Altınbaş University Open-Access Repository (OAR) Policy

Open access is a standard method for accessing scholarly output produced through government-funded research. Users can access digital full-text copies of scientific publications free of charge without encountering any financial, legal, or technical barriers. It is permitted to read, download, copy, distribute, print, search or provide a link to the full texts of publications, and they can also be scanned for indexing, exported as data to a software, or used for any legal purpose. Full versions of publications are stored in at least one digital repository to allow open access, unrestricted distribution, interoperability, and long-term archiving.

The European Commission recognizes the free movement of knowledge as one of the priorities of the European Research Area (ERA). Open access makes the research process more effective and research results more visible by removing legal, commercial, and technological barriers to accessing scientific knowledge. In 2012, the European Commission proposed that EU member countries should develop national open access policies, that research and funding institutions should act accordingly, and that the policies developed should be coordinated nationally and throughout the European Union. Open access has been made mandatory for research to be funded by the EU agencies as part of the framework programme covering the years of 2014-2020 (Horizon 2020). The necessary legal arrangements have been made in the United States, Spain, and Italy to ensure open access to the output of government-funded research. The League of European Research Universities (LERU) supports open access to scientific publications and data.

Purpose

Article 1- (1) The purpose of this Policy is to help increase the accessibility, visibility, citation, and the impact of research output of Altınbaş University faculty, to manage academic publications more effectively and to endorse free access to these publications which have been produced through research funded directly or indirectly by Altınbaş University and the Government.

Scope

Article 2- (1) This Policy covers the following academic/research activities carried out by Altınbaş University faculty members during their employment at the University.

a) Journal articles
b) Articles in press
c) Master's and doctoral theses
ç) Scientific papers and presentations
d) Seminar texts
e) Technical notes
f) Project studies
g) Books
h) Book chapters
ı) Award-winning research
i) Patent certificates
j) Reports
k) Open educational resources

l) Posters, videos etc.

Legal Basis

Article 3- (1) This Policy has been drawn up based on the articles 4/c, 12/c, and 42/d of the Turkish Higher Education Act No. 2547.

Definitions

Article 4- (1) Wherever the following terms or similar terms are used in this Policy, they shall have the following meanings.

a) Academic Archive: Full texts of academic publications produced through government-funded research. All researchers may access this research content free charge via the Internet without being subject to any financial, legal, or technical limitations,
b) Open-Access Repository: An online archive system allowing to collect, store, index, preserve and disseminate digital copies of the intellectual output of Altınbaş University,
c) Altınbaş University Member: Altınbaş University faculty, staff, and postgraduate students,
ç) Archiving: The process of storing the research work of the university members in Altınbaş University Open-Access Repository,
d) Immediate Archiving / Optional Access: Immediate process of archiving the peer-reviewed research content in the Open-Access Repository,
e) Personal Archiving: Process in which an Altınbaş University faculty member deposits their scholarly output in the open-access repository,
f) Embargo: An up to 12-month period during which access to academic publications is not allowed to users,
g) Address: The uniform addresses provided below should be used by Altınbaş University members in their national or international research work.
(1) For Turkish articles: Altınbaş Üniversitesi, Fakülte / Bölüm, Mahmutbey Dilmenler Cad. No:26 34217 Mahmutbey-Bağcılar/İstanbul
(2) For articles published in a foreign language: Istanbul Altınbaş University, Faculty Department, TR-34217 Istanbul, Turkey
h) Researcher ID: An identifying system for scientific authors, introduced in January 2008 by Thomson Reuters Corporation.

Main Objectives

Article 5 (1) Establish an open-access repository in line with the standards of the Institutional Archives Initiative Metadata Collation Protocol.
(2) Compile and preserve research and scholarly output of Altınbaş University faculty in accordance with Institutional Repository standards.
(3) Storing digital copies of academic and research work generated by faculty members in Altınbaş University's Open Access Repository. This work includes approved theses, research reports, articles published in peer-reviewed journals, papers published in the conference proceedings book, and so on.
(4) Providing data to national and international collation systems in accordance with international standards.

Powers and Responsibilities

Article 6- (1) Faculty members of Altınbaş University can retain the copyrights of their academic publications or offer the publishers a license to provide users with full access to their works (for example, Creative Commons - CCBY).

(2) Faculty members of Altınbaş University shall make the full texts of the preprint, final, or publisher editions of their publications available to the public on Altınbaş University Open Access Repository, in accordance with the terms and conditions set forth by the publisher. Depositing these publications in Altınbaş University Open Access Repository does not in any way prevent the author from choosing the means and media to publish their works and having them published by a publisher of their own choice.

(3) Faculty members of Altınbaş University shall deposit the peer-reviewed versions of their scholarly output (accepted for publication) in Altınbaş University Open Access Repository by the publishing deadline. However, the works for which a patent application would be filed shall be deposited in the repository on the same date as the patent's approval date, after the application was filed.

(4) The authors themselves are responsible for depositing their publications in Altınbaş University Open Access Repository.

(5) Publications co-authored with researchers from a number of institutions can be deposited in Altınbaş University Open Access Repository.

(6) The lead author is responsible for depositing a multi-author publication in Altınbaş University Open Access Repository.

(7) The master's and doctoral theses shall be deposited in the repository at least within one month after the theses are accepted by the jury. However, the works for which a patent application would be filed shall be deposited in the repository on the same date as the patent's approval date, after the application was filed.

(8) Altınbaş University faculty members agree to have the final edition of their publications deposited in Altınbaş University Open Access Repository, unless their publications are restricted or blocked for user access due to embargo and similar restriction.

(9) Faculty members are required to have a "**Researcher ID**" in order to upload academic publications to Altınbaş University Open Access Repository,

(10) Prior to making research work publicly available online, Altınbaş University Library and Documentation Office shall run a check of the submitted work (author, publisher, copyright check etc.) and approve it accordingly.

(11) Altınbaş University Library and Documentation Office is responsible for depositing publications in Altınbaş University Open Access Repository and specifying the access status of these publications (open access, embargoed open access, limited access). The lead author is responsible for notifying the Library and Documentation Office of their need to have their work deposited in the repository. Publications must be made available to users during deposit or as soon as possible afterward.

(12) Altınbaş University Open Access Repository forwards individual electronic print requests from users to the authors of limited-access publications and gives the authors permission to meet these requests. The lead author is responsible for the quality of the bibliographic data provided.

(13) Only the publications that are deposited in Altınbaş University Open Access Repository in accordance with the rules stated above shall be taken into account when reviewing academic CVs and the official reports of the University (such as annual activity reports), and

measuring and evaluating the performance of the faculty members for appointment, promotion, and awarding of research grants as of the date of implementation of this Policy.

(14) Altınbaş University shall encourage its faculty to:

a) Protect the copyrights of their research work, if possible.

b) Deposit all their publications and research output in Altınbaş University Open Access Repository, regardless of the publication year.

c) Make the full texts of their publications available on Altınbaş University Open Access Repository as soon as publishers allow it to do so.

(15) Depositing publications in the repository does not affect the authors' choice of publisher and publishing means and media whatsoever.

(16) Faculty members may restrict user access to the full texts of their research work on the open access repository for a limited period of time, provided that they present the Library and Documentation Office with documentation for the reason behind the decision (e.g., patenting, national security, etc.). The digital copies of their research will automatically be made available to user access when the restriction period expires.

Open Access / Embargo period for Open-Access publications

Article 7- (1) Altınbaş University promotes its members wishing to have their research published with open access. Access to academic publications produced by the faculty will be made either immediately available to public (public open access) or after the embargo period expires, depending on authors' agreements with publishers and depositing rules. The embargo period should not exceed 12 months.

Library and Documentation Office

Article 8- (1) Altınbaş University Library and Documentation Office shall ensure the compilation, organisation and preservation of the research output deposited in Altınbaş University Open Access Repository. The Library and Documentation Office is responsible for setting up and managing the repository. Other units of the University (Information Technology Office, Scientific Research Unit, Education Commission, etc.) shall cooperate with the Library and Documentation Office to ensure efficient use of resources.

(2) The Library and Documentation Office shall write and publish guidelines to inform Altınbaş University members of the University Open Access Repository, and carry out the necessary promotional activities.

(3) Altınbaş University encourages its faculty members to deposit all research datasets that serve as evidence in public research reports and/or that are cited in peer-reviewed publications in the university repository or in another appropriate open data repository.

(4) Altınbaş University encourages open access to scientific publications and promotes scientific publishing in open access journals. The University also assists researchers with the depositing of research output in its repository, trains researchers how to use the repository and provides them with information on copyrights, reviews their data management plans, and assists them in developing a data protection plan.

(5) The Library and Documentation Office shall check the metadata of academic publications deposited in the university repository by faculty members in accordance with the standards of Institutional Archives Initiative Metadata Collation Protocol. If necessary, the Library and Documentation Office shall work with faculty members for corrections.

(6) The Library and Documentation Office is responsible for carrying out agreements and collaboration with other universities and institutions concerning Altınbaş University Open Access Repository.

Graduate Schools and Departments

Article 9- (1) Postgraduate students shall submit the printed and electronic copies of their theses to their respective graduate schools. Graduate Schools shall have the postgraduate students sign a consent form prior to the depositing of their master's and doctoral theses in Altınbaş University Open Access Repository, and send the signed forms and printed and electronic copies of the theses to the Library and Documentation Office within two weeks at the latest.

(2) Heads of departments shall inform the faculty how to deposit their publications in Altınbaş University Open Access Repository and make them available for open access in accordance with their copyrights.

Information Technology Office

Article 10- (1) The Information Technology Office is responsible for installing, updating, backing up, long-term preservation and security of Altınbaş University Open Access Repository, and data transfer to national and international collation systems in accordance with open access standards.

Publishing and Access Rights

Article 11- (1) The following terms and conditions shall govern the right to publish in and to access the publications available on Altınbaş University Open Access Repository:

a) Free access to the full texts of publications in Altınbaş University Open Access Repository is at the discretion of the author(s) and subject to the copyright status of the publication(s).

b) Depending on their copyrights, research work that have been published or to be published in any journal can be deposited in Altınbaş University Open Access Repository, in another format than the one published in the journal.

c) Academic publications copyrighted by third parties or other institutions shall be deposited in Altınbaş University Repository according to their copyright status.

ç) Scientific ethics requires that users cite the author and Altınbaş University Open Access Repository as the source of the content when using material from publications deposited in Altınbaş University Open Access Repository.

Open-Access Repository Advisory Board

Article 12- (1) Altınbaş University Open Access Repository Advisory Board is chaired by the University President and consists of the following members.

a) A representative from each academic unit

b) Head of Library and Documentation

c) Head of Information Technology

(2) The Board shall review the operation and the policy of Altınbaş University Open Access Repository each year for the first three years of its launch, and every three years thereafter.

Effective Date

Article 13- (1) This Policy shall become effective on the date it is adopted by Istanbul Altınbaş University Senate.

Execution

Article 14- (1) The provisions of this Policy shall be executed by Altınbaş University President.

Legal Bases of this Policy			
	Decision Date	**Decision No.**	
University Senate	21/07/2017	2017/10	Decision-3
Board of Trustees	09/08/2017	2017/07	Decision-16
Legal Bases of Amendments to this Policy			
	Decision Date	**Decision No.**	
University Senate			
Board of Trustees			
University Senate			