OPEN SCIENCE POLICY

1. PURPOSE
Koç University shall actively promote open science applications. The purpose of this directive is to document the University's responsibilities and commitments in this matter.

2. SCOPE
The policy applies to all researchers active at Koç University. In cases where the research is financed by third parties, any agreement concerning access rights, storage, and safekeeping made with the involved parties shall take precedence over this policy.

3. REFERENCES
– YÖK (Council of Higher Education) Open Science Policy Model for Universities

4. RESPONSIBILITIES
4.1 The President of Koç University shall be responsible for the implementation of this policy.
4.2 To support and to strengthen the transition to Open Access / Open Science through training, education, and awareness-raising activities geared toward researchers and all other staff, and additionally, to provide the necessary infrastructure and funding to effectuate this transition. To contribute to the acquisition of Open Science skills as an integral part of the professional training and career development offered to the researchers.
4.3 To ensure the use of unique identifiers (such as DOIs, ORCID, or others).
4.4 To appoint a Data Manager responsible for all matters relating to data, in compliance with national and European Union legislation, including but not limited to the development of Data Management Plans.
4.5 To provide long-term protection for the storage, protection, recording, storage, and distribution of data and other records, and additionally to develop mechanisms and services for the provision of appropriate guidance to researchers.
4.6 To establish Open Science practices to improve research evaluation and assessment criteria beyond providing open access to publications and data, such as participation in Citizen Science projects, open peer review experience, or use of Open Education Resources.
4.7 To monitor the content of the institutional repository through system-provided statistics and to monitor policy compliance.
4.8 To ensure that the institutional repository and other research infrastructures comply with the certification requirements of FAIR (Findable, Accessible, Interoperable, Reusable) data principles and the technical specifications of European Open Science Cloud (EOSC).
4.9 To establish and maintain an Open License policy for publishing content and data.

5. DEFINITION OF TERMS
5.1 Open Peer Review is a scientific evaluation mechanism in which both the reviewer and the author have knowledge of each other's identities throughout the review and publication phases.
5.2 Open Science is the practice of conducting science in a manner that allows research publications, research data, laboratory notes, and other research processes to be accessed free of charge under conditions that make their reuse, distribution, and production possible, permitting other researchers to collaborate and contribute.
5.3 Open Education Resources are "teaching, learning, and research materials using open licenses that allow free reuse and continuous improvement by others for educational purposes" as defined by the OECD.
5.4 Open Access is the practice of allowing scientific literature to be accessed online, read, saved, copied, printed, scanned, linked to full text, indexed, transferred to software, and used for any legal purpose without financial, legal, and technical obstacles.
5.4.1 Golden Road to Open Access is the practice of making any research published in an academic journal "open access," through the journal itself, and starting from the date it is first published.
5.4.2 Green Road to Open Access is the practice of making one copy of the version approved for publication in an academic journal available in open archives as "open access."

5.5 Open Data is cost-free and freely available, reusable, and redistributable data that is not subject to any copyright, royalty, patent, or other control mechanism.

5.6 Academic Studies refer to all the work that results from the research, the funds received, and the creative activities of Koç University Staff and Students.

5.7 Institutional and Subject-based Archives are systems that collect, organize, and archive for long-term any publications, data and other intellectual products (dissertations, course materials, study reports, etc.) produced from scientific research supported through public resources.

5.8 Research is any kind of creative and systematic work aiming to improve knowledge.

5.9 Research Data is any data used for verifying the results presented in scientific publications (e.g. statistics, test results, measurements, observations, interview records, images, etc.) or other data used during a project and described in the Data Management Plan.

5.10 Researcher is any member of Koç University's research staff from all levels, regardless of their employment level, including employees and doctoral students.

5.11 European Open Science Cloud – EOSC is a project announced in April 2018 by the European Commission and aiming to collect and make publicly available the data "embedded" in the academic journals and books published by 1.7 million researchers and 70 million science and technology experts in European Union countries.
https://ec.europa.eu/research/openscience/index.cfm?pg=openscience-cloud

5.12 Storage involves all actions required to ensure continuous access to digital materials when necessary.

5.13 DOI (Digital Object Identifier) is a marker that identifies an intellectual property or part of an intellectual property that is available online. https://www.doi.org/

5.14 FAIR is an acronym used in research data management, or any initiative related to the European Open Science Cloud. It is based on the principles that data should be Found, Accessible, Interoperable, and Reusable. https://www.go-fair.org/fairprinciples/

5.15 Koç University Institutional Repository (KUIR) is the archive providing open access to the publications and research data of Koç University researchers. It is stored through the Koç University Institutional Repository software.

5.16 Koç University Staff and Students are Koç University academics, other staff, and students.

5.17 OpenAIRE is a technical open access infrastructure project that provides access to and analysis of scientific publication outputs, open research data, and research information, and provides a variety of services to content providers in accordance with open science objectives of the European Commission. http://www.openaire.eu

5.18 ORCID (Open Researcher and Contributor ID) is an alphanumeric code that is used to uniquely identify scientists and academic authorities. https://orcid.org/

5.19 Copyright is the entirety of legal and moral rights that a person legally exerts over the products they produce through any and all sorts of intellectual effort.

5.20 Convenient Archive is an archive that meets quality standards such as FAIR Principles, OpenAIRE compliance, and CoreTrust Seal.

5.21 Metadata is a dataset that identifies an information source. In other words, it is structured, descriptive information concerning the discovery, the identification, the use, and the management of digital information and information sources.

5.22 Data Management Plan is a tool that demonstrates how researchers meet their responsibilities for research data quality, data sharing, and data security.

5.23 Publications are the peer-reviewed studies of researchers in the institution, which are the published (or in the process of being published).

6. OPEN ACCESS TO PUBLICATIONS

6.1 This requires researchers to submit to the institutional archive a full-text article (the published article or a peer-reviewed copy of pre-print article) as well as a machine-readable electronic copy of the relevant metadata in advance or after publication. Researchers are responsible for the timely submission of their publications to the institutional archive (KUIR). This also applies in cases where the work is published under the golden open access scheme.

6.2 In case of "Green Open Access," Koç University requires all publications mentioned in Article 1 to be made accessible under a standard open license within 6 months at most (or within 12 months for

Social Sciences and Humanities publications). Monographs must be placed in the institutional archive, but access shall remain closed until the publisher embargo ends.

6.3 In order to increase the visibility of "closed" publications, the metadata of the publication must be clearly accessible.

6.4 Koç University Staff and Students can store in the Koç University Institutional Archive (KUIR), the work they prepared in collaboration with more than one author from more than one institution. For multi-author studies conducted by more than one Koç University Member, the lead author shall submit the source for storage.

6.5 While Koç University evaluates and designates the publications of its staff and students as individual or institutional, it shall only consider the publications whose metadata and full texts are placed in the institutional archive in accordance with the conditions mentioned above.

6.6 Koç University shall encourage its staff and students to maintain copyright ownership, and to provide licenses to publishers only for the rights required for publishing. This is possible by making an addendum to this effect in the publication agreement. Sample templates are accessible from https://sparcopen.org/wp-content/uploads/2016/01/Access-ReuseAddendum.pdf

6.7 Koç University shall encourage researchers to submit into the institutional archive the publications they made before the effective date of the current policy, and to make these publications clearly accessible as soon as possible.

7. OPEN ACCESS TO RESEARCH DATA

7.1 Koç University shall require researchers to place into an archive that complies with international standards, the research data necessary to verify the results presented in scientific publications.

7.2 Koç University requires that data and services be treated in an open fashion and in compliance with FAIR principles. The data should also be traceable and available whenever possible.

7.3 Koç University abides to the principle of Research Ecosystem: "as open as possible, as closed as required." If the data is not open for legal, confidentiality, or other related reasons (for example if it is sensitive data or personal data), this should be explained clearly. The metadata that makes the data findable shall be provided in all cases.

7.4 Koç University shall encourage the adoption of Open Science Cloud requirements for monitoring Open Science resources.

7.5 Koç University shall provide an appropriate Data Management Plan for each research activity in which researchers are involved.

7.6 Koç University researchers shall define their post-project usage rights by identifying appropriate licenses.

7.7 The minimum archival storage duration for Koç University research data is 10 years after the assignment of a permanent identifier. All legal and ethical perspectives of such actions need to be considered if such records are to be deleted or destroyed after the expiration of the necessary archival period or for legal and ethical reasons.

8. METHOD

8.1 Infrastructure

8.1.1 Koç University shall meet approved quality standards (OpenAIRE compliant, FAIR principles), and it is linked into the European Open Science Cloud.

8.1.2 Koç University shall ensure that records are interoperable with archives that comply with international standards through the OpenAIRE Metadata Schema.

8.2 Evaluation and Measurement of Research

8.2.1 Funding organizations commit to develop a research evaluation framework that promotes research quality and Open Science behavior and practices by monitoring relevant European developments and the work of the European Open Science Policy Platform in cooperation with other appropriate bodies. Shall consider the impact of this on different disciplines and on researchers at different phases of their careers.

8.2.2 It is committed to the establishment of reward mechanisms (for example, sharing non-finalized results through open platforms, using open software and other tools, participating in open collaborative projects (citizen science), etc.)

8.3 **Training**

8.3.1 Koç University Library shall coordinate the provision of training courses to facilitate the adoption of open science in collaboration with departments and other appropriate institutions (such legal services, research support staff, experts of data management plan) to provide the necessary skills and expertise to researchers, librarians, and other support staff. Such training courses shall include the skills necessary for open access publishing, open data, data management, research data, and research ethics.

8.3.2 Training sessions shall be offered to researchers in all stages of career, across different disciplines, and this shall be included in the curriculum.

8.3.3 Appropriate funding shall be provided for these activities, and possible synergies with funding agencies and other stakeholders shall be sought for this purpose.

9. RECORDS
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10. REVISION

Koç University Open Science Committee shall be responsible for reviewing and updating this policy.

The review shall be carried out annually in October. The committee shall consist of the Vice-President for Academic Affairs, representatives of colleges, and the director of the library.

11. CHANGES / DISTRIBUTION / APPROVAL TABLE

Pages Changed	Date	Change	Made by

Distribution (Relevant Departments)
All Koç University Academic Units, Library

Eligibility Approval (Human Resources Director):	Validation (President):