Table of Contents

1. Purpose ......................................................................................................................................................... 2
2. Scope ............................................................................................................................................................ 2
2 Definitions ..................................................................................................................................................... 2
3 Roles and Responsibilities ............................................................................................................................ 3
4 Policy ............................................................................................................................................................ 4
   4.1 Introduction .............................................................................................................................................. 4
   4.2 Principles ............................................................................................................................................... 4
   4.3 Type of Outputs Covered by the Open Access Policy ............................................................................. 5
   4.4 Exceptions ............................................................................................................................................ 5
   4.5 Copyright .............................................................................................................................................. 6
5 Compliance ..................................................................................................................................................... 6
Document Control ............................................................................................................................................ 7
1. **Purpose**
To ensure the long-term preservation of the scholarly work of Munster Technological University (hereafter referred to as the University) and to disseminate this work as widely as possible.

2. **Scope**
This policy applies to all researchers active at the University. This includes:
   a) All full-time and part-time employees of the University, including those on contracts of a permanent, pro-rata, casual, fixed-term or of an indefinite nature, as well as post-doctoral or other researchers,
   b) All full-time and part-time postgraduate research students enrolled at the University,
   c) All individuals other than students and staff who engage in research or scholarly activities during their affiliation with the University,
   d) Individuals who hold honorary or adjunct positions and who are conducting research at, or on behalf of, the University.
   e) All researchers affiliated with the University who are authors to a publication regardless of their author position.

Note: A separate policy exists for the dissemination of Masters and PhD theses.

2. **Definitions**

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Access</td>
<td>Open Access refers to online, free of cost access to peer reviewed research content with limited copyright and licensing restrictions.</td>
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<tr>
<td>Peer-review</td>
<td>Peer review is the process of assessing the quality, validity, and veracity of research outputs by engaging independent and qualified experts to provide critical and consultative evaluation.</td>
</tr>
<tr>
<td>Research</td>
<td>Research is a process to discover new knowledge, through systematic investigation. Through research, hypotheses are investigated, facts are established, or new interpretations of data or texts suggested. It is a</td>
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process of gathering and analysing information, designed to develop or contribute to knowledge, increase or revise knowledge\(^4\).

Grey Literature

Grey literature are outputs of research in print and/or electronic format, of sufficient quality to be collected and preserved by institutional repositories, but are not ordinarily published by academic publishers\(^5\).

Institutional Repository

An Institutional Repository is a digital archive that collects, preserves, and disseminates the research outputs produced by researchers of an institution with minimal barriers to access\(^6\).

### 3 Roles and Responsibilities

<table>
<thead>
<tr>
<th>Responsible Office/Person(s)</th>
<th>Role</th>
</tr>
</thead>
</table>
| Principal Investigator (PI) | • Leads the research project and responsible for informing any research participants of researcher obligations in relation to depositing research outputs.  
• Responsible for funding application and therefore adherence to any depositing of research output requirements agreed in funding award. |
| Researcher                  | • The researcher is responsible for depositing appropriate versions of their research outputs in the Institutional Repository.  
• Where possible and appropriate the researcher should endeavour to publish in Open Access compliant journals. |
| The University              | • The University is committed to, and will maintain oversight of, good practice in Open Access publication. To this end, it reserves the right to verify that all University publications are compliant with this policy and, where applicable, the requirements of funding bodies and publishers.  
• The University is committed to providing infrastructure and training to promote best practice in Open Access among its academics and... |

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researchers, to acknowledge its obligations and achieve compliance with this policy.
• The University will provide advice and support to researchers involved with publishing via Open Access avenues.
• The University will offer support to researchers in the process of depositing versions of publications in the Institutional Repository.

4 Policy
4.1 Introduction
Open Access allows for the online sharing of scholarly work without the barrier of subscription paywalls. Open Access adds value to research, to the economy and to society. The outputs from publicly-funded research should be publicly available to researchers, but also to potential users in education, business, charitable and public sectors, and to the general public.

Ensuring unhindered access to publicly funded research enables the University to affirm its place among the global research community by sharing its knowledge for the benefit of society. In doing this the University amplifies the value of the work done by its researchers and fulfills the needs of funder mandates, as well as increasing the potential for collaboration with researchers nationally and internationally.

In publishing its Open Access Policy, the University aligns with the requirements of the Code of Good Practice in Research\(^7\), the National Principles for Open Access Policy Statement\(^8\), the National Framework on the Transition to an Open Research Environment\(^9\), and the European Code of Conduct for Research Integrity\(^{10}\).

4.2 Principles
• This policy confirms the freedom of researchers to publish where they believe to be the most appropriate regardless of the publisher’s policy on Open Access.
• The policy ensures the University is in compliance with the Open Access mandates of research funders.

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\(^7\) MTU (2022). Code of Good Practice in Research.
• A copy of peer-reviewed research outputs should be deposited in the Institutional Repository immediately, or as soon as is practicable but normally not later than six months after publication.
• The policy seeks to provide transparency to the relevant stages of the research cycle and to enhance awareness of the results of publicly funded research.

4.3 **Type of Outputs Covered by the Open Access Policy**

These include, but are not limited to:

• Journal articles,
• Conference papers,
• Monographs,
• Book chapters,
• Level 9 and Level 10 theses\(^{11}\),
• Data produced as an outcome of research, where appropriate (covered under a separate Research Data Management Policy\(^ {12} \)).

Further to this, the Institutional Repository may accept grey literature that has been generated during the time of a researcher's affiliation with the University.

4.4 **Exceptions**

Exceptions to this policy are possible for outputs of research that carries restrictions and thus cannot make scholarly work openly available at the time of deposit. This could be due to the existence of publisher embargoes, ethical, legal reasons, and in cases where research is funded by a third party, any agreements made with that party concerning intellectual property\(^ {13}\)\(^ {14} \) rights and access rights may take precedence over this policy, as per the *Code of Good Practice in Research*\(^ {15} \).

In such a case, the scholarly output should be deposited in the Institutional Repository and the full text of the item will remain closed for the duration of an agreed embargo period.

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\(^{11}\) MTU (2021). *Regulations for Postgraduate Research Study*.
MTU (2021). *Addendum to the Regulations for Postgraduate Research Study*.


\(^{15}\) MTU (2022). *Code of Good Practice in Research*. 
4.5 Copyright
The University encourages all authors to retain the copyright of their publications and materials deposited in the Institutional Repository and to do so under a Creative Commons Attribution 4.0 License (CC BY 4.0)\(^{16}\).

Library staff will endeavor to ensure that all deposits made will honour original publisher policies and guidelines. However, copyright compliance remains the sole responsibility of the author(s).

Any license applied to material deposited in the Institutional Repository shall grant the right for text and data mining, in accordance with EU copyright guidelines\(^ {17}\).

5 Compliance
All reasonable efforts should be made to resolve issues of non-compliance with the Open Access Policy locally. Where this is not possible, it may be referred to Heads of Function, Heads of Research and/or Research Integrity & Compliance Officer.

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\(^{16}\) Creative Commons Attribution 4.0 International Public License (CC BY 4.0).

Document Control

A. Document Details

<table>
<thead>
<tr>
<th>Title:</th>
<th>Open Access Policy</th>
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<tr>
<td>Owner(s):</td>
<td>Heads of Research, Library</td>
</tr>
<tr>
<td>Author(s):</td>
<td>Library, Research Integrity &amp; Compliance Officer</td>
</tr>
<tr>
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<tr>
<td>Effective Date:</td>
<td>06 May 2022</td>
</tr>
<tr>
<td>Review Date:</td>
<td>06 May 2025</td>
</tr>
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Note: If the ‘Status’ of this document reads ‘Draft’, it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

B. Revision History

<table>
<thead>
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<th>Revision Date</th>
<th>Summary of Changes</th>
<th>Changes tracked?</th>
<th>Proposed Revision Date</th>
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C. Relevant/Related Existing Internal/External Documents

**Internal**

**External**
D. Consultation History

This document has been prepared in consultation with the following bodies:

- Research Council, Academic Council

E. Approvals

This document requires following approvals (in order where applicable):

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Details of Approval Required</th>
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<tbody>
<tr>
<td>Research Council</td>
<td>07 April 2022</td>
<td></td>
</tr>
<tr>
<td>Academic Council</td>
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F. Responsible for Communication and Implementation

Manager/Functional Area responsible for communication and implementation:

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<thead>
<tr>
<th>Title</th>
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<tr>
<td>Heads of Research</td>
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<tr>
<td>Dean of Graduate Studies (Cork Campuses)</td>
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<td>Library Services</td>
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<td></td>
</tr>
<tr>
<td>Research Integrity &amp; Compliance Officer</td>
<td>Research</td>
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