



Central European University  
Budapest Hungary  
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# Policy on Open Access to Scholarly Publications and CEU Publications Database and Repository

## I. Background

Commitment to Open Access -- i.e. free public access to scientific findings and publications -- is at the center of CEU's mission of being a research-intensive university, sharing the principles of social engagement and commitment to the values of Open Society, including disseminating knowledge as widely as possible. In 2003, CEU signed the Berlin Declaration on Open Access (see Annex 1 for excerpts) which defines the University's obligations in providing access to its scientific outputs.

CEU also supports the principle declared in the Europe 2020 Strategy that all scientific publications produced with support from EU funds should be disseminated on the basis of Open Access principles.

Furthermore, CEU institutional assessment and quality assurance procedures, as well as CEU accrediting bodies, require the University to keep an accurate, up-to-date record of publications by its faculty, staff, and students.

This Policy defines the mechanisms and responsibilities for providing open access to, and centrally registering, CEU academic publications.

## II. Open Access

Central European University encourages and supports its faculty in providing open access to their publications through:

- Considering publications in open access periodicals in faculty review, appointments and promotion decisions;
- Providing advice on negotiating open access with publishers;
- Supporting a system for providing online open access to academic publications by CEU faculty, staff and students.

## III. Registering publications in the CEU Online Publications Database

CEU faculty members are required to register their academic publications in the CEU Online Publications Database. A publication should be registered as soon as it is possible, but no later

than by the end of the calendar year in which it is produced. The registration entry should contain the main bibliographic information necessary to identify the publication and its author.

Entries in the CEU Online Publications Database will be used in assessing research performance of individual faculty members as well as Research Centers as required by the Academic Staff Handbook and other relevant policies.

CEU staff and students may also register their publications in the CEU Online Publications Database.

The CEU Web Unit, the Library, the Computer and Statistics Center in consultation with the Provost's Office develop technical systems and procedures as well as provide training and support for online registration of publications; ensuring the accuracy of bibliographic information, as well as for appropriate retrieval of publication-related information on faculty and staff profiles, website of academic units and in other contexts. In particular, they public and periodically update the *CEU Online Publication Manual* which is available at

<http://www.ceu.hu/pubsguide>

It is the responsibility of individual faculty members to ensure that information about their new publications is submitted through the Web interface or other channels as specified in the *CEU Online Publications Manual*.

## **IV. Submitting publications to the CEU Online Publications Repository**

CEU Academic staff members should submit an appropriate version (published, penultimate draft, pre-submission draft, etc.) of all their scholarly articles to the Online Repository through the Web interface or other channels defined in the CEU Online Publications Manual. Which version of the article can be submitted is usually determined by the copyright policy of the publishing journal. Publications other than scholarly articles can also be submitted to the Online Repository.

When submitting a publication to the CEU Online Publications Repository a member of the CEU Community grants the Central European University a non-exclusive right to distribute this publication based on the Open Access principles through the Online Repository.

Publications submitted to the Repository are linked to the relevant entries in the Publications Database. Submitting and registering a publication can thus be done at the same time.

- In case of publication in an Open Access periodical which provides free public access to the full text of the publication, a link to such full text may be provided instead of uploading the relevant file.
- If submitting the final version of a publication to the CEU Online Repository is not compatible with the copyright agreement with the Publisher, the latest possible version (post-copyediting, post-review, or pre-review) should be submitted. The Library and the Provost's Office will provide guidance (including through relevant links on [publications.ceu.hu](http://publications.ceu.hu)) on the copyright policies of major academic publishers.
- If no version of a scholarly article can be submitted to the CEU Online Repository due to copyright or other limitations (for example, the pre-review version substantially different from the final version), an explanation of these circumstances should be logged with the Provost's Office. The Provost or Provost's designate will consider such explanations and may waive application of the policy for a particular article.

## **V. Entry in force**

The CEU Online Publications Database and Repository has been operational from 2009 and will continue to operate on the pilot basis from the date of approval of this Policy by the Senate until August 1st, 2010. Publications can be both registered and uploaded in the system during this period.

The Online Publications Database and Repository including the technical manual and support systems will be fully operational as of August 1st, 2011.

The academic publications published in 2011 should be registered by the end of 2011 calendar year at the latest.

The provisions of depositing scientific publications in the CEU Online Publications Repository apply to publications accepted after August 1, 2011.

Signed by *CEU President and Rector John Shattuck*.

The original document is filed at the Office of the Academic Secretary.

## **Annex 1. Excerpts from Berlin Declaration**

Excerpt from the Declaration:

“Definition of an Open Access Contribution

Establishing open access as a worthwhile procedure ideally requires the active commitment of each and every individual producer of scientific knowledge and holder of cultural heritage.

Open access contributions include original scientific research results, raw data and metadata, source materials, digital representations of pictorial and graphical materials and scholarly multimedia material.

Open access contributions must satisfy two conditions:

The author(s) and right holder(s) of such contributions grant(s) to all users a free, irrevocable, worldwide, right of access to, and a license to copy, use, distribute, transmit and display the work publicly and to make and distribute derivative works, in any digital medium for any responsible purpose, subject to proper attribution of authorship (community standards, will continue to provide the mechanism for enforcement of proper attribution and responsible use of the published work, as they do now), as well as the right to make small numbers of printed copies for their personal use.

A complete version of the work and all supplemental materials, including a copy of the permission as stated above, in an appropriate standard electronic format is deposited (and thus published) in at least one online repository using suitable technical standards (such as the Open Archive definitions) that is supported and maintained by an academic institution, scholarly society, government agency, or other well established organization that seeks to enable open access, unrestricted distribution, inter operability, and long-term archiving.”

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