OPEN ACCESS POLICY

1. Purpose and Context

1.1 Open Research principles, including the prompt dissemination and accessibility of research outcomes, is integral to the University of Huddersfield's mission. The Open Access (OA) policy is designed to ensure that the University of Huddersfield meets OA requirements for applicable research outputs, whilst encouraging the advancement of a broader Open Research culture.

1.2 UK Research and Innovation (UKRI), the European Commission, the Wellcome Trust, and other funding bodies now require their funding recipients to publish their applicable research outputs in accordance with their policies on OA. This policy is separate to funding body OA policies.

2. Scope

2.1 This policy applies to all authors of research outputs including academics, researchers, administrative staff, and students, who produce outputs from their research. This includes outputs that are created, co-created, authored or co-authored by University of Huddersfield staff as well as those affiliated with the University of Huddersfield. This policy also applies to aforementioned authors who co-author with national and international collaborators.

2.2 This policy applies to all original peer-reviewed journal articles, review articles and conference articles published with an International Standard Serial Number (ISSN), irrespective of their potential inclusion in any Research Assessment exercise

2.3 The University repository (Pure) is maintained as a permanent and secure online archive from 1 December 2017. Pure will provide a single point of public access to electronic copies of research outputs, including the outputs defined in section 2.2 of this policy.

2.4 The University repository (Eprints) has become a historical archive to show compliance with OA requirements prior to 1 December 2017.

2.5 From December 2022, all students who publish any outputs listed in point 2.2 as sole authors or who wish to ensure Open Access compliance, should contact the Pure Outputs Team (see section 3.9) for further instructions as soon as possible after the acceptance date, but within 3 months of the acceptance date of the output.

3. Policy Requirements and Author Responsibilities

3.1 Authors are free to publish in publications they believe to be the most appropriate, whilst also complying with this policy in addition to any funding body requirements. Authors who are subject to OA funder requirements can use the contact details in section 3.9 for further support and guidance.

3.2 Authors are responsible for obtaining clearance for the rights that any third parties may hold in a research output before it is deposited in Pure, checking that journal and publishers' OA policies are compliant with this policy, and confirming allowable embargo periods.

3.3 Authors must deposit their applicable research outputs (defined in section 2.2 above) in the University repository (Pure) within three months of acceptance. This will consist of the Author Accepted Manuscript (AAM), or where the publisher allows, the final published version.

3.4 Authors must ensure that their journal articles and conference contributions acknowledge the source of funding, carry the correct institutional affiliation: "The University of Huddersfield", and should include their ORCiD IDs where possible.

3.5 If applicable, authors should include a statement on how the underlying research materials, such as data, samples or models, can be accessed. Further information on the curation of such research data is covered in the University of Huddersfield's Research Data Management Policy.

3.6 Wherever publishing contracts and copyright permit, and in all cases where mandated by funder requirements, authors should make journal articles and conference contributions available under an open license, preferably a Creative Commons Attribution (CC-BY 4.0) license, which maximises the re-use potential of the research (e.g. through text and data mining). This policy recognises that exceptions are necessary (e.g. for outputs that depend on the reproduction of third-party content for which OA rights could not be granted).

3.7 Authors should deposit other types of research outputs (including but not limited to, book chapters, monographs, reports, artistic creations, compositions, exhibitions etc) in Pure. This should be at the earliest date possible, (e.g. upon acceptance if the output is being published).

3.8 In accordance with the University's commitment to open research and knowledge exchange, wherever possible, authors are encouraged to maximise the visibility, accessibility and use of other forms of research output by making them available on an open access basis (including, but not limited to, research data, monographs, video and audio files, code, tools, and creative works).

3.9 Authors must notify the Pure Outputs Team, by emailing oa@hud.ac.uk, as soon as possible of any exceptional circumstances affecting their ability to deposit outputs in line with this policy.

3.10   Failure to comply with this policy will result in University of Huddersfield authors being reported to the University Research Committee (URC) for non-compliance. Non-compliance may also have consequences in terms of eligibility for the Research Excellence Framework (REF) and funding body sanctions.

4.   University Responsibilities

4.1   The University supports both Green and Gold routes to achieving OA compliance.

4.2   Research, Innovation and Knowledge Exchange will administer the URKI OA Block Grant, which will be used to pay for APCs resulting from UKRI funded research (excluding the UK Space Agency and Innovate UK). This is subject to available funds, compliance with internal and UKRI OA policies, and other criteria detailed within the further guidance (see section 4.6 below).

4.3   Schools may agree to fund some articles via the Gold route when this is not a requirement of the funder, or where the article is not a result of a grant. Schools will agree criteria and procedures for this process and nominate members of staff to oversee the process, make determinations and keep appropriate records.

4.4   The Pure Outputs Team within Research, Innovation and Knowledge Exchange will support authors to ensure compliance with this policy and the OA policies of funders.

4.6   Research, Innovation and Knowledge Exchange will supply further guidance and links to relevant funder policies here: https://research.hud.ac.uk/impact/open-research/

5.   Glossary

5.1   Author Accepted Manuscript (AAM): the final author-created version of the manuscript, which includes any finished changes made as part the peer-review process, that has been accepted for publication by the journal. Documents that have been typeset or copyedited by the publisher (such as proofs or the final published version) are not AAMs, but articles written in a publisher-supplied template are acceptable.

5.2   Article Processing Charges (APCs): Charges levied by a publisher to publish a research article as Gold OA. Charges can range from hundreds to several thousand pounds per article.

5.2   Gold OA: May require the up-front payment of article processing charges (APCs) to cover the costs of publishing in a fully OA or hybrid OA journal. Peer-reviewed journal articles and conference contributions published with an ISSN then appear online and can be accessed immediately for free, even without a journal subscription.

5.3   Green OA: delivered primarily via self-archiving in an online repository such as Pure. The output that is deposited is the AAM, although in some cases the publisher allows the final published form to be deposited. The AAMs must be deposited in Pure within 3 months of the acceptance date to be compliant. AAMs are often embargoed for a certain amount of time dictated by the publisher, before being made openly accessible.

5.4   Open Access: making research publications freely available so anyone can benefit from reading and using research and allowing others to re-use the research. Most funders only require peer-reviewed journal articles, review articles and conference articles published with an ISSN to be Open Access, but other types of outputs, such as monographs, can also be published Open Access.

5.5   ORCiD ID: provides a persistent digital identifier that a researcher owns and controls, and that distinguishes researchers from one another.

POLICY SIGN-OFF AND OWNERSHIP DETAILS

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Compliance Checks:	Audit checks on research publication OA compliancy via Pure system
Related Policies/Procedures:	Research Data Management Policy.

REVISION HISTORY

Version	Date	Revision description/Summary of changes	Author
V4.0	Sep 2022	Major redraft (approved)	Open Access Manager
V3.0	Sep 2019	Minor redraft (approved)	Head of Research & Innovation Culture
V2.0	Dec 2017	Head of Research, Innovation & Culture	Head of Research & Innovation Culture
V1.0	Oct 2014	Original Draft (approved)	Dean of Graduate School