

Based on the Open Science Platform of the Ministry of Education, Science and Technological Development dated 09.07.2018 and the Action Plan for the implementation of the strategy of scientific and technological development of the RS for the period from 2016 to 2020, the Senate of the University of Arts in Belgrade at its 136th session held on June 27, 2019 unanimously adopted

RULEBOOK

on Implementation of the Open Science Platform of the Ministry of Education, Science and Technological Development of the RS at the University of Arts in Belgrade (Short title: Open Science Rulebook)

I GENERAL PROVISIONS

Subject matter of the Rulebook

Article 1

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 referred to as: researchers) at the University of Arts in Belgrade (hereinafter referred to as: the University) are deposited in the digital repository of the University of arts in Belgrade for open science (hereinafter referred to as the Repository).

Results of scientific research at the University of Arts in Belgrade

Article 2

The results of scientific and artistic research work (hereinafter referred to as: research 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 research results at the University must include the affiliation of the University.

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

Depositing research results

Article 3

Depositing implies archiving and storage of research results within software system managed by the University, 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.

Availability in open access

Article 4

Availability in open access implies accessibility and visibility of research results on the Internet (hereinafter referred to as: open access), thus 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 them, with the obligation to correctly quote (cite) the source of information, and use the content exclusively pursuant to the corresponding licenses (Annex 1), i.e. to comply with legal restrictions of copyrights and other intellectual property rights.

Primary research data

Article 5

Primary research data, within the meaning of this Rulebook, shall imply the collected 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.

Primary Research data are particularly considered to be:

1. catalogues of works of art collections and artefacts;
2. photographs, films;
3. audio records, video records;
4. multimedia;
5. sheet music (scores);
6. slides, documents, charts, graphs, diagrams;
7. field notebooks, diaries, reports, scripts;
8. questionnaires, survey responses, interviews, and transcripts;
9. reviews, revisions, retrospects, overviews, programmes;
10. other.

Metadata

Article 6

Metadata (information about data) imply the data that describe, explain or otherwise more closely define the characteristics of 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 research results, within the meaning of this Rulebook, must include information on the author/authors, 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, i.e. the relevant information on artistic research results.

Metadata about the primary research results, 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.

Licenses

Article 7

Licenses, within the meaning of this Rulebook, shall be the 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, a non-commercial use of their work, and especially duplication, sharing, and processing, while 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.

Using deposited results Article 8

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.

II OPEN ACCESS TO RESEARCH RESULTS AND PRIMARY RESEARCH DATA

Obligation to deposit Article 9

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

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, shall be deposited in the Repository, in accordance with a license defined by the publisher of a specific scientific publication.

Article 10

All metadata about primary research data must be deposited in the Repository if they have been deposited in some of the existing repositories.

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 research results.

III OBLIGATIONS OF THE UNIVERSITY OF ARTS IN BELGRADE

Technical infrastructure Article 11

The University shall be obliged to provide technical infrastructure, as well as to maintain the server for archiving, storage, searching and further use of research results, metadata about the research results and primary data in accordance with the generally accepted standards and data sharing protocols.

The University shall be obliged to set up a link to the Repository, <http://open.arts.bg.ac.rs> on its official website.

Guide to deposit procedure **Article 12**

On the basis of this Rulebook the University shall be obliged to make a guide to depositing in the Repository which will specify the dynamics and method of depositing all research results.

The University shall be obliged to make the instruction available 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 faculty in the implementation of this Rulebook.

IV OBLIGATIONS OF THE FACULTY

Editing data on the researchers **Article 13**

The Faculty shall be obliged to provide the University with data on the researchers, in order to create a user account for researchers in the Repository.

The faculty shall be required to designate an administrator who will undergo training and take care of the process of depositing personal data, metadata, and research results in the Repository.

The administrator, as a rule, is a librarian employed by the faculty, who takes care of the process of depositing and updating information on members of departments, divisions and other organizational units.

Decision on appointment of the administrator of the Faculty shall be submitted to the University within 15 days of its adoption.

The care of depositing in terms of para. 3 of this Article shall imply the following:

- 1) providing support to researchers when depositing publications in the Repository,
- 2) control of the accuracy and correctness of the personal data of researchers, 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.

The Faculty shall be obliged to set up the link to the Repository on its official website.

Obligation to respect intellectual property rights

Article 14

The Faculty 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 (hereinafter referred to as: the publisher) 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 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 may 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.

Depositing and making available in open access

Article 15

The research results 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 defined in advance by the publisher or other entity (the so-called embargo period), 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 an individual researcher in open access.

If the publisher who has not indicated his copyright policy related to open access does not operate within the University, 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 to the placement of deposited research results in open access, shall be deemed not to have given the consent.

V OBLIGATIONS OF THE RESEARCHERS

Data accuracy

Article 16

Researchers employed at the faculties within the University shall be required to create a personal page and to regularly update their personal data, deposit metadata, primary data and research results.

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.

Obligation to deposit and compliance with contractual obligations

Article 17

If the license of the publisher 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 metadata about these results and make them available in open access.

VI MONITORING THE IMPLEMENTATION OF THE OPEN SCIENCE PLATFORM

Article 18

The University shall monitor the implementation of the Open Science Platform on an annual basis, based on the reports of the faculty.

Faculty report shall include data on the number and type of research results deposited in the Repository, and shall be submitted by January 31 of the current year for the previous year.

VII TRANSITIONAL AND FINAL PROVISIONS

Implementation of this Rulebook

Article 19

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

Faculty shall be obliged to notify the University of person or persons responsible for depositing research results in the Repository, within 30 days from the entry into force of this Rulebook.

Article 20

This Rulebook shall enter into force on the eighth day after its publication on the notice board and the website of the University.

THE PRESIDENT OF THE SENATE

Rector

D.A. Mileta Prodanović, full professor

Annex 1

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