

Guidelines for the selection and use of learning resources

October 2018

Approved by the UOC Programme Committee, 21/09/2018.



Unless stated otherwise, this document is subject to a [Creative Commons Attribution 4.0 Spain licence](https://creativecommons.org/licenses/by/4.0/). You may copy, redistribute, publicly communicate and make derivative works of it providing you give appropriate credit to the creator institution. The full licence may be viewed at: <https://creativecommons.org/licenses/by/4.0/legalcode>.

Content

Preface	3
Introduction	4
Guidelines	6
Responsibilities	9
The University	9
Programme Committee, faculty deans and deputy deans	9
Programme directors	9
Coordinating professors	9
Affiliated teaching staff	9
Library and Learning Resources	10
Legal Office	10
Authors	10

Preface

Since the UOC's foundation, its teaching community has considered which model would be most suitable to ensure students' academic progress. The bases characterising the University's model, which have been verified by educational research, are maintained and updated in competency-based work, in learning centred on students' activity and in the new design of learning resources.

Few universities worldwide can present guarantees such as those offered by the UOC. The University has its own educational model based on proprietary programmes and courses and sustained student support by teaching staff throughout the continuous assessment process. The UOC also selects the most relevant learning resources for this educational design.

Over time, we have shifted from a model of learning resources based exclusively on text formats, keeping in mind their strengths and weaknesses, to a more complex, hyperconnected system that can meet students' needs and cater to the ambitious aims of our teaching staff. In UOC classrooms today, learning resources include those produced by the University itself, which the community calls modules, and a portfolio of highly varied learning resources that are continuously updated. The portfolio contains resources produced by the University in multimedia formats as well as resources available from the publishing and audiovisual sectors or in open access. Virtual laboratories, software licences and systems for printing students' assignments in 3D can be added to the list as well.

The Strategic Plan 2014-2020 pursues an even greater objective: to transform every last course in such a way that puts the UOC in a leading position within the university environment. This transformation also involves ensuring the careful selection, management and use of the learning resources that students will find in the classrooms.

The instrument we present today is the result of consensus between teaching staff and University management. It contributes to consolidating the framework of change in our educational model and promotes greater quality in our academic offering, which must lead to greater satisfaction among our students and, more importantly, the provision of more and better competencies in their academic and professional development.

Carles Sigalés


Vice President for Teaching and Learning

Introduction


Learning resources are contents and tools for use solely by the UOC community. They are digital, multimedia and multi-format resources, created, subscribed to or purchased by the UOC or that require management of associated rights (e.g. CEDRO or VEGAP). They are used to carry out course learning activities.

They may be new (created *ad hoc*) or existing resources, available in open access or owned by others, that can be reused. Learning resources could take the form of a case study, a website, an article, software, audiovisual material, a book, etc.¹

Què és el Niu? Per què el Niu? Docència (Biblioteca)

 Cercar...

Catàleg de recursos d'aprenentatge

Setembre 2018 

Recursos

Producció pròpia

Externs

Esborrar els filtres

Formats

Audiovisuals Ràdio Textuals

Jocs

Animació complexa

PRODUCCIÓ PRÒPIA

Animació simple

PRODUCCIÓ PRÒPIA

“De visita”

PRODUCCIÓ PRÒPIA

Entrevista

PRODUCCIÓ PRÒPIA

To assist students in acquiring the competencies set for their courses and to help them to complete course activities, teaching staff, with support from the UOC Library, will select the learning resources they deem most fit.

¹ [Catalogue of learning resources http://recursosaprenentatge.aula.uoc.edu/](http://recursosaprenentatge.aula.uoc.edu/)

Library and Learning Resources, through its [Library Service for Learning](http://biblioteca.uoc.edu/en/teaching) (<http://biblioteca.uoc.edu/en/teaching>) has introduced a set of services and products to support the processes of searching for, selecting, managing, publishing, using and assessing learning resources.

Docència

T'ofereim un conjunt de serveis i recursos per fer més efectiva la teva activitat de docència.



Biblioteca de la UOC - Docència >

La Biblioteca dona accés a continguts i serveis adreçats als professors de la UOC

[Enllaç al recurs >](#)

També t'interessarà

- > CALENDARI RECURSOS D'APRENTATGE
- > CATÀLEG RECURSOS D'APRENTATGE (octubre 2017)
- > Formació per a professors/es de la UOC amb relació als recursos d'aprenentatge
- > Indicacions per a autors/es de recursos d'aprenentatge per a la UOC
- > Quin és el procés d'encàrrec de materials i recursos i amb quines eines compto?
- > Vols encarregar o associar recursos d'aprenentatge a les teves assignatures? T'explicuem com fer-ho
- > Informació sobre Propietat intel·lectual
- > Atenció d'incidències en recursos d'aprenentatge
- > Nou model de recursos d'aprenentatge (PLA NIU)

Cerca de recursos d'aprenentatge >

Sol·licita una cerca de recursos d'aprenentatge a mida de la teva activitat docent, per a preparar la docència d'una nova assignatura, redissenyar-ne una d'existent o bé desplegar un nou programa.

Encarrega una autoria nova o revisió >

Encarrega una nova autoria com a recurs d'aprenentatge de l'assignatura, revisa i actualitza els recursos que ja es fan servir, i fes el lliurament d'originals dels autors/es per a editar-los.

Gestiona els recursos d'aprenentatge externs >

Sol·licita i renova els recursos d'aprenentatge externs amb gestió de drets d'autor (capítols, articles, enllaços web, entre d'altres) i/o que requereixen una adquisició prèvia (programaris, ginyes, pel·lícules i llibres-manuals, etc.).

Gestiona la bibliografia recomanada de l'assignatura >

Crea i renova la bibliografia recomanada de les teves assignatures

Reaprofita els recursos d'aprenentatge UOC ja existents d'altres assignatures >

Sol·licita que s'afegeixi un recurs d'aprenentatge UOC ja existent i creat originàriament per a una altra assignatura, a les teves assignatures.

Gestiona el pressupost de recursos d'aprenentatge >

Fes-nos arribar les noves necessitats, modificacions i anul·lacions de pressupost d'inversió de recursos d'aprenentatge.

Accés als recursos de la Biblioteca per perfils

Serveis de la Biblioteca per perfils

Depending on how it was designed or created, each learning resource has a specific use in the learning experience. In addition, considering the activity and the context of the specific time and space, a course's coordinating professor may use the same resource in different ways.

For example: a manual or textbook that introduces general concepts about a topic is useful as a basic general resource for a course in the first years of a bachelor's degree. However, it could also be used as a reference manual for higher level or master's degree courses in which students need to brush up on basic concepts or learn about topics from other disciplines.

Learning resources can have many functions:

- Basic theoretical resource for a course
- Resource to resolve a challenge/activity
- Guides and tutorials, instructions to work on a challenge or activity
- Sources or objects and/or subjects of work with which to undertake an activity
- Reference manuals
- Etc.

Guidelines

These guidelines are designed as an instrument for teaching staff to help in the proper selection, management and use of learning resources generated by the UOC and from outside the University.

1. Selected learning resources must be the most suitable for attaining the competencies set for each course. Accordingly, the criteria of authority, currentness and adaptation to the professional environment are vital.
2. Institutional priority for digital media. Non-digital media are considered an exception and should be used solely when the resource has no digital equivalents and is essential for the development of course activities.
3. Learning resources must be usable and accessible.²
4. Whenever possible, learning resources must demonstrate and draw attention to the diversity of the society around us, and include examples and views of other cultural and social contexts from around the world. Preferably, the contents of learning resources should not discriminate against any person or group on the grounds of sex, identity or gender expression, ethnic group, ideology, age, sexual orientation, religion, family type or any other source of discrimination. This recommendation is an obligation for resources created at the UOC. The same criteria must be applied to the selection of authors, to ensure that there is as much diversity as possible.
5. As a priority, the UOC guarantees access to learning resources from the classroom and during the teaching period. During the non-teaching period or in other Virtual Campus sections, the resources may not be available under the same conditions, due to legal restrictions to their use. The coordinating professor will be informed about the access conditions for the resource during the teaching period and on its completion.
6. The Library's collection is the main source of learning resources for UOC courses. Contracts for accessing contents and the purchase or subscription of resources and the information sources they contain are made considering use and reuse, mainly in the context of the Virtual Campus classrooms. Whenever possible, the use of resources that are already part of our collection will be prioritised.

² [The UOC's Accessibility programme](http://cv.uoc.edu/website/10530/-/programme-d-accessibility) (://cv.uoc.edu/website/10530/-/programme-d-accessibility)

7. The programme directors and teaching staff will recommend resources and sources to the Library, to ensure that students have access to key content and tools in the area of knowledge that they will study.
8. The Library will provide evidence for programme directors so that they can monitor the management of learning resources and spending on subjects in the same programme, in order to:
 - a. Guarantee the quality of learning resources, to ensure student satisfaction;
 - b. Establish criteria for the distribution of spending and investment;
 - c. Ensure that learning resources already available to students on the programme are reused and advantage is taken of them; and
 - d. Guarantee that the schedule for creating and managing learning resources is met.
9. Library and Learning Resources ensures that the course resources are managed within the established circuits and used appropriately with respect to copyright and the University's quality criteria. Coordinating professors are provided with tools, procedures and schedules for managing suitable learning resources.
10. They must consider the study load for the course (in ECTS credits).
11. All courses must provide the resources that are required for students to study effectively. Specific resources will be available for each preparation stage of the final bachelor's degree project and the final master's degree project.
12. Newly created resources that have been commissioned (UOC material) must be original works that do not have any equivalents in the academic publishing sector. Coordinating professors must ensure that they are original.³ The authors will consider the *Guide for authors of learning resources for the UOC*.⁴
13. Newly created resources that are edited and published by external services and/or platforms⁵ must meet the minimum requirements for UOC material. They must be managed by institutional accounts administered by the team that manages learning resources.

³ [Academic Staff Policy \(description of work places, teaching staff\)](#)

(<http://cv.uoc.edu/webapps/intrauoc2/documents/10530/365315/Compet%C3%A8ncies+-+Professor/4015c906-edfe-423e-938c-5e503ed3d1de>)

⁴ <http://biblioteca.uoc.edu/en/teaching/guide-authors-learning-resources-uoc>

⁵ Open access, subscription or paid. Not stored on UOC servers and not under a UOC domain, which are services such as GitHub, Amazon Web Services (AWS) and Jupyter Notebook.

14. Teaching staff must ensure a balance between newly created resources and resources that are already available (reuse).⁶ A range of learning resources should be used for subjects, in terms of format and origin, rather than just resources produced by the UOC. In addition, the reuse of UOC resource and the use of open access resources is encouraged.
15. In the selection of non-documentary learning resources, such as software or simulators, it is vital to consider the licence conditions, adaptation to the technological environment of the UOC and its policies, as well as current and future economic sustainability.
16. Learning resources that are created in collaboration with other institutions are governed by the agreements that have been made in each case, without limitation of use (by the UOC) as a learning resource. When a teacher produces a learning resource in the framework of an agreement with another university, the resource must be available for use in UOC classrooms.

⁶ [Evolution of the education model](#)

(<http://cv.uoc.edu/webapps/intrauoc2/documents/10530/168311/El+model+educatiu+de+la+UOC%2C%20bases+i+evoluci%C3%B3.a478d8a5-90f2-4cb0-bd4d-f13dca08406c>) of the UOC. Document produced by the Office of the Vice President for Teaching and Learning.

Responsibilities

- The University
 - ✓ Provide the financial and management resources to maintain a level of quality in accordance with the UOC educational model.
- Programme Committee, faculty deans and deputy deans
 - ✓ Approve, assess and request compliance with the *Guidelines*.
- Programme directors
 - ✓ Have an overview of learning resources and establish general rules to ensure the consistency of the programme. Resolve/mediate during the decision-making process as regard learning resources.
 - ✓ Monitor the management of learning resources and the spending on courses in the same programme.
 - ✓ Recommend resources and information sources to the Library so that students have key content and tools in the programme's area of knowledge.
 - ✓ Establish criteria for the distribution of spending and investment.
 - ✓ Ensure that learning resources already available to students on the programme are reused and advantage is taken of them.
 - ✓ Ensure compliance with the schedule for creating and managing learning resources.
- Coordinating professors
 - ✓ Use available tools and follow the procedures and schedules established for managing learning resources.
 - ✓ Ensure that all subjects have the learning resources required for students to study effectively.
 - ✓ Ensure the originality of newly created learning resources.
 - ✓ Recommend resources and information sources to the Library so that students have key content and tools in the programme's area of knowledge.
 - ✓ Ensure that the selection of learning resources is suitable and consider the study load of the subject (in ECTS credits).
 - ✓ Ensure a balance between newly created resources and resources that are already available, promote reuse of existing resources, and use open access resources when possible.
- Affiliated teaching staff
 - ✓ Use the available tools and resources responsibly.
 - ✓ Follow the criteria and guidelines on the ethical use of information.

- ✓ Guide students in the responsible use of tools and resources.
- ✓ Guide students in the use of UOC channels to respond to consultations and incidents.

- Library and Learning Resources
 - ✓ Ensure access to learning resources from the classroom and during the teaching period.
 - ✓ Inform coordinating professors about access to resources during the teaching period and once it has ended.
 - ✓ Promote the use of resources and sources of information in the Library collection.
 - ✓ Provide evidence for programme directors so that they can monitor the management of learning resources for the programme's courses and spending.
 - ✓ Ensure that the learning resources for courses are managed within established circuits that ensure their proper use, both with respect to copyright and the University's quality criteria.
 - ✓ Ensure compliance with the minimum criteria required for newly created UOC material that are edited and published by external services and/or platforms.
 - ✓ Assess the licence conditions, the adaptation of the UOC technological environment and its policies, and the financial sustainability of non-documentary resources.

- Legal Office
 - ✓ Supervise the legal management (copyright, contracting, licences and agreements, among other factors) to ensure access to learning resources mainly from the classroom and during the teaching period.

- Authors
 - ✓ Consider the *Guide for authors of learning resources for the UOC*.