UNIVERSITY OF RWANDA

OPEN ACCESS POLICY AND PROCEDURES

March 2015

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1. Purpose

The objective is to provide and improve wide access to the scholarly and research output of the University of Rwanda as well as increase the dissemination and exchange of research results.

2. Introduction and background

The mission of the University of Rwanda is to be a research led university, empowering national economic and social transformation through active participation in the global knowledge economy, which entails knowledge creation and dissemination. The contribution of the knowledge to the advancement of the society is achieved through widespread and free access to cutting-edge research output, which enables researchers and the public to use and build on the knowledge created. The advent of Internet has transformed the way scholarly and other research is conducted and communicated. It has facilitated widespread diffusion of and free digital access to publications and latest discoveries, through open access journals and archiving in institutional digital repositories.

The University of Rwanda subscribes to the principle of open access and is a signatory to the Berlin Declaration of Open Access to Knowledge in the Sciences and Humanities. The Declaration requires institutions to implement a policy under which researchers are:

- Required to deposit a copy of all their published articles in an open repository.
- Encouraged to publish their research articles in open access journals, where such suitable journals exist.

An open access approach means that these outputs are made available online and world-wide, free of charge and free of most other access restrictions. It also enables the University of Rwanda researchers to meet the requirements of funding agencies, which want the research results to be publicly accessible.

The outputs of scholarship and research are collected as part of the University's research management processes. These outputs will now be stored and made accessible through the UR Repository, managed by the UR Library.

3. Definition of terms

"Digital Repository": Mechanism or system for storing digital content.

"Open Access (OA)": Unrestricted online access to peer-reviewed scholarly journal articles, theses, book chapters and scholarly monographs.

"Gold OA": An article can be published in an open access journal free of charge or after payment of article processing charge (APC), depending on the conditions of the publisher.

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"Green OA": An article can be deposited by the author in a subject-based or an institutional repository.

4. Scope

The policy will apply to all research or scholarly manuscripts written while the author is a staff member of the University of Rwanda, except for those outputs completed before the adoption of this policy, and those for which the author has entered into an incompatible licensing or assignment agreement.

5. The Policy

The University of Rwanda (UR) subscribes to the principle of Open Access by being a signatory to *the Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities.*

UR shall, whenever possible, make all forms of output from its research available freely and accessibly in ways that permit them to be used for the benefit of the wider society.

UR is committed to the principle that research should be published in the most suitable outlet for the intended primary audience, and that such decisions may be subject specific.

UR shall require that all research outputs produced by its staff in the course of their employment by the University shall be deposited in the *UR Repository: Lib.ur.ac.rw;* managed by the University Library, and where permitted by the publisher; the entire publishable article be deposited at the same time or as soon as is permitted. This should be done timely, preferably within one month of publication.

UR's preference shall be Green Open Access for achieving wider access of its research outputs. However, it shall also support Gold Open Access where appropriate and within available resources

UR shall set up a mechanism to support open access publication of outputs from research funded by organisations that have Open Access publication as a condition.

If no appropriate affordable Open Access option is available, then publication in a non Open Access journal shall be pursued.

All refereed, revised, final draft research manuscripts will be deposited in the UR Repository after their acceptance for publication. Books or chapters in books may be self-archived in the UR Repository at the discretion of the author.

These manuscripts will be made open access, available to anyone on the Internet, except where this is restricted by publisher policy.

Where a publisher embargo or other conditions exist that restrict open access, the UR Repository will comply with any embargo or restrictions before making the manuscript available by open access.

Depositing the material in the UR Repository does not transfer copyright to the Repository. Copyright remains with the author or publisher as per the publishing agreement.

The UR Repository will not alter the material except as allowed under law to:

- Reproduce, electronically communicate and distribute the open access copy, including any open access copies of the publisher version of the specified work(s), online for free and for non–commercial use.
- Make more than one copy of the work(s) for the purposes of security, back-up and preservation.

6.   Compliance and Breaches

The University may institute disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).

B: PROCEDURES AND GUIDELINES FOR IMPLEMENTATION

1) The monitoring of the implementation of the policy shall be the responsibility of the Deputy Vice Chancellor Academic Affairs and Research at the institutional level, and the Principals at the College level.
2) The depositing of materials into the UR Repository shall be the responsibility of the staff.
3) Advocacy and Performance Management shall be used to ensure staff acceptance and compliance with the use of the UR Repository.
4) The UR Library shall be responsible for providing training and support to staff on how to interact with the UR Repository. The University Librarian shall produce regular reports to show use of the Repository by staff.
5) The DVCAAR shall approve the use of allocated funds for publication in Open Access journals. Application for the use of the funds shall be made to the DVCAAR through the Directors responsible for research at College and University level.
6) The Policy shall be effective from 1st March 2015, after approval by the UR Board of Governors.

The policy has been prepared with reference to the following sources:
1)   The Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities.
2)   The University of Kent Open Access Policy (April 2013 version).
3)   The Macquarie University Open Access Policy.

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APPENDIX 1

BERLIN DECLARATION: SIGNATORIES (Extract – 15 November 2014)

Nr	Datum	Organization	Person
496	31.10.2014	Télé-université (Université du Québec)	Ginette Legault
495	28.10.2014	Universität Duisburg-Essen	Ulrich Radtke
494	27.10.2014	Kenyatta University	Olive M. Mugenda
493	24.10.2014	University of Rwanda	James McWha
492	20.10.2014	National Research Foundation Of South Africa	Albert van Jaarsveld
491	13.10.2014	International Association of University Libraries	Reiner Kallenborn
490	23.09.2014	Wikimedia Italia	Andrea Zanni
489	01.08.2014	University of Kelaniya, Sri Lanka	Sunanda Madduma Bandara
488	31.07.2014	Manipal College of Medical Sciences, Pokhara, Nepal	PBM Nagpal
487	29.07.2014	Papua New Guinea Institute of Medical Research	Peter Max Siba
486	10.07.2014	Leuphana Universität Lüneburg	Sascha Spoun
485	02.07.2014	Université de Dschang/ University of Dschang	Anaclet Fomethe
484	30.06.2014	Europa-Universität Flensburg	Werner Reinhart
483	30.06.2014	European Association for Health Information and Libraries (EAHIL)	Marshall Dozier
482	24.06.2014	Arba Minch College of Health Sciences, Ethiopia	Yoseph Sonko Ganjula

481	16.06.2014	Universität Innsbruck/ University of Innsbruck	Tilmann Märk
480	04.06.2014	German Quaternary Association/ Deutsche Quartärvereinigung e. V.	Margot Böse
479	01.06.201	Universidad de Castilla-La Mancha	Miguel Ángel Collado Yurrita
478	01.05.2014	Bundesinstitut für Berufsbildung	Friedrich Hubert Esser
477	11.03.2014	Paris-Lodron-Universität Salzburg	Heinrich Schmidinger
476	05.03.14	The Faroese Research Council (Granskingarráðið)	Annika Sølvará
475	03.03.2014	Univerza v Mariboru / University of Maribor	Danijel Rebolj
474	23.02.2014	Alquds University	Mohammed Dajani
473	15.02.2014	Institute of Science and Technology Austria	Thomas A. Henzinger
472	11.02.2014	North-West University (NWU), Potchefstroom, South Africa	Theuns Eloff

Source: www. http://openaccess.mpg.de/319790/Signatories (15th November 2014)

Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities

The Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities of 22 October 2003 was written in English. It is one of the milestones of the Open Access movement. The wording of the English version shall prevail.

Preface

The Internet has fundamentally changed the practical and economic realities of distributing scientific knowledge and cultural heritage. For the first time ever, the Internet now offers the chance to constitute a global and interactive representation of human knowledge, including cultural heritage and the guarantee of worldwide access.

We, the undersigned, feel obliged to address the challenges of the Internet as an emerging functional medium for distributing knowledge. Obviously, these developments will be able to significantly modify the nature of scientific publishing as well as the existing system of quality assurance.

In accordance with the spirit of the Declaration of the Budapest Open Acess Initiative, the ECHO Charter and the Bethesda Statement on Open Access Publishing, we have drafted the Berlin Declaration to promote the Internet as a functional instrument for a global scientific knowledge base and human reflection and to specify measures which research policy makers, research institutions, funding agencies, libraries, archives and museums need to consider.

Goals

Our mission of disseminating knowledge is only half complete if the information is not made widely and readily available to society. New possibilities of knowledge dissemination not only through the classical form but also and increasingly through the open access paradigm via the Internet have to be supported. We define open access as a comprehensive source of human knowledge and cultural heritage that has been approved by the scientific community.

In order to realize the vision of a global and accessible representation of knowledge, the future Web has to be sustainable, interactive, and transparent. Content and software tools must be openly accessible and compatible.

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.
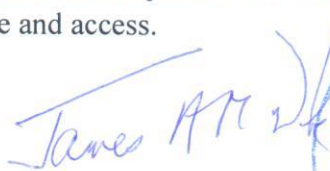
1.   Open access contributions must satisfy two conditions:The author(s) and right holder(s) of such contributions grant(s) to all users a free, irrevocable, worldwide, right of access to, and a license to copy, use, distribute, transmit and display the work publicly and to make and distribute derivative 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.

2.   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.

Supporting the Transition to the Electronic Open Access Paradigm

Our organizations are interested in the further promotion of the new open access paradigm to gain the most benefit for science and society. Therefore, we intend to make progress by:

- Encouraging our researchers/grant recipients to publish their work according to the principles of the open access paradigm.
- Encouraging the holders of cultural heritage to support open access by providing their resources on the Internet.
- Developing means and ways to evaluate open access contributions and online-journals in order to maintain the standards of quality assurance and good scientific practice.
- Advocating that open access publication be recognized in promotion and tenure evaluation.
- Advocating the intrinsic merit of contributions to an open access infrastructure by software tool development, content provision, metadata creation, or the publication of individual articles.

We realize that the process of moving to open access changes the dissemination of knowledge with respect to legal and financial aspects. Our organizations aim to find solutions that support further development of the existing legal and financial frameworks in order to facilitate optimal use and access.

Prof. James McWha

Vice Chancellor