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## OVERVIEW

The University is committed to generating world-class research with tangible outputs of global significance and engaging with the community to make the transformative effect of education and research accessible to more people.

The Open Access Policy mandates the deposit of University Research Outputs to the Institutional and/or appropriate Discipline Based Repositories to achieve the following objectives:

- increase the reach and impact of University research;
- raise the profile of University researchers and the University as a world-class research institution;
- ensure that all University Research Outputs are discoverable and available to the widest possible audience; and
- embed Green Open Access principles into research practice.

The Open Access Policy encourages the use and creation of Open Educational Resources as University Teaching Materials where appropriate to achieve the following objectives:

- increase equitable access to education;
- provide cost efficiencies for students and the University; and
- to contribute to and engage with the education community.

## SCOPE AND APPLICATION

The Policy applies to all staff, students, affiliates and titleholders of the University of Adelaide who are involved in the conduct of research or teaching associated with the University anywhere in the world. It covers Research Outputs and Teaching Materials created on or after the date on which this Policy was approved.

Non-compliance with this Policy may constitute research misconduct and/or general misconduct, which will be addressed in accordance with the University's Enterprise Agreement and relevant disciplinary procedures.

The application of Open Access principles to research data are covered by the Research Data and Primary Materials Policy.

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## **POLICY PRINCIPLES**

### **1. Open Access principles**

Open Access increases equitable access to knowledge and ideas through the free worldwide availability of copyright material without access conditions.

Research Outputs can achieve Open Access status via a Green or Gold route. Green Open Access refers to a version of the output being made available through an Institutional or Discipline Based Repository while Gold Open Access is the immediate availability of the published version of the article via the publisher's site.

Teaching Materials which are available on Open Access are generally referred to as Open Educational Resources and are released with a licence that allows them to be retained, reused, revised, remixed and redistributed for educational purposes.

### **2. Research outputs**

The University requires all staff and students to deposit Research Outputs into the Institutional and/or appropriate Discipline Based Repositories for the purpose of providing Open Access.

The following Research Outputs are required to be deposited:

- Refereed journal articles
- Books and book chapters
- Higher Degree Research theses via the Adelaide Graduate Centre.

All other Research Outputs are encouraged to be deposited, including:

- Refereed conference papers
- Un-refereed Research Outputs, e.g. conference contributions, reports
- Non-traditional Research Outputs, e.g. creative works, software or computer code.

The full text of Research Outputs deposited in the Institutional Repositories will be Open Access wherever possible, taking into account restrictions due to publication agreements, commercialisation, confidentiality, cultural sensitivity, or any other legal obligation.

Information describing Research Outputs deposited in the Institutional Repositories will be Open Access by default.

For Research Outputs deposited in the Institutional Repositories the closest version allowable to the published version will be Open Access. In many cases this will be the Authors Accepted Manuscript.

Authors Accepted Manuscripts for journal articles, books, and book chapters are to be deposited as soon as possible and no later than the date of formal publication.

Access to the full text may be delayed due to embargos included in the publication agreement. Researchers are encouraged to avoid embargoes of greater than 12 months from date of publication. Where agreements do not allow outputs to be made Open Access within 12 months researchers should make reasonable attempts to negotiate this provision with the publisher.

While the preference is for outputs to be made available via Green Open Access the University acknowledges that researchers may choose, or be required, to release outputs as Gold Open Access. In these situations the University recommends that Article Processing Charges (APCs) should only be paid if the journal is a Gold Open Access publication. The University recommends that researchers should avoid paying APCs to publish in Hybrid Journals.

### **3. Teaching materials**

Staff are encouraged to use existing Open Educational Resources for teaching when they are fit for purpose, are of high quality, and will enhance student learning.

The University will consider releasing teaching materials created by staff as Open Educational Resources when requested by the author.

The University supports the use of the international version 4.0 Creative Commons licences when releasing teaching materials as Open Educational Resources.

Where existing Open Educational Resources have been used, adapted or built upon, the resulting material may be redistributed as an Open Educational Resource without further authorisation from the University. Any original licence conditions must be adhered to including attribution or requirements that material be released under the same licence.

## AUTHORITIES

<b>Key</b>	<b>Authority Category</b>	<b>Authority</b>	<b>Delegation Holder</b>	<b>Limits</b>
Academic	Teaching materials	Consider requests to release teaching materials as Open Educational Resources	Heads of School or equivalent	

## PROCEDURES

### 1. Research Outputs

#### **Responsibility: Authors**

- a) Where the corresponding author is affiliated with the University they will have the following responsibilities. In cases where the University affiliated author/s are not the corresponding author they will be the responsibility of the first named University author.
- b) To deposit Research Outputs, including the Authors Accepted Manuscript, in the Institutional and/or appropriate Discipline Based Repositories.
- c) When depositing Research Outputs provide details of any restrictions (e.g. commercialisation, confidentiality) which would prevent the output being made Open Access.
- d) Comply with the open access policies of any relevant funding bodies where their requirements are more restrictive than this policy.
- e) Make reasonable attempts to avoid transferring or exclusively licensing copyright to another party, without at the same time retaining the right to self-archive and make available a version on Open Access. In instances where this is not allowed in the publication agreement authors are encouraged to attach the following addendum to the contract:  
"The Author has the right to publicly archive their revised, peer-reviewed personal version of their paper on their institutional website and their personal website, provided in all cases a link to the journal article on the Publisher website is included"
- f) Keep any research publication, agreement, addendum and permissions consistent with the University Records Policy.

#### **Responsibility: Library staff**

- a) Manage the University's Institutional Repositories.
- b) Ensure copyright compliance of Research Outputs deposited in the Institutional Repositories before making available on Open Access.
- c) Provide information about retaining copyright and rights necessary to facilitate Open Access.

### 2. Teaching material

#### **Responsibility: Staff**

- a) Assess suitability of Open Educational Resources for use in teaching.
- b) Comply with any licence conditions associated with Open Educational Resources.
- c) Comply with Copyright Compliance Policy.
- d) Seek approval before releasing University owned teaching materials as Open Educational Resources.

#### **Responsibility: Heads of School or equivalent**

- a) Make decisions on requests to release teaching materials as Open Educational Resources.

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- b) When considering requests take into account the quality of the material, effect on student learning and assessment, reputation of the University, and any issues relating to confidentiality, commercialisation, or other legal requirements (e.g. inclusion of third party copyright material).
  - c) Where requests are rejected provide staff with a reason for the decision.

**Responsibility: Library staff**

- a) Provide information on copyright and licence issues associated with the use of pre-existing Open Educational Resources and the release of University owned teaching material as Open Educational Resources.

**3. Resolution of Disagreements**

Where a disagreement arises concerning the release of a teaching material as an Open Educational Resource the matter may be referred to the Executive Dean.

**DEFINITIONS**

**Article Processing Charge (APC)**

Fee paid to the publisher to make the published version of an article open access immediately via the publisher's site. Always associated with Hybrid Journals and often associated with Gold Open Access.

**Author Accepted Manuscript**

Version of the manuscript which has been accepted for publication and which typically incorporates corrections and changes following peer-review. Does not usually include the publisher's typesetting or formatting. Also known as a "post-print" or "final version".

**Creative Commons**

Internationally recognised licensing scheme which permits the sharing, reuse, repurpose and remix of copyright material whilst also ensuring that creators retain specified rights.

**Discipline Based Repository**

Online publicly accessible repository of Research Outputs which have been developed to meet the needs of a specific discipline or subject area. The inclusion of outputs are based on subject not institution affiliation. Also known as subject repositories. Examples include PubMed Central and Arxiv. Commercial scholarly communication networks such as ResearchGate and Academia.edu are not considered to be a Discipline Based Repository.

**Gold Open Access**

The immediate, permanent, unrestricted and free online access to the full text of research outputs via the publisher's site. Applies to the entire contents of the publication not just individual outputs. Outputs should also have a licence (e.g. Creative Commons) which specifies reuse rights.

**Green Open Access**

The self-archiving of a version of a research output in an institutional or subject repository for free distribution with no fees or charges paid by the author or institution to the publisher.

**Hybrid Journals**

Fee based subscription journal that enables individual articles to be made Open Access by the payment of an APC.

**Institutional Repository**

Online publicly accessible repository managed by the University where the Research Outputs of the University and the Metadata for those outputs can be stored. The University currently manages two repositories: Adelaide Research & Scholarship and Figshare.

**Open Access**

The world-wide online availability of knowledge and materials, including Research Outputs and research data, free of charge and access restrictions.

## Open Educational Resources

Educational materials which have been released under the terms of an open licence, such as Creative Commons, which allows them to be retained, reused, revised, remixed, and redistributed for educational purposes.

## Research Output

Dissemination of findings, whether in hardcopy, electronic or other form that communicates the products of research. Examples include: scholarly books, book chapters, reference works, journal articles, conference papers, working paper series, multimedia and other non-traditional research outputs.

For the purpose of this Policy, Research Outputs primarily refer to material which has been published or made publicly available. Research Outputs do not include research data and research data outputs. These are defined in the Research Data and Primary Materials Policy.

## Teaching Material

Materials in any form prepared for educational purposes. They include curriculum outlines, lectures, lecture notes and material, syllabi, study guides, assessment materials, images, web content, course software, etc. For this Policy educational purposes includes teaching material prepared for award courses and general educational purposes, for example staff professional development courses, generic educational support materials etc.

<b>RMO File No.</b>	F.2018/9812
<b>Policy Custodian</b>	Deputy Vice-Chancellor and Vice-President (Academic)
<b>Responsible policy officer</b>	University Librarian
<b>Endorsed by</b>	Academic Board on 6 March 2019
<b>Approved by</b>	Vice-Chancellor and President 6 March 2019
<b>Related Documents and Policies</b>	<a href="#">Intellectual Property Policy</a> <a href="#">Research Data and Primary Materials Policy</a> <a href="#">Copyright Compliance Policy</a> <a href="#">University Records Policy</a> <a href="#">Authorship Policy</a> <a href="#">NHMRC Open Access Policy</a> <a href="#">ARC Open Access Policy</a> <a href="#">Australian Code for the Responsible Conduct of Research</a>
<b>Related Legislation</b>	<i>nil</i>
<b>Superseded Policies</b>	
<b>Effective from</b>	6 March 2019
<b>Review Date</b>	5 March 2022
<b>Contact for queries about the policy</b>	Teresa Chitty, University Librarian, 8313 5700, <a href="mailto:teresa.chitty@adelaide.edu.au">teresa.chitty@adelaide.edu.au</a>