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# Open Research Policy

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## Open Research Policy

This policy sets out Leeds Beckett University's commitment to making the products of our research (both outputs and research data) publicly available.

### 1 Scope

- 1.1 This policy applies to all staff ("researchers") within the University and postgraduate research (PGR) students ("researchers") registering for study from 1<sup>st</sup> October 2020 onwards.

### 2 Roles and Responsibilities

- 2.1 It is the responsibility of all staff and PGR students to adhere to this policy.
- 2.2 It is the responsibility of Deans and Directors of Research, or their nominated representatives, to ensure compliance with this policy.
- 2.3 It is the responsibility of LLI to audit compliance with this policy.

### 3 Research outputs

- 3.1 In line with the Research Excellence Framework (REF), research outputs are defined in this policy as the products of research that have been published, disseminated or made publicly available. It includes, but is not limited to, journal articles, monographs, book chapters, conference papers, images, performances, films, artefacts, compositions, and software.
- 3.2 Postgraduate research theses are out of the scope of this policy and covered in a separate eThesis Policy.
- 3.3 This policy does not direct researchers where to publish. Researchers should continue to publish in the most appropriate place for their work.
- 3.4 Open Access (OA) means that research outputs are made available online, in a digital format, at no charge to the reader and with limited restrictions on re-use. For printed academic work, the following models of OA apply:
  - Green OA is when you publish in a subscription based journal and make the author accepted manuscript (AAM) available in a repository, with any required embargo period applied.
  - Gold OA is when you publish in a hybrid or OA journal and the published version of record is made immediately, and permanently, available at the point of publication at no charge to the reader, and with a licence that permits copying and reuse (i.e. a creative commons licence). Article Processing Charges (APCs) may apply.
- 3.5 Leeds Beckett encourages researchers to follow the principle 'as open as possible, as early as possible'. For printed academic publications, the University supports either Green or Gold OA. Gold OA is subject to external grant funding or School funds available for payment of APCs.

- 3.6 **For all significant<sup>1</sup> research outputs:** researchers are **required** to record details of the output (metadata) in Symplectic.
- 3.7 **For all significant research outputs:** researchers are **encouraged** to deposit, where copyright allows, files associated with the output in Symplectic to be made available Open Access in the repository.
- 3.8 **For all journal articles and conference proceedings with an ISSN:** researchers are **required** to deposit in Symplectic the AAM within 3 months of the date of acceptance for publication. Outputs that do not meet this requirement will not be eligible for submission to the REF, unless any of the permitted deposit, access or technical exceptions apply.

#### **4 Research Data**

- 4.1 Research data will be managed to the highest standards throughout the research data lifecycle, and will take into account the definitions and principles described in the RCUK [Concordat on Open Research Data](#) (HEFCE, RCUK, Universities UK, Wellcome Trust, 2016). Briefly, research data are defined in the Concordat as ‘the evidence that underpins the answer to the research question, and can be used to validate research findings regardless of its form (e.g. print, digital, or physical)’.
- 4.2 Responsibility for research data management through an appropriate **research data management plan** during any research project or programme lies primarily with Principal Investigators (PIs).
- 4.3 All new research projects must include **research data management plans** that explicitly address data capture, management, integrity, confidentiality, retention, deletion, sharing and publication, as laid out in the template.
- 4.4 Research data management plans must outline how research data are available for access and re-use where appropriate, under appropriate safeguards, and subject to ethical considerations.
- 4.5 Where possible, researchers should seek to recover the direct costs of managing research data generated by projects from the research funder.
- 4.6 The University will provide training, support, advice and, where appropriate, guidelines and templates for management of research data and for research data management plans.
- 4.7 Our University will provide mechanisms and services for storage, backup, registration, deposit and retention of research data assets in support of current and future access, during and after completion of research projects.
- 4.8 The Principal Investigator should ensure that all relevant research data are offered and assessed for deposit and preservation in an appropriate University, national or international data service or domain repository, unless specified otherwise in the data management plan. Any non-digital or digital data which is retained elsewhere, for example in an international data service or domain repository should be registered with the University.
- 4.9 Data should not be deposited with any organisation that does not commit to its access and availability for re-use, unless this is a condition of the project funding or arising from other requirements.

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<sup>1</sup> The term significant is self-defined by the member of staff or postgraduate research student and is used to mean notable research outputs. This may be different for people at different stages of their career.

- 4.10 Exclusive rights to reuse or publish research data should not be handed over to commercial publishers or agents without retaining the rights to make the data openly available for re-use, unless this is a condition of funding.
- 4.11 All relevant data and the intellectual properties rights of that data are subject to our University's [IPR policy](#).