

WOMEN'S UNIVERSITY IN AFRICA

Library
Department



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Addressing gender disparity and fostering equity in University Education

LIBRARY DEPARTMENT

1. TITLE OF THE POLICY

Open Educational Resources (OER) Policy

2. INTERPRETATION (DEFINITION OF TERMS)

In this Policy, the following terms are defined as follows:

Adaptation: The process of altering educational resources to suit different contexts, such as linguistic, cultural, pedagogical, or technical needs.

Content Developer: means any person (typically an author) engaged in the development of teaching and learning materials

Copyright: refers to a legal right granted to the creator of original works, including literary, dramatic, musical, artistic, and certain other intellectual works, giving the creator exclusive rights to use, reproduce, distribute, perform, display, or license the work, typically for a limited time.

Creative Commons refers to the global non-profit organisation that provides open licenses to help overcome legal obstacles to the sharing of knowledge and creativity.

Institutional Repository: refers to a digital archive managed by the University to collect, preserve, and disseminate scholarly and educational materials produced by its community.

Metadata: means structured information that describes and provides context for OER, facilitating their discovery, management, and use.

Open Education: means a collection of practices that benefit from online technology to freely share knowledge.

Open Educational Resources (OER): means teaching, learning and research materials in any medium – digital or otherwise – that reside in the public domain or have been released under an open licence permitting free access, reuse, repurposing, adaptation and redistribution.

Open Learning: means an approach to learning where OER are used and created while advocating learner-centredness and flexibility, opening access and promoting self-directed learning while embracing diversity and supporting the decolonisation of the curriculum within a multimodal environment.

Open Licence: A type of licence that grants permission to access, use, modify, and share materials with few or no restrictions, typically under Creative Commons or equivalent frameworks.

Open License: means a license that specifies what can and cannot be done with a work (whether sound, text, image or multimedia), grants permissions and states restrictions.

Repository: refers to a digital platform where educational resources are stored, curated and made openly available to the public.

3. PURPOSE

The purpose of this Policy is to promote the creation, sharing and use of open educational resources (OER) and open educational practices within the University community. This Policy aims to enhance teaching and learning experiences by providing accessible, high-quality educational resources to students, staff and the wider community. A strong OER Policy promotes access to high-quality learning resources across borders for those who want to achieve higher goals, thus enhance access to education. The Policy seeks to fulfil the following objectives:

- i. Promote the creation, adoption and adaptation of high-quality Open Educational Resources.
- ii. Facilitate wider access to knowledge and educational opportunities.
- iii. Enhance the University's contribution to the global Open Education movement.
- iv. Ensure ethical and legal compliance in the use and dissemination of OER.
- v. Support innovation, collaboration and inclusivity in teaching and learning practices.

4. POLICY STATEMENT

The University is committed to promoting an open and inclusive educational environment by encouraging the development, adoption and dissemination of Open Educational Resources. Staff and students are encouraged to openly licence their educational outputs wherever possible, ensuring broad accessibility and reuse. The University shall provide infrastructural, financial and professional support to enable the sustainable creation and sharing of OER.

5. SCOPE

This Policy applies to all the Women's University in Africa (*hereinafter referred to as the University*) staff, students, affiliates and collaborators involved in creating, adapting, or using educational resources within the University's teaching, learning and research activities.

The scope includes all forms of educational materials that are freely accessible and openly licensed, such as:

- i. Textbooks and e-books
- ii. Course materials (syllabi, assignments, quizzes)
- iii. Multimedia content (videos, audio recordings, images)
- iv. Learning modules and online courses
- v. Software and learning platforms that support OER development

The OER Policy encompasses all educational levels and settings within the institution, including:

- vi. Undergraduate and graduate programs
- vii. Continuing education and professional development courses
- viii. Online and hybrid learning environments
- ix. Face-to-face classroom instruction

6. PRINCIPLES GUIDING THE POLICY

- i. The use, creation and publication of OERs must be consistent with the University's vision and values.
- ii. Openness shall serve as the cornerstone of the University's engagement with educational resources. All educational materials developed under this Policy should be made openly accessible and licensed to allow for their unrestricted use, redistribution and adaptation by the wider academic community and the public.
- iii. Quality assurance is paramount to maintaining the integrity and reputation of Open Educational Resources disseminated by the University. All OER must be developed in line with rigorous academic standards, subjected to appropriate peer review or quality control mechanisms and comply with accessibility and usability standards to ensure that they meet the diverse needs of learners.
- iv. Accessibility and inclusivity must be embedded into the design and adaptation of OER. Educational resources shall be made available in formats that accommodate learners of varying abilities, backgrounds thus promoting equitable educational opportunities and recognising the diverse learning styles and cultural contexts of the global audience.
- v. Sustainability shall guide the University's approach to the creation and stewardship of OER. A sustainable framework will be established to support the continuous development, updating and preservation of educational resources, ensuring that materials remain relevant, accurate and freely available over the long term.
- vi. Recognition and reward for contributions to OER development and dissemination shall be embedded within the University's academic and professional promotion structures. Staff and students who engage meaningfully with OER initiatives will have their efforts acknowledged through promotion, performance evaluations and awards, thereby incentivising a culture of openness and innovation.
- vii. Ethical use and attribution shall be fundamental to the University's OER practices. All creators and users of OER must uphold the highest standards of academic integrity by ensuring proper attribution of sources, respecting original literary works and adhering to the terms of open licences.

- viii. Licensing of OERs should be done using a Creative Commons Attribution license (CC BY). Other Creative Commons licenses may be used when necessary or appropriate for specific resources or comply with the license of any third-party content used in the resource.
- ix. When creating and publishing OERs, the copyright owner(s), author(s), date and Creative Commons license must be visibly attributed. The copyright owner will normally be the Women's University in Africa for OERs created at the University. Author(s) should also be properly acknowledged, giving recognition for work undertaken, along with date and Creative Commons license applied so that others can clearly understand what permissions for reuse are being granted.

7. POLICY PROVISIONS

- i. All educational materials produced with significant use of University resources must, by default, be made available under an open licence unless restricted by external contractual obligations.
- ii. OER must include clear licensing information, metadata and attribution details.
- iii. Staff must respect copyright and intellectual property rights when adapting external resources into University OER.
- iv. Adaptation of OER must maintain the academic integrity and original intent of the materials.
- v. Incentives such as grants, awards, or recognition in annual reviews may be offered to encourage OER development.
- vi. OER must be deposited in the University's official OER repository or other approved open repositories.
- vii. Ongoing professional development programmes will be provided to equip staff and students with the necessary skills and knowledge to engage effectively with OER.
- viii. Monitoring and evaluation mechanisms shall be implemented to assess the effectiveness and impact of the University's OER initiatives.
- ix. Collaboration with national and international OER communities will be promoted to enhance the reach and impact of the University's educational resources.

- x. The University reserves the right to restrict access to, remove or edit any resources it hosts that do not comply with its Policies or values and to request the removal of resources from external repositories or sites.

8. ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Quality Assurance Department	Policy Evaluation and Assessment
University	Ensure that academics create, adapt and use OER in line with institutional guidelines. Ensure that OERs are accurate, high-quality and accessible. The University is responsible for providing funding to develop the necessary infrastructure and training support services for effective research data management.
Library Department	Lead the development, implementation, and continuous improvement of the OER Policy
Library Committee	Oversee the implementation of Research Data Management at WUA
ICT Department	Provide digital platforms and technical support for hosting and disseminating OER. Ensure interoperability and accessibility of repositories.
Internal Audit	Evaluate, monitor and review the Research Data Management Policy

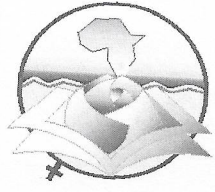
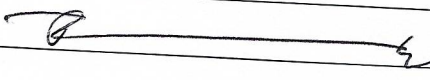
9. EFFECTIVE DATE

This Policy will take effect when approved by the University Senate.

10. REVIEW

The authority to amend this Policy shall reside with the Library Committee of the Women’s University in Africa, acting on the advice of the Senate. The Policy shall be reviewed on a three-year cycle; however, recommendations for improvement may be incorporated as they arise.

11. DOCUMENT VERSION AND CONTROL

Document Name	Open Educational Resources Policy	 WUA
Version Reference	1.0-2025	
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Approved by		
Date of Approval		
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