

## **Institutional Open Access Policy of the Medical University of Lodz**

In order to take advantage of all opportunities that digital technology development offers to the academic society and to provide everyone with access to knowledge without any unnecessary limitations, considering the benefits brought by broad cooperation and exchange of knowledge, wishing to avoid duplication of work that has already been done and following the principles of transparency, the Medical University of Lodz hereby introduces this Policy of open access to academic publications and research data.

### **1.**

The terms applied in the Policy shall be interpreted as specified by the definitions given in the Rules and Regulations of the Intellectual Property and Legal Protection of Intellectual Capital at the Medical University of Lodz hereinafter referred to as the "Rules and Regulations".

### **2.**

The Policy shall not be in breach of any obligations under the Rules and Regulations, and in particular obligations of the Authors to disseminate scientific works in a way that does not result in depriving other creative output of legal protection (i.e. e.g. the option of obtaining a patent for the invention specified in the Work).

### **3.**

The Policy shall apply to employees of the Medical University of Lodz, as well as other persons with whom the University concluded contracts including provisions on the Policy implementation.

### **4.**

For the purpose of the Policy the following definitions of terms shall be applied:

#### 1. Publications:

- a) publications in scientific journals;
- b) publications in reviewed conference materials;
- c) scientific monographs and chapters in scientific monographs.

2. Research data – data collected or produced as an analysis material within academic research conducted at the Medical University of Lodz.

## Open access to publications

### 5.

The Authors shall ensure an open access to the Publication by:

- a) depositing the electronic format of the full final version of the Publication in the repository (if it is set up) and
- b) providing public access to the Publication so as to make it available to everyone at any convenient time and place as well as providing the option to use it free of charge and without any technical limitations together with granting a free license Creative Commons Attribution version 4.0 or its later version (CC-BY) or Creative Commons Attribution – under the same terms and conditions, 4.0 version or its later version (CC-BY-SA).

### 6.

Public access specified in article 5 point b hereinabove shall be provided immediately after the release of the Publication.

### 7.

The Authors of Publications shall be particularly obliged to make a prior agreement on fulfilment of the obligation specified in article 5:

- a) with editors and other Publication users (e.g. organizers of scientific conferences) including among others granting non-exclusive licenses to the Publication that do not contain any provisions limiting or excluding the option of fulfilling the obligation specified in article 5 hereof;
- b) with co-authors of the Publication (in the case of works created by co-authors) as well as with authors of the original works (in the case of derivative works, e.g. translation of already existing publications).

### 8.

If fulfilment of the obligation specified in article 5 hereof is not possible, the obligation shall still be deemed as fulfilled provided that the Author, no later than within 6 months (12 months in the case of works falling within the scope of social studies and humanities) following the date of the release, provides public access to the Publication in a way that makes it available to everyone at any convenient time and place and ensures them the option to use it free of charge and without any technical limitations.

## Open access to research data

### 9.

Persons administering the Research Data shall make every effort to provide open access to the Research Data including the related metadata particularly by:

- a) developing a Research Data management plan implemented throughout and following the research; such a plan should specify types of data collected, processed or produced during the research, determine methodologies and standards applied to the data as well as principles of providing access to the data and long-term data archiving;
- b) updating the Research Data management plan implemented throughout and following the research, if required;
- c) depositing the Research Data to the indicated repository of the Medical University of Lodz, and if such a repository has not been set up, with a specialized repository appropriate for a given type of data;
- d) if possible, providing public access to the Research Data so that it is available to everyone at any convenient time and place without any legal restrictions, e.g. including granting a free license;
- e) ensuring that the data is: identifiable (e.g. based on the standards such as DOI), available, suitable for doing research, useful for purposes other than the original purpose (for which it was collected) and interoperative.

### 10.

The Authors shall document the actions taken in relation to obligations resulting from the Policy and their effects as specified by the Open Access Officer.

## Open Access Officer

### 11.

1. The Rector of the Medical University of Lodz shall appoint the Open Access Officer.
2. The responsibilities of the Open Access Officer shall include:
  - a) providing information on the Policy;
  - b) coordinating works related to creating, maintaining and developing the infrastructure of the Medical University of Lodz;
  - c) consulting related to the best practices being in compliance with the Policy;
  - d) educating persons the Policy is addressed to on the open access to the Publications and Research Data;
  - e) monitoring the Policy implementation and reporting the results to the Rector.

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3. The Open Access Officer shall submit, to the University authorities, a report on the Policy implementation covering the previous year by the end of the first quarter of the following year. The Rector shall publish the report on the website of the Medical University of Lodz.