



University Regulations on Open Access

(issued by Rector's Decree no. 871 – 2016, protocol no. 18906-l/3 of 05.07.2016)

Terms referring to persons that appear in the masculine form only in these Regulations are intended to refer equally to persons of both female and male gender. Gender-inclusive formulations have been avoided in order not to compromise the readability of the text and to satisfy the requirement of simplicity.

Article 1

Purpose and General Principles

1. The purpose of the University's Open Access policy is to make publicly available the outputs of research funded with public resources, in accordance with the principles of Open Access.
2. The public availability of research results and data is based on the principle of knowledge as a common good and on principles of inclusion and participation, for an open and collaborative science.
3. The public availability of scientific research outputs, in compliance with current regulations concerning the protection of intellectual property, contributes to the transparency of public administrations' activities.
4. The visibility of scientific production guaranteed by Open Access results in the enhancement of expertise and in a potentially greater return on investment for the entire University, thanks to increased knowledge transfer to businesses and professionals, both locally and globally.
5. The institutional repository fulfills the dual purpose of preserving the University's scientific output and making it constantly available for internal research assessment exercises and for any other external evaluation exercises.
6. The connection between Open Access and evaluation is an essential part of the University's commitment and action in support of Open Access, as provided for in the University Statute; the University promotes the informed participation of all researchers in this commitment.

Article 2

Definitions

For the purposes of these Regulations, the following definitions shall apply:

- a) "product" means all intellectual works created by researchers and published or accepted for publication (such as essays, articles, monographs, book chapters, conference proceedings, multimedia presentations, databases, critical or scientific editions);
- b) "researcher" means all tenured staff classified as researchers, associate professors, full professors, and technical-administrative staff; additionally, doctoral candidates and temporary affiliates;
- c) "Institutional Open Access Repository" means a digital repository interoperable according to international protocols, ensuring the preservation and public access of deposited files and the free dissemination/distribution of metadata according to national and international standards;
- d) "digital copy" means the final, complete version of the product, peer-reviewed where applicable; only in cases where the publisher permits it, the final published version of the work with the publisher's layout;

e) “embargo” means the period during which products are kept under restricted access, namely accessible solely for the purposes of internal evaluation.

Article 3

Human and Technical Resources

1. The University of Foggia pursues the objectives of Open Access:

a) through the establishment and maintenance of the Institutional Open Access Repository connected to the Research Products Catalogue (Foggia Institutional Research Archive – FAIR). The Catalogue and the Repository interact with the MIUR Faculty Website and with the National Registry of Scientific Production. The Institutional Open Access Repository (FAIR) must comply with the interoperability criteria established by international protocols; where technically possible, it shall interface with the principal disciplinary open repositories used by its researchers in order to avoid duplication.

b) through the establishment and maintenance of a platform for the creation and management of Open Access online journals. Each journal remains autonomous in its editorial and publishing choices.

c) through the establishment and maintenance of a platform for the creation and management of Open Access online monographs.

2. The University of Foggia provides adequate support for the development of Open Access in terms of human and financial resources.

3. The University of Foggia provides information, training, and updating activities addressed both to academic staff and to technical-administrative staff concerning Open Access issues and the operational tools provided.

Article 4

Policy

1. The University of Foggia requires each researcher to deposit in the Institutional Open Access Repository, at the time of publication:

A) the product metadata, which shall always be openly accessible and which, in the case of monographs, shall always include the Table of Contents and the Abstract;

B) the digital copy of the product in the version suitable for internal and national evaluation, which shall remain under restricted access;

C) the digital copy of the product in the version authorized by the publisher for Open Access dissemination, which shall be made publicly available on a non-profit basis; where a copy has already been deposited in a disciplinary open repository, such as arXiv or RePEc, indication of the relevant URL shall suffice.

Derogation from the provision under point C) shall be permitted only in the following cases:

a) refusal by the publisher, as specified in the SHERPA/RoMEO database or by a declaration issued by the publisher itself;

b) documented refusal by one of the co-authors or by the editor of the volume;

c) reasons of public or national security;

d) privacy concerns or the presence of sensitive data;

e) substantial differences between the version authorized by the publisher for Open Access dissemination and the final version;

f) the presence of images subject to exclusive rights, where such images constitute an essential and indispensable part of publications in the fields of history, art, and archaeology.

Only for these reasons may an embargo period be requested, upon submission of a justified request to the University Commission for Open Access to Scientific Literature (hereinafter, the "Commission").

2. The University of Foggia applies the same rules referred to in paragraph 1 also to products published before the approval of these Regulations, for the time period covered by internal evaluation exercises.

3. For the purposes of internal evaluation exercises, only those products for which both the metadata referred to in paragraph 1(a) and the digital copies referred to in paragraph 1(b) and (c) have been deposited in the Institutional Repository shall be taken into consideration.

For the entire duration of any embargo period granted by the Commission, the product referred to in paragraph 1(c) shall in any case be considered for the purposes of internal evaluation exercises.

4. By depositing the digital copy referred to in Article 4, paragraph 1(b), the researcher authorizes the University of Foggia to reproduce and distribute it within the limits necessary for internal and national evaluation; by depositing the digital copy referred to in Article 4, paragraph 1(c), the researcher authorizes the University of Foggia to make it publicly available through Open Access means on a non-profit basis. The researcher may also decide that the digital copy referred to in Article 4, paragraph 1(c) be made publicly available accompanied by a Creative Commons license.

5. Researchers may deposit digital copies of products accepted for publication but not yet published, in the version authorized by the publisher for Open Access dissemination.

6. In line with the EU Recommendation of 17 July 2012, the University of Foggia offers its researchers the possibility of depositing in Open Access the datasets supporting research products, as increasingly required by scientific journals. The possibility of deposit extends to any dataset that the researcher considers appropriate to make openly accessible.

7. The use of the unique identifier provided by the Institutional Repository in the bibliographic description of the product is recommended.

8. Full-text PhD theses, as provided for by the University Regulations on doctoral studies (issued by Rector's Decree no. 848 – 2013, protocol no. 19729-I/3 of 26.07.2013), must be mandatorily deposited and made publicly available in the Institutional Open Access Repository in order to obtain the final degree.

Article 5

Support, Monitoring, and Dispute Resolution

1. In each Department, one faculty member and one technical staff member shall be appointed as Open Access coordinators in order to facilitate the implementation of these Regulations.
2. For products deposited in the Institutional Open Access Repository, the University of Foggia shall provide support with regard to:

a) deposit procedures relating to technical aspects connected with operating systems;

b) verification of publishers' policies relating to individual research products;

c) copyright issues connected with specific products;

d) validation of the descriptive metadata of the product.

3. For journals hosted on the Open Access platform, the University of Foggia shall provide support with regard to:

- a) the establishment of the journal and its editorial and publishing options;
- b) explanation of the software used by the platform;
- c) registration, indexing, and assignment of unique identifiers.

4. For data deposited in the Institutional Open Access Repository, the University of Foggia shall provide support with regard to:

- a) advice on formats and international standards;
- b) assignment of unique identifiers.

5. The University of Foggia shall ensure periodic monitoring of researchers' compliance with these Regulations.

6. The institutional body responsible for resolving interpretative disputes shall be the University Commission for Open Access to Scientific Literature.

Article 6 **Value-Added Services**

1. The University of Foggia, with reference to material deposited in the Institutional Repository, offers the following value-added services:

- a) usage statistics (accesses and downloads) for individual research products;
- b) integration with citation data from the principal international databases, where applicable and where permitted by the existing contracts with providers;
- c) integration and interoperability with other Open Access repositories;
- d) integration with the principal academic social networks;
- e) assignment of the DOI (Digital Object Identifier).

2. The University of Foggia, with reference to material hosted on the Open Access journal management platform, offers the following value-added services:

- a) usage statistics (accesses and downloads);
- b) indexing in the principal freely accessible databases;
- c) legal deposit with the Central National Libraries;
- d) assignment of the DOI (Digital Object Identifier).