructors within the faculty. They can also take stock of the wishes of instructors regarding educational innovations that can be linked to open education. They can also communicate those wishes to the Open Education team at the Library for further support.

Teachers:

Finding, adopting, reusing, and publishing OERs. Developing learning activities that stimulate the creation, reuse and sharing of these materials. This in collaboration with TAs, faculty O&S staff and the library's open education team. When students are involved, the activities must comply with article 5.1 and student's consent must be settled beforehand.

Students:

Students can play an important role in the content creation, reviewing process and usage of Open Educational Resources (OER). These activities can take place as part of work as a TA, part of a formal learning assignment, or part of a formative learning activity. These activities must comply with article 5.1 and student's consent must be settled beforehand.

Library:

The Library provides copyright advise and trains staff and students in the use, creation and publishing of Open Educational Resources (OER).



## 10. Additional information and contact

More information on copyright, Creative Commons licences, Open Educational Resources (OER) and citing Open Educational Resources (OER) is available on the university library [copyright webpages](#) and from the Library Copyright Advisor on [copyright-lib@tudelft.nl](mailto:copyright-lib@tudelft.nl)



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Derived from: [University of Leeds Open educational resources](#) (2017) and the [GCU Interim Open Educational Resources Policy](#)

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