

**ISTINYE UNIVERSITY
SENATE MEETING**

| MEETING DATE | MEETING HOUR | SESSION NO |
|--------------|--------------|------------|
| 27/12/2018 | 10.30 | 21 |

**ISTINYE UNIVERSITY
DIRECTIVE ON THE INSTITUTIONAL ACADEMIC ARCHIVE AND OPEN ACCESS**

SECTION ONE

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Directive is to ensure that any and all electronic and printed academic studies produced at Istinye University are compiled in accordance with the open access standards and preserved in the Institutional Academic Archive; to store all the produced scientific publications in accordance with the standards of the Open Archives Initiative Protocol for Metadata Harvesting and make them available for the scientific community; and to determine the procedures and principles to be followed to facilitate access to scientific studies that shall be taken into consideration in appointments, promotions, and other internal evaluations.

Scope

ARTICLE 2 - (1) This Directive covers the ability of any project and scientific and academic study which is directly or indirectly sponsored by the University or produced by the members of the University (articles, theses, books, book chapters, congresses, symposiums, conferences, etc. presentations, open course materials and patent certificates, etc.), to be included in the Institutional Academic Archive and the presentation of such resources in line with the legislation governing the scientific ethics and copyrights.

(2) The academic studies of University members, which they carried out outside the University and were included in other academic archives may be stored in this archive upon their request.

Basis

ARTICLE 3 - (1) This directive was prepared based on Articles 4/c, 12/c and 14 of the Higher Education Law No. 2547 and the Higher Education Open Access and Institutional Archive Policy.

Definitions

ARTICLE 4 - (1) In this directive;

- a) Open Access: refers to the ability of the general public to access the full texts of the scientific publications produced by the members of the university via the internet as free of charge and without any financial, legal or technical barriers,
- b) Academic Study: refers to a thesis, project, report, article, book, book chapter, conference proceedings, presentations, posters, banners, video recordings and technical documents,
- c) Academic Personnel: refers to academic staff of Istinye University,
- d) Embargo: refers to the discontinuation of access to the academic studies for a certain period of time (6-12 months). (The maximum embargo period is identified as 6 months. In some special cases, it can be extended up to 12 months upon the approval of the Rectorship.)
- e) Archiving: refers to the process of storing the academic study in which a University member had a scientific contribution, in the Institutional Academic Archive System,
- f) the Information Resources Directorate (IRD) refers to the Information Resources Directorate of Istinye University
- g) Administrative Staff: refers to the employees of the administrative units of Istinye University,
- h) University Member: refers to the academic and administrative staff and students of Istinye University,

- i) Immediate Archiving/Optional Access: refers to the process of immediately storing the peer-reviewed versions of academic studies in the Institutional Academic Archive System,
- j) Institutional Academic Archive: refers to the Institutional Academic Archive of Istinye University,
- k) Library: refers to the libraries operating under the Information Resources Directorate of Istinye University,
- l) Board of Trustees: refers to the Board of Trustees of Istinye University,
- m) Students: refer to the associate degree, undergraduate and graduate students of Istinye University,
- n) Rector: refers to the Rector of Istinye University,
- o) Vice Rector: refers to the Vice Rector of Istinye University,
- p) Researcher ID: refers to the researcher/author identification code,
- q) Senate: refers to the Istinye University Senate,
- r) Postprint: refers to the final version of an article or scientific study which is decided to be published following a peer/editor review and edit,
- s) University: refers to Istinye University.

SECTION TWO

Principles, Authorities and Responsibilities

Principles

ARTICLE 5 - (1) The principles of the Institutional Academic Archive are as follows:

- a) The latest versions of all scientific/academic studies (Postprints) to which the members of the university contributed are stored in the open access archive. Individual studies to which access is partially or completely blocked are excluded from this principle.
- b) Each member of the University shall store a digital copy of his/her work which is approved for publication following a peer-review, not later than the date of publication, in the Institutional Academic Archive under a license agreement which is valid throughout the world. Researchers are responsible for the timely addition of their publications to the institutional archive.
- c) Members of the University can store the publications which they created in collaboration with authors outside the University, in the Institutional Academic Archive. Publications that are created in collaboration with university academics are stored by the lead author.
- d) University members should use their **Researcher IDs** when transferring their scientific studies to the Institutional Academic Archive.
- e) All publications and activities of researchers in the Institutional Academic Archive are taken into consideration for the institutional evaluation of the outcomes of their research. Publication and activity information that is not included in this archive are not taken into consideration in evaluations. If the researcher does not fulfill his/her responsibilities stated in this directive, s/he shall not be included in the performance evaluation and shall not be able to benefit from this right.
- f) The Information Resources Directorate ensures that all studies in the Institutional Academic Archive are compiled and preserved for a long time through a secure storage.
- g) All publications with expired embargo periods will automatically be opened for access.
- h) The members of the university are bound by all the above-mentioned principles.

Authorities and Responsibilities

ARTICLE 6 - (1) The responsibilities of university members are as follows:

- a) Each year, the members of the University are obliged to transfer the scientific studies that they carried out in that year to the Institutional Academic Archive as soon as the publication is accepted. The works for which a patent application shall be made shall be made accessible on the same date as the patent publication after the application is realized.
- b) All members of the University acknowledge that the latest versions of all academic studies and projects that they produced/contributed to are stored in the Institutional Academic Archive, unless access to such studies and projects are not restricted or completely blocked for reasons of embargo, etc.

c) The students of the University are obliged to transfer their graduation and graduate theses to the Institutional Academic Archive within 1 (one) month of their completion. The graduation of the student shall not be approved, unless the graduation and graduate theses are transferred to the Institutional Academic Archive. The works for which a patent application shall be made shall be made accessible on the same date as the patent publication after the application is realized.

(2) The authorities and responsibilities of the Information Resources Directorate are as follows:

a) IRD is obliged to keep and preserve all scientific and intellectual studies produced by the members of the University in the Institutional Academic Archive as per Articles 4/c and 12/c of the Higher Education Law No. 2547.

b) IRD reviews the works uploaded to the Institutional Academic Archive and their copyright terms between the authors and the publishers. Publications are made available on the internet after the approval of the IRD management.

c) IRD should prepare information/user guidelines on the academic archive for the members of the University and organize informative meetings where necessary.

d) IRD checks and organizes the scientific studies that are transferred by the University members to the Institutional Academic Archive, and works with University members on these issues, where necessary.

e) Obtaining annual academic performance reports from the relevant units and comparing them with the scientific studies in the archive, and reporting the studies that are not available in the archive to the department heads so that they can be uploaded into the system is also the responsibility of the IRD. In case the studies are not transferred to the archive, IRD informs the deans' offices, offices of the department heads, institutes and Vocational Schools/Vocational School of Health Services.

(3) The authorities and responsibilities of the Deans' Offices, Offices of the Department Heads, Institutes, Directorates of Vocational Schools/Vocational School of Health Services and administrative unit directorates are as follows:

a) The Deans' Offices, offices of the department heads, directorates and unit directors should submit the annual performance evaluation report that they prepared for their academic staff to the IRD, evaluate the reports sent by the IRD and take the necessary actions.

b) Administrative Unit Directorates are obliged to inform the IRD of the projects prepared by their personnel and to ensure that they are transferred to the Institutional Academic Archive.

(4) The authorities and responsibilities of the Information Systems and Technologies Directorate are as follows:

a) The Information Systems and Technologies Directorate is obliged to ensure that data is transferred and backed up in accordance with the open access standards, by creating a system where any scientific study and project that is produced by the members of the University shall be stored, preserved and accessed. It is the responsibility of this unit to provide and maintain the technical software and hardware required for such activities.

SECTION THREE

Types of Publications that are Available in the Institutional Academic Archive, Publication Rights and Right to Benefit, Advisory Group for the Institutional Academic Archive and Open Access

Types of Publications that are Available in the Institutional Academic Archive

ARTICLE 7 - (1) The types of publications to be included in the Institutional Academic Archive are as follows:

- a) Articles published in scientific journals,
- b) Articles that are in the stage of publication in scientific journals,
- c) Conference proceedings,
- d) Technical reports,
- e) Books,
- f) Book chapters,
- g) Monographs,
- h) Patents,
- i) Content in publications such as magazines, books, encyclopedias and catalogs,
- j) Theses,
- k) Projects,

- l) Open course materials,
- m) Research data,
- n) Video/movie recordings,
- o) Award-winning works,
- p) Posters (banners) etc.
- q) Audio Library Publications (For the Visually Impaired),
- r) Visual Library Publications (For those with Hearing/Speech Disabilities),
- s) Archives (archival materials)

Publication Rights and Right to Benefit

ARTICLE 8 - (1) The conditions for the publication and utilization of scientific information resources in the Institutional Academic Archive are as follows:

- a) University members allow their scientific studies to be transferred to and stored in the Institutional Academic Archive. They act in a manner that does not violate the terms of the copyright agreements with publishers when approving the archiving, storage and utilization of their studies.
- b) Anyone can access the studies that are registered in the Institutional Academic Archive (except studies whose embargo periods have not expired).
- c) The studies in the Institutional Academic Archive can be used within legal limits by referral.

Advisory Group for the Institutional Academic Archive and Open Access

ARTICLE 9 - (1) The advisory board which is established to review this directive every year for the first five years, and every two years at the end of five years, in order to revise it and provide suggestions for its amendment, where necessary, consists of the following individuals:

- a) The Rector or a vice rector appointed by the Rector,
- b) One representative from each faculty/school/institute,
- c) The Director of Information Resources or the director of one of the related libraries,

SECTION FOUR

Miscellaneous and Final Provisions

Cases which are not Regulated

ARTICLE 10 - (1) In cases where there are no relevant provisions in this Directive, the Higher Education Open Access and Institutional Archive Policy, the provisions of other relevant legislation, and the Senate decisions shall be applied.

Effective Date

ARTICLE 11 - (1) This directive shall become effective on the date of its approval by the Board of Trustees of Istinye University.

Execution

ARTICLE 12 - (1) This directive shall be executed by the Rector of Istinye University.