

Based on the Open Science Platform of the Ministry of Education, Science and Technological Development dated 09.07.2018 and the Law on Science and Research ("Official Gazette of RS", no. 110/05 and 50/06-corr., 18/2010 and 112/2015), the Senate of the University of Novi Sad hereby adopts

Rulebook on Implementation of the Open Science Platform of the Ministry of Education, Science and Technological Development at the University of Novi Sad
(Short title: *Open Science Rulebook*)

I General provisions

Art. 1 Subject matter of the Rulebook

This Rulebook shall regulate the manner and conditions under which the results of scientific research and artistic work of lecturers, associates, research scientists and students of doctoral studies (hereinafter: researchers) at the University of Novi Sad are deposited in the digital repository of the University of Novi Sad for open science (hereinafter referred to as the Repository).

Art. 2 Depositing research results

Depositing implies archiving and storage of research results within software system managed by the University of Novi Sad, the aim of which is to ensure the availability and visibility of the results of scientific research and artistic work of researchers at the University of Novi Sad.

Art. 3 Enabling availability in open access

Enabling availability in open access implies accessibility and visibility of the results of scientific research and artistic work on the Public Internet (hereinafter referred to as: open access), allowing all interested parties to access the content of research results posted on the Internet, free of charge, i.e. to read, download, save, print and use the results of scientific research and artistic work, with the obligation to correctly quote (cite) the source of information, and use the content exclusively pursuant to the corresponding licenses (Annex 1), or to comply with legal restrictions of copyrights and other intellectual property rights.

Art. 4 Results of scientific research and artistic work at the University of Novi Sad

Results of scientific research and artistic work (hereinafter referred to as: scientific results) are defined in the Rulebook on the Procedure, Method of Evaluation and Quantitative Presentation of Scientific Research Results of Researchers (Official Gazette of RS, No. 24/2016 and 21/2017) (hereinafter: RPME).

In addition to the results defined by the RPME, primary research data may also be deposited in the Repository.

The results of scientific research and artistic work at the University of Novi Sad shall include all scientific publications containing the affiliation with the University of Novi Sad.

Researchers may also deposit in the Repository scientific publications that they have published under other affiliates.

Art. 5 Primary research data

Primary research data, within the meaning of this Rulebook, shall imply collected factual material that is commonly stored and accepted by the scientific community as being necessary for verification of research results, regardless of the format in which the data are presented (digital or analogue).

Research data are particularly considered to be:

- a) documents, tables
- b) laboratory notebooks, field notebooks, diaries
- c) questionnaires, transcripts, codebooks
- d) audio tapes, video tapes
- e) photographs, films
- f) test, survey responses
- g) slides, artefacts, samples
- h) digital output collections
- i) data files
- j) models, algorithms, scripts
- k) application content (input, output, log files for analysis software, simulation software, schematics)
- l) standard operating procedures and protocols.

Art. 6 Metadata

Metadata (information about data) imply the data that describe, explain or otherwise more closely define the characteristics of scientific and artistic research results presented in a digital form, the purpose of which is to facilitate the search, discovery and use of research results via the Internet.

Metadata on the results of scientific research or artistic work, within the meaning of this Rulebook, must include information on the author, title of the work, publisher and publication, year of publication, number and numeration of pages, as well as ISSN and ISBN number of the publication.

Metadata about the primary research data, pursuant to this Rulebook, must contain information about the authors, the data format, manner of use of the data, and shall be adapted to the specific repository for depositing of data.

Art. 7 Licenses

Licenses, within the meaning of this Rulebook, are pre-drafted and standardized contracts (Annex 1) by which the author or the original holder of another intellectual property right shall allow, as a rule, non-commercial use of the work, and especially duplication, sharing, and processing of the work respecting the personal legal powers of the author.

Researchers shall be free to decide on their own under which license they will deposit and enable open access to their results.

Art. 8 Using deposited results

Any use of the content available in the open access beyond the consent of the rights holder and legal restrictions granted by license shall be considered a violation of copyright and other intellectual property rights.

Publishing centres operating within the University of Novi Sad shall be obliged to make visible the conditions under which authors can publish works in open access on the website of the respective publishing centre.

III Open access to the results of scientific research and artistic work

Art. 9 Obligation to deposit

It shall be obligatory to deposit in the Repository, available at the URL-address, <http://open.uns.ac.rs>, the electronic copies of the published printed version or peer-reviewed version accepted for publication, of all results of the scientific research and artistic work, in accordance with a license defined by the publisher of a specific scientific publication.

It is mandatory to deposit in the Repository all metadata on the results of scientific research and artistic work, including metadata of the results that cannot be made fully available in the open access mode.

The results of scientific research and artistic work for which there is an obligation to be deposited and which have not been deposited in the Repository, shall not be considered measurable.

Art. 10 Open access to primary research data

All metadata about primary research data (see Appendix 2) must be deposited in the Repository if they have been deposited in one of the primary research data repositories.

Researchers may, as part of their research, create a Data Management Plan, which should include information relevant to making those primary research data available for the open access (The form for the Data Management Plan is attached in Annex 2 to this Rulebook).

Quotations of the research results in open access, as well as open primary data citations, shall be valued in the same way as other citations of scientific research and artistic work.

IV Obligations of the University

Art. 11 Technical infrastructure

The University of Novi Sad shall be obliged to provide and maintain technical infrastructure that enables archiving, storage, searching and further use of metadata about the results of scientific research and artistic work, in accordance with generally accepted standards and data sharing protocols. The University shall be obliged to add a link to the Repository on its official website.

Art. 12 Employee training

The University is obliged to provide the necessary training for the persons designated by the independent higher education institutions to perform depositing, managing and updating of the results of scientific research and artistic work within each institution (hereinafter referred to as: administrators), as well as for all interested researchers employed or engaged in universities and institutes within the University.

Art. 13 Guide to deposit procedure

The University shall be obliged to make a guide to depositing in the Repository available in a visible place on the official website of the University.

The University shall be obliged to appoint, from among its staff, a person who will be directly responsible for coordination and support to the administrators designated by the faculties and institutes in the implementation of this Rulebook.

V Obligations of faculties and institutes

Art. 14 Editing data on the researchers

Faculties and institutes shall be obliged to submit to the University data on employed lecturers, associates, researchers and students of doctoral studies, in order to create a personal page of each researcher in the Repository.

Faculties and institutes shall be required to designate and train administrators who will take care of depositing personal data, metadata and research results into the Repository.

The responsible administrator, as a rule, is the librarian employed by the institution, who may form a team of librarians charged with depositing and updating information on members of departments, divisions and other organizational units.

The decision on the responsible administrator shall be submitted to the University within 15 days of its adoption.

The care of depositing in terms of para. 2 of this Article shall particularly imply the following:

- 1) providing support to researchers when depositing publications in the Repository,
- 2) control of the accuracy and correctness of the metadata and files deposited in the Repository,
- 3) monitoring compliance with copyright and license terms,
- 4) where appropriate, organizing the training of researchers on the procedures for depositing into the Repository, as well as on other topics related to the implementation of the MESTD Open Science Platform,
- 5) updating researchers' personal information as well as metadata content for researchers employed in their institution twice during the year.

Faculties and institutes shall be obliged to set up the link to the Repository on their official website.

Art. 15 Obligation to respect intellectual property rights

Faculties and institutes shall in particular ensure that deposited research results are made available in the open access exclusively in accordance with a previously concluded contract between the researcher

and the publisher, or another entity that has been contracted or otherwise authorized to exploit the research results commercially.

If the results of the research have been made available contrary to the publisher's terms of operation, the faculty shall be obliged, either with or without the publisher's request, to remove the content from open access mode immediately upon learning of the violation of those terms.

Metadata on the removed results deposited in the Repository shall not be removed from open access mode unless they are inaccurate or inadequate.

If it is subsequently established that there has been no violation of the rights transferred to the publisher, the results may again be provided in open access.

Art. 16 Depositing and making available in open access

The results of the scientific research and artistic work shall be deposited immediately after publication or obtained consent for publication, and shall be made available in open access after the expiration of a period (the so-called embargo period), defined in advance by the publisher or other entity to which the author has conceded the rights to publish.

If the publisher has not indicated his copyright policy related to open access, the administrator shall be obliged to contact the publisher directly and set them a time limit of no more than 30 days, to comment on the publication of the scientific work of a specific researcher in open access.

If the publisher who has not indicated his copyright policy related to open access does not operate within the University of Novi Sad, researchers may also attach, together with the research results, the publisher's explicit consent that the results may be made available in open access.

A publisher who has not given written consent or approval in electronic form to agree for the open access to be provided to scientific or artistic research results shall be deemed not to have given consent.

VI Obligations of the researcher

Art. 17 Data accuracy

Researchers employed at the University of Novi Sad shall be obliged to regularly check all personal data and metadata on the results of scientific research and artistic work and, together with the administrator, take care of the accuracy of personal data and metadata about the results of their scientific research and / or artistic work.

Using the option in the Repository which refers to depositing of the integral (full) text or other content, the researchers shall be required to enable open access to the full text or other content, pursuant to the assigned license.

Art. 18 Obligation to deposit and compliance with contractual obligations

If the license of the publisher or other entity having the authority to exploit the research results commercially does not allow for the results to be available in the open access (in the case of monographs

or other results for which the rights to exploit have been transferred to the publisher), researchers shall be required to deposit the metadata about those results and enable open access to them.

VII Transitional and final provisions

Art. 19 Implementation of this Rulebook

The provisions of this Rulebook on the obligation to deposit and enable open access shall apply to all results of scientific research and artistic work, except to those which were not available for open access before the Rulebook has come into force.

Faculties, i.e. institutes shall be obliged to deposit scientific publications in the Repository within 6 months from the entry into force of the Rulebook.

Faculties and institutes shall be obliged to notify the University of the person or persons responsible for depositing the results of scientific research and artistic work in the Repository, within 30 days from the entry into force of the Rulebook.

Art. 20 Entry into force of this Rulebook

This Rulebook shall enter into force 8 days after its adoption.

THE PRESIDENT OF THE SENATE

Professor Dejan Jakšić, PhD

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Annex 2. Data Management Plan

Name of the project/research
Name of the institution/institutions within which the research is conducted
a) b) c)
Name of the programme within which the research is carried out
1. Description of data
1.1 Type of study <i>Briefly describe the type of study within which the data are collected</i> _____ _____ _____
1.2 Types of data a) quantitative b) qualitative
1.3. Method of data collection a) surveys, questionnaires, tests b) clinical assessments, medical records, electronic health records c) genotypes: specify the type _____ d) administrative data: specify the type _____ e) tissue samples: specify the type _____ f) shots, photos: specify the type _____ g) text, specify the type _____ h) map, specify the type _____ g) other: describe _____
1.3 Data format, scales used, amount of data
1.3.1 Software used and file format: a) Excel file, database _____ b) SPSS file, database _____ c) PDF file, database _____ d) Text file, database _____ e) JPG file, database _____ f) Other, database _____
1.3.2. Number of records (for quantitative data) a) number of variables _____

b) number of measurements (subjects, assessments, recordings, etc.) _____

1.3.3. Repeated measurements

a) yes

b) no

If yes, answer the following questions:

a) time interval between repeated measures is _____

b) repeatedly measured variables refer to _____

c) new versions of files containing repeated measurements are named as _____

Remarks: _____

Do formats and software allow data sharing and long-term data validity?

a) Yes

b) No

If no, explain _____

2. Data collection

2.1 Methodology for data collection/generation

2.1.1. Within which research design the data were collected?

a) *experiment, specify the type* _____

b) *correlational research, specify the type* _____

c) *text analysis, specify the type* _____

d) *other, specify what* _____

2.1.2 Indicate the types of measuring instruments or data standards specific to a particular scientific discipline (if any).

2.2 Data quality and standards

2.2.1. Treatment of missing data

a) Does the matrix contain missing data? Yes No

If yes, answer the following questions:

a) What is the amount of missing data? _____

b) Is the matrix user advised to replace missing data? Yes No

c) If yes, provide suggestions for the treatment of missing data replacement

2.2.2. How was data quality controlled? Describe

2.2.3. How the data entry into the matrix was controlled?

3. Data treatment and supporting documentation

3.1 Treatment and storage of data

3.1.1. The data will be deposited in _____ the repository.

3.1.2. URL address _____

3.1.3. DOI _____

3.1.4. Will the data be in open access mode?

a) Yes

b) Yes, but after the embargo lasting until _____

c) No

If no, give reason _____

3.1.5. The data will not be deposited in the repository but will be stored.

Explanation

3.2 Data Documentation and Metadata

3.2.1. Which metadata standard will be applied? _____

3.2.1. Specify metadata on the basis of which data were deposited in the repository.

If necessary, indicate the methods used to retrieve data, analytical and procedural information, their coding, detailed descriptions of variables, records, etc.

3.3 Data storage strategy and standards

3.3.1. Until which time the data will be stored in the repository? _____

3.3.2. Will the data be deposited under the code? Yes No

3.3.3. Will the code be made available to a certain circle of researchers? Yes No

3.3.4. Do the data need to be removed from open access after a while? Yes No

Explain

4. Data security and protection of confidential information

This section MUST be completed if your information include personal data relating to the research participants. Data protection and security should be considered for other types of research as well.

4.1 Formal standards for information/data security

Researchers conducting human subject research must comply with the Law on Personal Data Protection (https://www.paragraf.rs/propisi/zakon_o_zastiti_podataka_o_licnosti.html) and the Academic Integrity Code of the University of Novi Sad (<https://www.uns.ac.rs/index.php/univerzitet/dokumenti/send/35-pravilnici-2/102-kodeks-o-akademskom-integritetu-univerziteta-u-novom-sadu-2>).

4.1.2. Has the research been approved by the Ethics Committee? Yes No

If yes, indicate the date and name of the Ethics Committee that approved the study

4.1.2. Do the data include personal data of participants in the study? Yes No

If yes, please indicate how you have ensured the confidentiality and security of information related to subjects:

- a) Open access to data is not available
- b) Data have been anonymised
- c) Other, specify

5. Data availability

5.1. The data will be

- a) publicly available
- b) available only to a narrow circle of researchers in a particular scientific field
- c) kept closed.

If the data are available only to a narrow circle of researchers, state under what terms they may use them:

If the data are available only to a narrow circle of researchers, state how they can access the data.

5.4. Specify the license under which the data collected will be archived.

6. Roles and responsibility

6.1. Indicate the name, surname and e-mail address of the data owner (author)

6.2. Indicate the name, surname and e-mail address of the person maintaining the data matrix

6.3. Indicate the name, surname and e-mail address of the person providing data access to other researchers
