

The institutional mandate in practice: A quick guide for professors and researchers.

What is the Institutional Open Access Mandate?

It is an institutional order in favour of open access of the institution's scientific output. With this [mandate](#), the UOC aligns with the agreements made by the Inter-university Council of Catalonia.

The objective of these measures, agreed by the Catalan universities, is to adopt mechanisms that guarantee that publicly funded scientific output is available for open access consultation in institutional research repositories. The key milestone for the Action Plan for Open Access in Catalonia was the horizon set for 2012, when "only publications included in an open access repository will be taken into account in research project assessments, faculty accreditations, research assessments (six-year periods) or internal promotion competitions".

The institutional open access policy consists of the obligation to deposit all publications made by the academic and research community in the institutional repository, abiding by the terms of the contracts signed by the authors with the publishers.

What is O2?

O2 (the Oberta in Open Access) is the name of the UOC's institutional repository. O2 is the portal that gathers, disseminates and preserves digital open access publications written by the UOC's members as part of their research, teaching and management activities.

As a professor at the UOC, what can I publish in the UOC's institutional repository?

You can publish any type of academic document within the framework of the Universitat Oberta de Catalunya: weekly study guides, continuous assessment tests, exams, decisions about exams, articles, preprints, postprints, papers, communications, reviews, lectures given at the congresses or seminars you organize, etc.

For further information, consult the [Guide for depositing teaching materials](#)

As member of the research staff, what can I publish in the UOC's institutional repository?

You can publish any type of research document within the framework of the Universitat Oberta de Catalunya: articles, preprints, postprints, communications, reviews, lectures given at the congresses or seminars you organize, etc.

When you enter a publication in the UOC's research assessment tool, you must click on the "Publish in the repository" button and the form for entering documents in the UOC's institutional repository (O2) will be completed automatically with the data. Next, you must post the document (preferably the preprint) and check the data entered.

For further information, consult the [Guide for depositing research materials](#)

Since when is it obligatory to include the documents created in my teaching or research activity in O2, the institutional repository?

You must include the documents created after 7 October 2010, which is the date on which the Governing Council approved the [UOC's Institutional Open Access Mandate](#)

What happens to the documents prior to 7 October 2010?

If you have the preprints or you have published them with a Creative Commons licence, you can include them in the repository, either via the GIR or directly in the case of teaching material.

If you do not have the preprints, you can consult the steps that must be followed to review the licenses under which these documents have been published (articles, congress proceedings, etc.) in the Library (*The Library Replies*).

An article of mine has been accepted in a scientific journal that does not publish with a Creative Commons licence. What do I need to remember?

a) First, you should consult the [publication policies of scientific journal publishers in Sherpa/Romeo](#) for international journals and [Dulcinea for Spanish journals](#).

b) If there is the option of including the preprints, when you update your CV in the GIR or when the article has been published in the scientific journal and you update your CV, include the reference in the text of the preprint and deposit it in O2.

c) If the publisher does not offer any option for keeping the rights of your work, there is the [Science Commons Scholar's Copyright Addendum Engine](#), which generates a PDF file that is attached to the publishers' copyright agreements; It is a file with legal value that ensures that certain rights can be retained.

Relationship between the Mandate, O2 and the project accreditation and assessment processes

As at 3 October 2011, there is still no information about the project accreditation or assessment processes which explicitly provide for inclusion of research results in an institutional repository. When this happens, the Research Committee will specify the necessary measures in order to take into account the articles that cannot be published in O2 or which are prior to the date of approval of the Institutional Mandate.

Related documents

[Law 14/2011, of 1 June, on Science, Technology and Innovation](#)

[Royal Decree 99/2011, of 28 January](#), regulating official doctoral degree studies

More information at [<http://openaccess.uoc.edu/webapps/o2/help/index_en.html#about>](http://openaccess.uoc.edu/webapps/o2/help/index_en.html#about)

If you have any questions or queries, write to [*The Library Replies*](#).