

## **Atilim University Open Science Policy**

The management, storage, archiving, compilation and protection of publications produced from projects executed or supported by Atilim University and publications and research data made within Atilim University constitute the framework of Atilim University Open Science Policy.

### **Scope**

This Policy covers the publications made with the full or partial support of Atilim University, those made and the research data obtained by Atilim University researchers; as well as the research data and publications of Atilim University.

The Open Science Policy applies to all researchers at Atilim University. In cases where the research is funded by third parties, any agreements made with the parties regarding access rights, storage and preservation take precedence over this policy.

### **Purpose**

1. Atilim University aims to provide free online access to publicly-funded scientific outputs.
2. Atilim University is committed to effectively and widely disseminate scientific outputs, and to create and develop the necessary infrastructure to support open science within the possibilities.
3. Atilim University enables the collection, long-term preservation, dissemination and evaluation of scientific outputs through its Institutional Academic Archive.

### **Rights, Duties, Responsibilities**

#### **Atilim University is responsible for the following:**

1. To provide the necessary infrastructure and funding, where possible, to support the Open Science Policy.
2. To support the transition through education, training and awareness-raising activities targeting researchers and other personnel.
3. To ensure the mandatory use of unique identifiers (such as DOIs, ORCID, etc.).
4. To appoint a Data Manager responsible for all data-related issues in compliance with national and international laws, including, but not limited to, issues related to the development of Data Management Plans.
5. To provide and develop services for the long-term preservation of data and other records, as well as appropriate guidance for researchers.
6. To implement Open Science practices in improving research assessment and measurement criteria beyond providing open access to publications and data, such as participation in citizen science projects, open peer review experience or use of Open Educational Resources.
7. To monitor the content of the Institutional Academic Archive with statistics provided by the system, to monitor policy compliance.

8. To ensure that the academic archive and other research infrastructures of the institution comply with the FAIR (Findable, Accessible, Interoperable, Reusable) data principles and certification requirements related to the European Open Science Cloud specifications.

9. To have an Open License policy for publishing content and data.

**Researchers are responsible for the following:**

1. To manage publications, data and educational resources in accordance with the principles and conditions in this policy.

2. To comply with organizational, regulatory, institutional and other contractual legal obligations regarding the production, processing, storage, management and distribution of publications and data, in the absence of a contract with primary third parties.

3. To ensure that the principles governing data procession are included in a Data Management Plan (in accordance with existing policy and funder mandates).

4. To use unique identifiers (such as DOIs, ORCID or others).

**Open Access to Publications**

1. Atılım University ensures that the full texts of the publications of its researchers that have passed the referee process and have been published are electronically stored in the academic archive with the permission of the author as soon as they are accepted for publication. This also applies in the case of publications in open access (Gold Open Access).

2. In the case of “Green Open Access”, Atılım University requires that the full texts of all publications mentioned in Article 1 be accessible under a standard open license within a maximum of 6 months (12 months for publications in the Social Sciences and Humanities). Monographs are also required to be placed and stored in the academic archive, but access remains closed until the publisher restriction ends.

3. In order to increase the visibility of “closed” publications, the metadata of these items must be openly accessible.

4. Atılım University members may store studies prepared in collaboration with multiple authors from multiple institutions in the Atılım University Institutional Academic Archive, provided that all authors have granted their permissions accordingly. In multi-author studies by multiple Atılım University members, the lead author stores the source.

5. When evaluating the publications of its members individually or institutionally, Atılım University evaluates only the publications the metadata and full texts of which are stored in the academic archive in accordance with the conditions specified above.

6. The university encourages its members to protect copyright ownership and only to license publishers for the rights necessary for publication.

7. Atılım University encourages researchers to deposit the publications by themselves before the effective date of the Policy Document into the academic archive and to make these publications openly accessible as soon as possible. Atılım University requires that the source be cited when using pieces of information from its open archive.

### **Open Access to Research Data**

1. Atılım University encourages researchers to deposit the research data required to verify results presented in scientific publications in an appropriate archive at international standards.
2. The Atılım University Research Ecosystem complies with the principle “as open as possible, as closed as necessary”. If data is not open due to legal, confidentiality or other relevant reasons (e.g. sensitive data or personal data), the situation should be explained in an understandable manner.
3. Atılım University encourages the acceptance of the Open Science Cloud conditions for monitoring Open Science resources.
4. Atılım University develops processes for researchers to submit an appropriate Data Management Plan for each research activity of their involvement.
5. The minimum archive period for Atılım University research data is 10 years after the assignment of a permanent identifier. In case these records are deleted or destroyed after the expiration of the required archive period or for legal and ethical reasons, all legal and ethical perspectives of such actions must be taken into account.

### **Education**

Atılım University Kadriye Zaim Library coordinates the organization of training events that include the skills required for open access publishing, open data, data management, research data, and research ethics.

### **Policy Validity**

This policy shall be reviewed and updated by the Atılım University Senate every two years. The Atılım University Presidency shall be responsible for the implementation of this policy and act as the executive in resolving any disagreements that may arise and in amending the policy where necessary. The section of this policy on research data shall be implemented on a trial basis for two years from the effective date of the Open Science Policy.

The “Open Science and Open Access Studies Commission” has been established by the Atılım University Presidency in order to develop suggestions and opinions within the scope of this policy and to raise awareness within the University on open science and open access issues.

The commission shall consist of the following members:

- Vice President for Research
- School and Graduate School Representatives
- Atılım University Director of Library and Documentation The commission

shall revise the policy where deemed necessary.

Open Science Policy was approved by the Atılım University Senate on 23/07/2019 and took effect as of this date.

## **APPENDIX: Definitions**

**Open Peer Review:** A scientific review mechanism where both the reviewer and the author are aware of each other's identities throughout the review and publication period.

**Open Science:** The case where scientific activities are conducted in a way that publications, research data, laboratory notes, and other research processes are freely accessible, with conditions that allow for the reuse, distribution, and reproduction of research, and where other researchers may contribute and collaborate.

**Open Education Resources:** Teaching, learning, and research materials that come with open licenses allowing for free reuse and continuous improvement by others for educational purposes.

**Open Access:** The case where scientific literature may be accessed, read, saved, copied, printed, scanned, linked in full, indexed, transferred to software as data and used for any legal purpose via the Internet without financial, legal and technical issues.

- **Gold Open Access:** The case where researchers' studies published in academic journals become open access elements through the published journal and from the moment they are published.
- **Green Open Access:** The case where a copy of the accepted version of researchers' studies published in academic journals becomes an open access element in open archives.

**Open Data:** Data that may be used, reused and distributed by everyone free of charge and freely, without being subject to any copyright, patent or other control mechanisms.

**Academic Studies:** All studies resulting from the research, funds received and creative activities executed of and by Atılım University members.

**Academic and Subject Archives:** The systems that collect, organize and archive publications, data and other intellectual elements (theses, course materials, working reports, etc.) created through scientific research supported by public resources in a long-term manner.

**Research:** Any creative and systematic study with the aim of advancing knowledge.

**Research Data:** Data used to verify the results presented in scientific publications (e.g., statistics, experimental results, measurements, observations, interview records, images, etc.) or other data used during a project and described in the Data Management Plan.

**Researcher:** Any member of Atılım University research personnel at all levels, including employees and doctorate degree program students, regardless of their employment level and status.

**Atılım University Institutional Academic Archive System:** An archive that provides open access to the publications and research data of Atılım University researchers. These elements are stored and archived through the Atılım University Institutional Academic Archive software.

**Atılım University Member:** Atılım University academicians, staff, and students.

**European Open Science Cloud (EOSC):** With its details announced by the European Commission in April 2018, the EOSC is a project aiming to collect the data of 1.7 million researchers and 70 million science and technology experts in the European Union “embedded” in academic journals and books, and make the data available to everyone.

(<https://ec.europa.eu/research/openscience/index.cfm?pg=open-science-cloud>)

**Storage:** All actions that are required to ensure access to digital materials continuously, and wherever needed.

**DOI (Digital Object Identifier):** Identifiers for a unique intellectual property or a part of this intellectual property in the online environment. (<https://www.doi.org/>)

**FAIR Principles:** FAIR is an acronym used in research data management or any of the initiatives related to the European Open Science Cloud. It is based on the principles that data should be Findable, Accessible, Interoperable, and Reusable. (<https://www.go-fair.org/fair-principles/>)

**Closed publication:** These are publications where the rights to share and provide access in printed or digital media are transferred to the publishing house or journal.

**OpenAIRE:** The OpenAIRE Project, where the Directorate of Library and Documentation of Izmir Institute of Technology is a partner, is a technical open access infrastructure project that provides access to scientific publication outputs, open research data and research information, enables data analysis and offers various services to content providers in line with the open science goals of the European Commission. (<https://www.openaire.eu/>)

**ORCID (Open Researcher and Contributor ID):** An alphanumeric code used to uniquely identify scientists and academic authorities. (<https://orcid.org/>)

**Copyright:** The entirety of the material and moral rights that a person holds legally over the products of their creation through all kinds of intellectual efforts.

**Adequate Archive:** An archive that meets quality standards such as the FAIR Principles, OpenAIRE compliance, and the CoreTrust Seal (<https://www.coretrustseal.org/>).

**Metadata:** A dataset that describes an information source. In other words, it is the structured, descriptive information about finding, identifying, using and managing digital information and information sources.

**Data Management Plan:** A tool presenting how researchers are to meet their responsibilities regarding research data quality, data sharing, and data security.

**Publication:** Peer-reviewed studies published (or in the process of being published) by researchers at an institution.

**Publication Restriction:** The case where research results, or access to a publication is closed for a certain period of time.