



INSTITUTIONAL POLICY OF  
OPEN EDUCATIONAL RESOURCES (OER)

Approved by the Governing Council  
in ordinary session no. 06/2024, may 20, 2024



## Statement of reasons

The Universitat de Girona has been committed to open access since it signed the Berlin Declaration on open access to knowledge in the sciences and humanities in 2010.

The university is in the process of deploying open science and has approved, in terms of scientific publications and research data, the open access mandate of the Universitat de Girona (2021) and the policy of research data management (2022).

Open science covers all the areas that lead to making accessible the knowledge that is generated within the University and that contribute to transferring that knowledge to society.

The Universitat de Girona wants to improve the experience of students, by increasing the provision of learning opportunities, and improve teaching practice with the increase in available resources.

In view of the antecedents set forth, it is **AGREED**:

To approve the institutional policy of open educational resources (OER) in accordance with the **annex 1**.

Against this agreement, which puts an end to the administrative process and regardless of its immediate execution, the interested parties can file, with discretion, an appeal before the same body that approved it within a period of one month from the day after its publication, in accordance with the provisions of articles 123 and 124 of Law 39/2015, of October 1, on the common administrative procedure; or directly file an administrative contentious appeal before the administrative contentious courts of Girona, within two months from the day after its publication, in accordance with articles 8.3, 14.1 and 46.1 of Law 29/1998, of July 13, regulating the administrative contentious jurisdiction.

Likewise, interested parties may file any other appeal they deem appropriate for the defence of their interests.

## ANNEX 1

### Institutional policy of open educational resources (OER) of the Universitat de Girona

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#### Context

In 2020, UNESCO published guidelines for the development of open educational resources policies, where it defines OER as “teaching, learning and research materials that make use of appropriate tools, such as open licensing, to permit their free reuse, continuous improvement and repurposing by others for educational purposes”.<sup>3</sup>

In these guidelines, UNESCO considers that universal access to quality education is essential to create inclusive knowledge societies and to achieve Goal 4,

“ensure inclusive, equitable and quality education and promote lifelong learning opportunities”, of the 2030 Agenda for Sustainable Development.<sup>4</sup>

The UdG university community uses, creates and publishes a wide range of teaching and learning materials. These materials can be notes, class materials, videos, teaching guides, courses, assessment exercises, exams, assessment tests, simulations and MOOC materials, among others,<sup>5</sup> which may become open educational resources.

For this:

The Universitat de Girona considers that using, creating and publishing OERs reaffirms the institution's contribution to open knowledge and aligns with its vision and values, given that OERs:

- Improve the students' learning experience.
- Expand the set of resources available for teaching and learning while reducing, at the same time, the duplication of work effort.
- help fulfil the necessary transfer of knowledge to society.
- Contribute to increasing the prestige of the University in terms of the quality of the teaching and learning materials published.
- Provide visibility to the institution and the people who author the OERs.
- Add to a worldwide collection of free and open educational resources that facilitate learning opportunities and enhance all human knowledge.

<sup>1</sup> Universitat de Girona. (2021). Mandat institucional d'accés obert de la Universitat de Girona. Available at <http://hdl.handle.net/10256/19578>

<sup>2</sup> Universitat de Girona. (2022). Política de Gestió de Dades de Recerca de la Universitat de Girona. Available at: <http://hdl.handle.net/10256/20837>

<sup>3</sup> UNESCO (2020) Directrices para la elaboración de políticas de recursos educativos abiertos. P. 9. <https://unesdoc.unesco.org/ark:/48223/pf0000373558>

<sup>4</sup> Transformar el nostre món: l'Agenda 2030 per al desenvolupament sostenible (2017) [https://cads.gencat.cat/web/content/Documents/Publicaciones/Coleccio\\_Documents/DOCUMENTS\\_21\\_Resolucio\\_NNUU\\_AGENDA\\_2030.pdf](https://cads.gencat.cat/web/content/Documents/Publicaciones/Coleccio_Documents/DOCUMENTS_21_Resolucio_NNUU_AGENDA_2030.pdf)

<sup>5</sup> REBIUN (2019). Recursos educativos abiertos: estado de la cuestión y pautas para su impulso en las universidades españolas. P. 13. <https://repositoriorebiun.org/handle/20.500.11967/243>

## Institutional policy

The Universitat de Girona encourages the university community to:

- Create and publish teaching and learning materials as open educational resources, complying with the principles of the 5 Rs of OER (see the Glossary).
- Reuse and re-adapt existing OERs and open license resources created within and outside the university, as long as they are relevant, fit for purpose and used in accordance with the terms of the license.

The Universitat de Girona is committed to:

- Provide guidelines for the design, layout, etc. to guarantee the uniformity of the materials published under the corporate image of the Universitat de Girona.
- Facilitate the deposit of OERs in the institutional repository and in other repositories that are considered relevant to maximize their discovery and use.
- Seek compliance with the regulations and conditions required by funding agencies when OERs have been created within an externally funded activity.
- Ensure compliance with institutional policies on data protection. In cases where, for reasons of commercial protection, agreement, contract or any other justified reason, use is restricted to the university community, the procedure shall be as stipulated in these cases.
- Make OERs accessible to all users by enforcing the institutional policy on accessible and inclusive learning.
- Promote, encourage and reward efforts of the creation, adoption, integration and exchange of OERs as teaching program materials.
- Monitor the implementation of this policy.

The Universitat de Girona reserves the right to, at any time, restrict access, remove or edit any resource deposited in the institutional repository that does not comply with its policies, and request the removal of its own resources in external repositories or websites.

The university community undertakes to:

- Use, create and publish OERs, whether course materials and manuals, videos, multimedia resources, podcasts, assessment material, e-books, open textbooks, etc., and to deposit them in the institutional repository or in other repositories that are considered relevant.
- Have the necessary rights to publish OERs and that all published resources comply with relevant legislation and policies (intellectual property, copyright, data protection and accessibility).
- Ensure that any personally identifiable information within the resource is processed in an appropriate legal manner, in accordance with data protection law and University policy.
- Preferably use Creative Commons licenses: Attribution (CC-BY) or Share-Alike (CC-BY-SA). Authors may use other CC licenses as they deem necessary or appropriate, as long as the five principles are followed: retain, revise, remix, reuse, and redistribute.
- Visibly attribute the copyright owners, date and Creative Commons license. The owner of the exploitation rights will normally be the University of Girona, for OERs created by the University.
- Students must follow the guidelines proposed by the teaching staff or other teaching support units in the event that they create OERs within a project.
- Apply quality control to the OERs before their publication and follow the recommendations to make good use of the teaching materials.<sup>6</sup>

## Validity

This policy will be approved by the Governing Council and come into force on the same day of its approval. It will be valid for four years.

<sup>6</sup> For Example: <https://biblioteca.udg.edu/en/learning/education-and-self-learning>

## Glossary

### • “Five permissions” or “5Rs” of OER:<sup>7</sup>

- Retain: make, own, and control a copy of the resource (e.g., download and keep your own copy).
- Revise: edit, adapt, and modify your copy of the resource (e.g., translate into another language).
- Remix: combine your original or revised copy of the resource with other existing material to create something new (e.g., make a mashup)
- Reuse: use your original, revised, or remixed copy of the resource publicly (e.g., on a website, in a presentation, in a class)
- Redistribute: share copies of your original, revised, or remixed copy of the resource with others (e.g., post a copy online or give one to a friend)

• **Copyright or author’s rights:** rights that the law recognizes to the author of an intellectual or artistic work to authorize its reproduction and participate in the benefits that it generates.<sup>8</sup>

• **Creative Commons Licenses:**<sup>9</sup> they are a type of open licenses from which authors can indicate which uses they allow and which not of their creations. The basis of these licenses is that the works can be copied, distributed, edited, remixed and used as a basis for a new creation, all within the limits of copyright. These licenses can be: Attribution (BY), Attribution-ShareAlike (BY-SA), Attribution-NoDerivativeWork (BY-ND), Attribution-NonCommercial (BY-NC), Attribution-NonCommercial-ShareAlike (BY-NC-SA), Attribution-NonCommercial- No Derivative Work (BY-NC-ND).

• **Massive Open Online Course (MOOC):** Free online courses offered by different universities around the world.

• **Institutional repository (IR):** Reliable digital repository, created and managed by an institution, which collects the digital objects that are the result of the activity of its teaching and research staff, and which allows the preservation, access and distribution of the materials generated by this institution.<sup>10</sup>

<sup>7</sup> Defining the “Open” in Open Content and Open Educational Resources was written by David Wiley and published freely under a Creative Commons Attribution 4.0 license at <http://opencontent.org/definition/>

<sup>8</sup> RAE (2021). Diccionario de la lengua. <https://dle.rae.es/derecho#MYrPxAp>

<sup>9</sup> <https://creativecommons.org/>

<sup>10</sup> Melero, Remedios, «El paisatge dels dipòsits institucionals d’accés obert a Espanya». BiD: Textos Universitaris de Biblioteconomia i Documentació, 20, 2008

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