BISHOP GROSSETESTE UNIVERSITY

Document Administration

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Scope:	This Policy applies to all members of staff and students, and in particular to doctoral students and members of staff undertaking research.
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Owner	Head of Library Services
Assessment: (where relevant)	Tick relevant assessments ☒ Equality Assessment ☐ Legal ☐ Information Governance ☐ Academic Governance Tick if not applicable ☐ ☒ ☒ ☒
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Open Access Publications Policy

Introduction and scope

1. Bishop Grosseteste University produces research of world-class quality across a number of academic disciplines, as evidenced by its submissions to the Research Excellence Framework. The University is committed to ensuring that its research outputs are freely accessible so that the potential for economic, social and cultural impact can be maximised and shares the ambition of HEFCE[1] and the Research Councils UK[2] and many other external funders to allow access to research outputs to the widest possible community.

2. The University supports the principles of open access presented in the Budapest Open Access Initiative[3] (2002). That is, *"…free availability on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself."*

3. This policy seeks to ensure that:

   - the requirements of research funders to make research outputs open access are met;

   - relevant research output is eligible for submission to the Research Excellence Framework (or similar);

   - the University's research outputs are visible and discoverable in the public domain.

The Benefits of Open Access Publishing to the University

4. Open access publishing ensures the long term preservation of research outputs.

5. By increasing the visibility and discoverability of research outputs and data, open access publishing raises the profile of the institution, encourages collaboration in future research, and helps to promote the University to the wider world and, in particular, to prospective students and staff.

6. Open access publishing facilitates knowledge transfer to small and medium-sized enterprises (SMEs) who would not otherwise have access to academic publications. This serves both to enhance the University's relationship with local, national and international partner organisations, and to increase public engagement and the potential impact of the research outside of academic communities.

Open Access Requirements at Bishop Grosseteste University

7. The mechanism for recording and publishing research outputs is the University's institutional repository, *BG Research Online*.

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[1] http://www.hefce.ac.uk/pubs/year/2014/201407/#d.en.86771
[2] http://www.rcuk.ac.uk/research/openaccess/policy/
[3] http://www.budapestopenaccessinitiative.org/read

8. In accordance with HEFCE's *Policy for Open Access in the Post-2014 Research Excellence Framework* Bishop Grosseteste University requires all researchers to deposit, in the institutional repository, the full text of peer-reviewed journal articles and conference proceedings with an ISSN, subject to copyright provisions, as per the University's *Research Repository Submission Guidelines*. Research outputs that do not meet these requirements will not be eligible to be included in the post-2014 REF. Deposit of other quality research outputs is supported and encouraged.

9. Deposit into the repository will normally be carried out by the author. Validation and quality control will normally be carried out by the Research and Innovation Centre and/or Library Services.

10. The University's preferred method of open access publishing is 'green', also known as self-archiving. This can be achieved at no cost using the University's institutional repository. Embargo periods may apply. Exceptionally, where green open access is not possible the University may choose to cover the cost of 'gold' open access (i.e. publication in open access journals).

11. Researchers must comply with funding body policies relating to open access and research data management. Where permitted, the cost of meeting a specific requirement for 'gold' open access should be included in research grant capture.

12. Open access will be granted according to the terms and conditions specified by publishers, commercial partners and funding bodies. Conditions for the licensing of research outputs should be made in consultation with the Executive Dean, Research and Knowledge Exchange.

13. Researchers must acknowledge, in their research output, the source of any grant funding associated with the work, including funding provided by the University.

14. Researchers must use a standardised institutional affiliation ('Bishop Grosseteste University') in all research output to ensure clear affiliation with the University.

15. Researchers are strongly encouraged to register for an ORCiD[4] identifier as a way of strengthening the link between the individual and their research activity and to facilitate institutional affiliation.

16. Compliance with this policy will be closely monitored by the Research and Innovation Centre, in collaboration with Library Services.

Further guidance

17. Researchers can seek further guidance on open access publications from the Head of Library Services and/or the Executive Dean, Research and Knowledge Exchange.

18. Library Services can advise on copyright compliance and embargo periods.

19. SHERPA Romeo www.sherpa.ac.uk/romeo.php provides details of the policies of different publishers with regard to copyright permissions.

20. SHERPA FACT www.sherpa.ac.uk/fact helps authors establish whether a journal is compliant with RCUK or Charity Open Access Fund (COAF) open access policies.

21. OpenDOAR www.opendoar.org is an international directory of open access repositories.

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[4] http://orcid.org/