

# Open Access Policy

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Access category: General

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## 1. Policy Statement

1.1 Under this policy, all NTU faculty, staff and higher degree by research students will grant NTU the necessary permission and license to make their publications available for open dissemination and access to members of the scientific community.

## 2. Background and Rationale

2.1 In line with the growing worldwide trend to make research publications freely available on the Internet, NTU has implemented an open access policy on its research publications with effect from 8 August 2011.

2.2 The policy will enable the intellectual output of NTU to be collated together in one place and expose NTU research work to a wider worldwide community. This free access to valuable content will benefit other scholars and researchers everywhere and will also lead to greater use and citation of NTU research publications.

## 3. Scope

3.1 This policy is applicable to all NTU faculty, staff and higher degree (PhD and Masters by research) students.

3.2 It covers faculty and staff publications, and higher degree theses.

## 4. Definitions

4.1 The definitions of terms used in this document are as follows:

**Open access:** The free, immediate and online access to the results of scholarly research to the worldwide scientific community.

**Staff publications:** Final peer-reviewed manuscript of journal articles and conference papers authored by NTU faculty and staff.

**Higher degree theses:** Complete full-text version of theses of PhD and Masters degree students by research.

**RIMS:** NTU's Research Information Management System.

## **5. Policy**

### **5.1 Staff Publications**

- 5.1.1 All NTU faculty and staff must deposit their final peer-reviewed manuscript of journal articles and conference papers electronically to the Digital Repository (DR-NTU) maintained by the Library upon acceptance of their publications, so that these can be made available, whenever possible, for global access through the Internet.
- 5.1.2 Many journal publishers allow authors to self-archive their publications in open repositories such as DR-NTU. For those that do not, the citation and abstract will be displayed and a link provided in the DR-NTU to the subscribed content whenever appropriate.
- 5.1.3 The Library will strive to minimize any inconvenience to faculty and staff in complying with the policy by providing them with various options to deposit their article. Faculty and staff can deposit their works using RIMS as part of their current submission exercise. Alternatively, they can submit directly to DR-NTU.

### **5.2 Higher Degree Theses**

- 5.2.1 The full-text of higher degree theses (PhD and masters by research only) will be made available on open access. All PhD and Masters degree (by research only) students are required to submit the complete full-text digital version of their theses to the Library via DR-NTU.
- 5.2.2 The student shall retain their rights as author of the thesis in compliance with current university regulations and shall grant the rights to the University to publish it in the institutional repository or any other library open access repositories.
- 5.2.3 Exemptions from compulsory deposit or an imposition of an embargo period will be given to theses that contain information of pending patent applications or where the proprietary nature of the content forbids their publication and dissemination.

### **5.3 Related Policy – NTU Research Data Policy**

Apart from depositing final peer-reviewed manuscript of journal articles and conference papers electronically to DR-NTU, all NTU faculty and staff are also required to deposit their final research data used for their publications as defined in NTU Research Data Policy document.

### **5.4 Exclusion of Liability**

- 5.4.1 The University (including the Library) shall not be liable for any loss or damage connected with the submission, storage or making available of the work on DR-NTU, or for any loss or damage arising from any use of data or information contained in DR-NTU by any person.

## 6. Consulted Parties

6.1 The following parties have been consulted in the drafting of this document.

- Provost
- NTU Research Integrity Officer

## 7. Related Legislation, Policies, Procedures and Guidelines

Type	Document Title (hyperlink to document if available)
Policy	<a href="#">NTU Research Data Policy</a>

## 8. Responsible Parties and Contacts

Policy Owner: Professor Foo Shou Boon, Schubert, Deputy Associate Provost (Information & Knowledge)

Responsible Office: Office of Knowledge, Information and Library Services

For clarification on this policy, please contact:

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## 9. Revision History

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Provost-Deans Group	13 Feb 2009	8 August 2011	Open Access Mandate
2	Deputy Associate Provost (Information & Knowledge)	16 Oct 2018	16 Oct 2018	Background & Rationale and Effective Date