

With reference to the Open Science Platform adopted by the Ministry of Education, Science and Technological Development of the Republic of Serbia, as well as to the Action Plan for Implementation of the Strategy for Scientific and Technological Development of the Republic of Serbia for 2016-2020 - Research and Innovation,

Pursuant to Article 97, paragraph 2, indent 16 of the Statute of the University of Kragujevac (number: 11-01-265/2, from 3/4/2018), the Senate of the University of Kragujevac, on a session held on 27/12/2018 adopted the following

OPEN SCIENCE PLATFORM OF THE UNIVERSITY OF KRAGUJEVAC

General provisions

This Open Science Platform adopted by the University of Kragujevac (hereinafter: the Platform) defines, in a general manner, the procedures, obligations and responsibilities aimed at implementation of the Open Science Platform adopted by the Ministry of Education, Science and Technological Development of the Republic of Serbia (hereinafter: MESTD).

The platform refers to the teaching and research staff employed at the University of Kragujevac (hereinafter: the University), engaged in projects and programs fully or partially funded by the MESTD.

The realization of the open science principles in compliance with the Open Science Platform adopted by the MESTD of the Republic of Serbia includes full respect for ethical norms, copyright and intellectual property rights.

Open Access to Scientific Publications

Digital repository of the University - SciDaR (Scientific Digital Repository) - established in the University Library is a digital institutional repository (hereinafter: the Repository), and is available on the URL address <http://scidar.kg.ac.rs>. This Repository is intended for the depositing electronic copies of all scientific publications and other scientific material that are the result of scientific research at the University, particularly those that are the result of projects and programs funded fully or in part by the MESTD of the Republic of Serbia.

Scientific publications include articles published in scholarly journals and proceedings, monographs, chapters in monographs, scientific conference papers and conference abstracts, PhD theses, etc.

The electronic copy of the published version of the scientific publication must be deposited in the Repository.

If allowed by the publisher, and if there are no copyright violations or other legal restrictions, the full text of the deposited version will be available in the open access.

In case of legal restrictions due to which the open access to the published version of the scientific publication is not possible, post-print version of the scientific publication (accepted for publishing) must be deposited in the Repository, and will be publicly available after the expiration of so-called *embargo* period prescribed by the publisher.

If there is a direct open access to the final version of the published scientific publication deposited in the Repository, it is not necessary to deposit the post-print version too.

The obligation to deposit in a Repository also applies to scientific publications published in journals, monographs, proceedings, etc., already available in the open access, so-called Gold Open Access.

All publicly available outputs deposited in the Repository must be assigned a standard, machine-readable Creative Common licences - CC.

The electronic copy of the scientific publication must be deposited in the Repository immediately after the publication, and the metadata describing that scientific publication must be deposited with no delay.

If there are no legal restrictions, the integral (full) text of the deposited publication (i.e. published version or post-print manuscript) must be available in the open space immediately, and certainly no later than 12 months after the date of publication in case of physical, mathematical, medical sciences and engineering, or no later than 18 months in case of social sciences and humanities.

The obligation of depositing in the open access refers to all scientific publications published by researchers starting from January 1, 2018.

Open Access to Primary Data and Other Scientific Research Outputs

Other scientific research outputs can also be deposited in the Repository, such as primary data collected during the research.

Researchers are recommended to allow the open access to primary data immediately after the publishing the outputs (in a scientific publication) obtained based on those data, in case there are no legal and/or ethical restrictions.

Primary data available in open access must be assigned a standard machine-readable licence (CCO, CC-BY or CC BY-SA) and must be linked with the published publications whose results are obtained based on those data.

Other scientific research outputs can also be deposited in the Repository, such as audio and video materials, posters, presentations, reports etc.

Open access to these materials should be enabled in case there are no legal and/or ethical restrictions.

Electronic versions of volumes of all scientific journals published at the University must be deposited in the Repository so that each individual article is in a separate PDF file.

If the journals have their own website, they should be linked to the Repository, in order to enable access to the works published in those journals.

Each volume of the journal must be deposited immediately after the publication.

Researchers` Obligations

Researchers are obligated to individually deposit in the Repository electronic versions of their scientific works published under the affiliation of the University of Kragujevac, particularly those that are the result of projects and programs funded fully or in part by MESTD of the Republic of Serbia.

Above mentioned paragraph also refers to depositing other digital materials related to scientific and research work of researchers.

Researchers can also deposit in the Repository scientific publications published under other affiliations, or from the period not included by the Platform (previous years).

When depositing publications in the Repository, the author chooses the type of licence under which the work will be protected and bears the full responsibility in terms of possible legal restrictions for depositing that specific publication.

Obligations of the University of Kragujevac and the University Library

A vice-rector for science and research and vice-deans for the same field, as well as the University Library manager are in charge of development and implementation of the Repository functioning strategy.

The University Library manager, librarians in the Department of Scientific Information and Development, as well as system engineers in the University Computer Centre (UCC), Faculty of Sciences and Mathematics, Faculty of Technical Sciences in Čačak, are all in charge of research, development and maintenance of the Repository.

The University Library librarians, along with the network of librarians from other university libraries have a role in:

- cataloguing and creating of researchers` bibliographies in the bibliographic system (COBISS),
- metadata entry/control,
- connecting digital objects with external sources,
- digitization of material,
- control of deposited objects, elimination of duplicates,
- organizing communication with the users of the Repository and providing support, particularly to the users who deposit the contents into the system.

The University Service for General and Legal Affairs is in charge for the legal advice on reproductive rights, copyright, contracts with publishers and other legal issues.

Repository Administration

The University Library manager is a Repository administrator. The administrator`s assignments are the following:

- he/she is primarily responsible for all the aspects of the management of system users;
- he/she organizes the user training - librarians and system users;
- he/she provides expert assistance to the library staff that maintains the Repository;
- he/she supports the researchers in depositing scientific publications in the Repository, verifies the compliance with the standards, as well as the quality of deposited metadata and files, takes care of the respect for copyright and licence requirements, makes changes related to deposited files;
- he/she coordinates defining and editing the new groups of contents in the Repository, and coordinates and communicates with concerned experts in the library;
- he/she liaises with the university community, including faculty visits;
- he/she recommends new system functionalities to IT sector, based on feedback from researchers, system users and library staff;
- he/she cooperates with the departments for marketing and public relations on advertising Repository service; coordinates the import of older collections with system engineers, including the assessment of their value, processing of metadata and scheme preparation of comparative metadata, if necessary;

- he/she coordinates the digitalization activities;
- he/she participates in the preparation of the strategy, and provides advice for its implementation, as well as for the intellectual property-related issues;
- he/she monitors the implementation of adopted policies;
- he/she works on the projects with librarians and other groups at the University, as well as in teams related to the Repository services;
- he/she prepares marketing materials, user documentation, support tools, and presents information via social media and websites that he/she maintains;
- he/she monitors the implementation of the Platform in compliance with the Rulebook on Implementation of the Open Science Platform adopted by the MESTD of the Republic of Serbia at the University of Kragujevac.

Each individual faculty within the University has its own administrators - faculty librarians, who, along with the network of associates (one person from each Department or Institute, appointed by the vice-dean for science and research, provide necessary data for the Repository administrator.

Monitoring the Implementation of the Open Science Platform

The control of the implementation of the MESTD Open Science Platform is carried out at least once a year, when submitting the report on the work of researchers.

The control of the implementation of the Platform at the University is carried out by the University Library, based on annual reports of faculties within the University.

The faculties within the University must submit annual reports no later than January 31 for the previous year.

The University of Kragujevac and the University Library are obligated to organize the training for teaching and research staff regarding the manner of entering the works and protection of copyright within 6 (six) months from the entry into force of the Platform.

PROCEDURES FOR PLATFORM IMPLEMENTATION

Specific Rulebook shall define the procedure of the Open Science Platform implementation, through which the researchers at the University of Kragujevac will be accurately acquainted with the procedures, processes, obligations and responsibilities arising from this Platform.

**THE SENATE OF THE
UNIVERSITY OF KRAGUJEVAC
Number: III-01-1233/31
Date: 27/12/2018
K R A G U J E V A C**

**THE CHAIRMAN OF THE SENATE
OF THE UNIVERSITY OF KRAGUJEVAC**

Nenad Filipović, Ph.D., rector

ANNEX

Repository

Digital repository of the University of Kragujevac - SciDaR (Scientific Digital Repository) - established in the University Library, is a digital institutional repository (hereinafter: the Repository), and is available on the URL address <http://scidar.kg.ac.rs>.

The Repository meets all the technical conditions laid down by the MESTD Open Science Platform, and is adjusted to modern standards applied in dissemination of scientific publications (compliance with the European Commission requirements related to open access to publications; integrated ORCID identifiers).

Science and research outputs of the University of Kragujevac are collected, stored and disseminated within the Repository. Also, the Repository improves the visibility, use and influence of the research carried out by the researchers at the University of Kragujevac in the outside world. Open platform - Dspace-CRIS shall be used in the Repository. The interface of Dspace-CRIS program enables to the researchers easy, decentralized self-archiving and organizing of their scientific works in a logical and readily searchable manner.

The content of the Repository is organized in adequate collections, according to the organizational structure of the faculty. Each faculty corresponds to one main collection, which can contain other collections as well. One document can be stored in several collections (in case of co-publishing projects, or when the authors are from different institutions).

The users of the Repository are: professors and associates at the University, students, researchers within the University, researchers outside the University and administrative staff. Detailed instructions for preparation and entry of files and metadata in the Repository shall be defines in the appropriate *Technical Instruction for System Users*.

Metadata (bibliographical data) describe deposited scientific publication and together make a record in the Repository. The following data must be entered: titles, names of the authors, titles of journals, books, proceedings, a publisher, the year of publication, volume, tome, pagination, standard international numbers, such as ISBN and ISSN, unique identifiers, such as DOI, ORCID etc., title of the project within which the publication was created, abstract, key words, conditions for the use of the full text of the publication (the licence).

Gold Open Access implies direct depositing of scientific publication in the open access regime by the publisher itself. There are two possible cases: in the first case, the publisher charges a publishing fee directly from the author or indirectly from the institution that hired the author, or from the project in which the author is engaged; in the second case, the publisher publishes the scientific publication in the open access regime, without charging the publication costs. In compliance with the MESTD Platform, researchers are obligated to deposit the works published in the Gold Open Access regime in the Repository immediately after the publication, as well as to enable the open access to the full text, under the same licence under which the work was published.

Green Open Access implies depositing of post-print manuscript of the published scientific publication in the Repository (the version accepted for publishing). This way of depositing is applied because of the limitations prescribed by commercial publishers, based on which the

access to published publications is conditioned by subscription payment. Also, a large number of journals allows the post-print version to be deposited in the open access repositories only after the expiration of so-called *embargo* period.

Data on the version of the published work that can be deposited in the open access repository, as well as the data on the duration of *embargo* period and the data on the licence under which deposited version can be distributed, can be found on publishers` websites, in the publishing policy section, as well as on the portal SHERPA/RoMEO.

Copyright and the Right of Use

All materials deposited in the Repository must be assigned one of the *Creative Common* licences (<https://creativecommons.org/share-your-work/>). Licences enable the authors to protect their copyright work and to define the conditions under which that published work may be used, without the copyright violation.

If the author is at the same time the copyright holder, than he/she chooses the licence. In case when the author transferred the copyright to the publisher, when depositing the publication in the Repository, he must state the licence under which the publication is published.