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APPROVED
by Resolution No. S-2017-11-2 of 21 November 2017
of the Senate of Vilnius University

VILNIUS UNIVERSITY REGULATIONS ON OPEN ACCESS TO RESEARCH/ART AND STUDY WORKS

I CHAPTER
GENERAL PROVISIONS

1. Vilnius University Regulations on Open Access to Research/Art and Study Works (hereinafter the 'Regulations') establish the requirements for uploading final theses, doctoral theses, and publications to the Lithuanian Academic Electronic Library Information System (hereinafter the 'eLABa') and recommendations on their publication applicable to the academic community of Vilnius University (hereinafter the 'University') and promoting the implementation of open access.

2. Members of the University's academic community shall register all their research, artistic or study production in the eLABa and submit it for open access in accordance with these Regulations, the Description of the Procedure for Uploading Electronic Documents of Vilnius University to the Lithuanian Academic Electronic Library Information System approved by the Rector of the University or their authorised person, and following the requirements and guidelines for open access of the supporting organisations or other sources, without violating the rights of authors and other holders of property rights.

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3. Terms used in the Regulations:

3.1. **Open access** – unrestricted access to scientific information over the internet where the user is allowed to read it, save it to the computer storage, copy, distribute, print, search or provide links to full-text articles, crawl for indexing, present as data for software or use in other legal ways without facing financial, legal or technical obstacles, except those associated with the internet access itself. The only restriction for the reproduction or distribution and the scope of copyright protection should cover the right to inviolability of the work, the right of authorship, and the right to the author's name.

3.2. **Embargo period** – a temporary restriction period in months from the publication of a work, defence of a final thesis or uploading a work to the eLABa, set either in the agreement with the publisher, in the licensing agreement between the author and the manager of the eLABa, or by the manager of the eLABa during which public access to the documents is restricted. If it is impossible to identify the specific publication date, the day of the beginning of the embargo period shall be the first day of the following month (if the publication month is known) or the first day of the following year (if only the publication year is known).

3.3. **Public access** – public access to a file where the general public would be able to access it at their individually chosen place and time.

CHAPTER II
REQUIREMENTS FOR UPLOADING TO THE ELABA IN ORDER TO IMPLEMENT OPEN ACCESS

4. The final theses defended by members of the University's academic community, for which a decision not to publish the thesis has not been taken under the procedure established by the University, must be uploaded to the eLABa in PDF format no later than in 14 calendar days after the

defence of the final thesis, indicating one of the following access conditions: publicly accessible, accessible on the intranet of the University, or inaccessible. An embargo period of no more than 36 months may be imposed on the submission of the final theses for public access.

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5. Members of the University's academic community must upload their doctoral theses and summaries to the eLABa in PDF format no later than 14 calendar days after the date of the successful defence of their doctoral theses, indicating one of the following access conditions: publicly accessible, accessible on the intranet of the University, or inaccessible.

5.1. An embargo period of no more than 24 months may be imposed on the submission of the doctoral thesis for public access.

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5.2. An embargo period of no more than 12 months may be imposed on the submission of the summaries of doctoral theses for public access.

6. Members of the University's academic community must grant the respective unit of the University the right to upload their research articles, conference proceedings, and, where possible, other publications to the eLABa in PDF format, or upload them themselves upon receiving the publisher’s approval for publication but no later than 60 calendar days after publication, indicating one of the following access conditions: publicly accessible, accessible on the intranet of the University, or inaccessible.

6.1. Submission of publications for public access may be subject to an embargo period of no more than 12 months unless the publisher provides otherwise.

6.2. The main uploaded publication document must be a digital copy of the publisher's original publication (print) or a digital copy of the final, peer-reviewed text of the publication, corrected in accordance with the reviewer's comments and accepted by the publisher for publication (postprint).

6.3. When registering a publication after its publishing, an additional publication document may be uploaded – the preprint submitted to the publisher or a link to such a version uploaded on the preprint repository, unless otherwise provided in the agreement with the publisher.

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7. Peer-reviewed publications fully or partially funded by the University that publish articles or conference proceedings, as well as other publications where possible, must be uploaded to the eLABa in PDF format, indicating one of the following access conditions: publicly accessible, accessible on the intranet of the University, or inaccessible.

8. The metadata of research, artistic or study production uploaded to the eLABa shall be submitted for public access without an embargo period. If an author or one of the co-authors requests to remove a document uploaded on the eLABa, the metadata shall be adjusted accordingly, indicating the reasons for removal, but not removed.

9. If, in order to not infringe the rights and legitimate interests of others, research, artistic, or study production cannot be made public, the work may either be stored in eLABa in non-publicised files or it may be only described without uploading it.

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10. Documents and descriptions of the final theses defended by members of the University’s academic community shall not be uploaded to the eLABa if a decision has been taken not to publish them following the procedure laid down in the Vilnius University Regulations for the Preparation, Defence, and Storage of the Studying Persons’ Research Papers.

CHAPTER III
RECOMMENDATIONS FOR PUBLISHING IN ORDER TO IMPLEMENT OPEN ACCESS

11. In order to retain the rights to upload documents to the eLABa and to ensure the possibility of making them available for public access, authors of the University's academic community who sign a publishing agreement with a publisher are recommended to sign a supplement to the publishing agreement provided in Annexes 1–4 of the Description of the Procedure of Vilnius University for Uploading Electronic Documents to the Lithuanian Academic Electronic Library Information System.

12. In order to implement open access, members of the University's academic community are recommended to ensure that their research articles and/or preprints submitted to the publisher would be made publicly available by publishing them in high-profile open access journals, institutional or disciplinary open access repositories, and/or preprint repositories, unless otherwise provided in the agreement with the publisher.

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13. In order to increase the international visibility of research results in open access journals, members of the University's academic community who intend to publish their research articles in high-profile journals may be provided with funding for their publication in accordance with the procedure laid down in the Regulations of the Research Promotion Fund of Vilnius University.

14. In order to implement open access, periodical scholarly journals and publications that are fully or partially funded by the University and contain conference proceedings must be open access. Where possible, other publications fully or partially funded by the University shall also be open access.

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CHAPTER IV
FINAL PROVISIONS

16. The Regulations are recommended to also be applied to research, artistic or study production created by the University's academic community before their entry into force.

17. The list of publications submitted to the Recruiting/Certification Commission during the certification of academic staff shall include only those research articles and conference proceedings that have been uploaded to the eLABa in PDF format and/or only described if they could not be made public in order not to violate the rights and legitimate interests of other persons.

18. The Regulations shall be reviewed and updated as necessary at least once every five (5) years.

19. The University Library shall provide information and advisory support necessary for the implementation of the Regulations.

20. The Regulations shall be made publicly available on the websites of the University and the University's core academic units, as well as on the website of the University Library.

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