



**PROCEDURA  
“POLICY ZENODO  
ON OPEN SCIENCE”**

Codice HU-31

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Revisione 01

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**PROCEDURA HUMANITAS UNIVERSITY  
“Policy Zenodo on Open Science”**

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## GLOSSARY

- **Gold Open Access:** the process of achieving open access through publication in an open access journal (open access publishing).
- **Green Open Access:** the process of providing open access through an open access repository (also known as “self-archiving”).
- **Machine-readable copy** of a publication is a publication in a format that can be used and understood by a computer.
- **Metadata** are the descriptors used for describing, tracing, using and manage the deposited item (typically: title of publication, author(s), institutional affiliation, name of journal where the publication has been accepted).
- **Open Educational Resources (OER)** according to the OECD are “teaching, learning and research materials that make use of tools like open licenses that permit their free reuse, continuous improvement and repurposing by others for educational purposes”.
- **Open Peer Review** is defined as a scholarly review mechanism were both the identities of the reviewer and the author are known to one another during the review and publication process.
- **Publication** is defined as the peer-reviewed published (or under publication) work of Researchers based in the institution.
- **Research Data** is the data (such as statistics, results of experiments, measurements, observations, interview recordings, images, etc.) used to validate the results presented in scientific publications or other data used during a project and described in the Data Management Plan.
- **Research** is defined as any creative and systematically performed work with the goal of furthering knowledge.
- **Researcher** is defined as any member of the Faculty or of the research staff of Humanitas University, doctoral students.
- **Suitable Repository** is one that meets quality standards like FAIR Principles, OpenAIRE compatibility, CoreTrust Seal.

## **1. PREAMBLE**

1. Humanitas University, thereafter “Hunimed”, commits to the advancement of science and to the wide dissemination of knowledge to the benefit of society by adopting practices on open, reproducible and responsible research.
2. Hunimed recognizes “openness” as one of its guiding principles and commits to promoting it by, among others: fostering and supporting research processes and tools that encourage collaboration, enabling new working models and new social relationships, stimulating the dissemination of knowledge and the accessibility and re-usability of research outputs, encouraging open access to publications and data and building the necessary infrastructure to support Open Science.
3. This Policy aims at aligning with the 2012 European Commission Recommendation on access to and preservation of scientific publications and research data, as well as with the Italian Law n. 112/2013 and subsequent amendments.

## **2. SCOPE AND EFFECT OF POLICY**

The Policy applies to all Researchers based at Hunimed. In cases where research is funded by a third party, any agreement with that party concerning access rights, deposit and storage takes precedence over this Policy.

The Policy is periodically revised by a Data Management Team (DMT) composed of representatives of Hunimed, IRCCS Humanitas and Fondazione Humanitas per la ricerca (FHR).

## **3. RIGHTS, RESPONSIBILITIES AND DUTIES**

### **3.1 Hunimed Responsibilities**

1. Any disputes regarding the interpretation of the policy shall be referred to DMT.
2. Supporting and empowering the transition to Open Access/ Open Science through education, training and awareness-raising actions (targeting Researchers and other employees), along with the provision of the necessary infrastructure and funding to support said transition. Acquisition of Open Science skills should form an integral part of professional training and career development offered to Researchers.
3. Establishing a community in the Zenodo Database named “IRCCS Humanitas Research Hospital & Humanitas University” to act as the Institutional Open Access Repository according to international standards, containing digital content and providing advanced tools for search, navigation as well as providing Open Access to its content.
4. Making the use of unique identifiers (like DOIs, ORCID or others) mandatory.

5. Appointing a Data Officer responsible for all data related matters, including - but not limited to - issues related to the development of Data Management Plans (DMPs), compliance with national and European laws, as well as data curation and stewardship.
6. Developing and providing processes and services for the storage, safekeeping, registration, deposition and distribution of data and other records as well as their long-term preservation and providing appropriate guidance to Researchers.
7. Monitoring policy compliance by comparing the content of the institutional Zenodo community with information gathered from indexing services and through data on the use (access and downloads) per publication/ department/unit/ institute etc.
8. Ensuring the compliance of the institutional Zenodo community and other research infrastructures with certification requirements in relation to FAIR data principles and EOSC technical specifications.
9. Having IPR and Data Protection policies.
10. Having an Open Licensing policy mandating a coherent and comprehensive set of licences for releasing content and data.
11. Having a comprehensive IPR documentation for all resources to be released.

### 3.2 Researchers Duties

1. Managing publications, data and educational resources in adherence with the principles and requirements expressed in this Policy.
2. Complying with the organizational, regulatory, institutional, and other contractual and legal requirements related to the production, curation, deposit, management, and distribution of publications and data in case there is no other agreement with third parties taking precedence.
3. Ensuring that the principles governing the handling of data (in adherence with the present Policy and funders’ mandates) are included in a Data Management Plan (DMP, when required, see 3.2.4). DMPs should also include a sustainability plan as well as contact details.
4. Compiling a DMP for every research activity they are coordinating when required by the funding agency. To generate the DMP, the online DMP tool is recommended and available at <https://dmponline.dcc.ac.uk/It>. Otherwise, for all other projects, the Researcher will adhere to the Institutional Guideline on open access to publications and data.
5. Documenting the IPR status of their research.

## 4. OPEN ACCESS TO PUBLICATIONS

Hunimed:

1. Requires Researchers to deposit in the institutional Zenodo community a machine-readable electronic copy of the full text (published article or final peer-reviewed manuscript), as well as the related metadata before, at the same time, or after publication. Researchers are held

- responsible for the timely deposit of their publications in the institutional repository. This step also applies in the case of open access publishing (“Gold Open Access”).
2. In the case of “Green Open Access”, Hunimed requires the full text of all publications that have been used for reference in each publication to be made available under a standard open licence within at most 6 months (or 12 for publications in the social sciences and humanities). For monographs deposit remains mandatory, but access is closed until publisher embargo elapses.
  3. Requires the publication metadata to be made openly accessible in the case of ‘closed’ publications, with the aim to increase their visibility.
  4. For purposes of individual or institutional evaluation of the research output of the institution and its members, Hunimed will only consider as publications those whose metadata and full texts are deposited in the institutional Zenodo community according to the requirements stated above.
  5. Encourages its members to retain ownership of copyright and to licence to publishers only those rights necessary for publication. This is possible through the use of addenda to the publishing contract. Templates are available at [https://sparcopen.org/wp-content/uploads/2016/01/Access-Reuse\\_Addendum.pdf](https://sparcopen.org/wp-content/uploads/2016/01/Access-Reuse_Addendum.pdf).
  6. Encourages Researchers to deposit in the institutional repository publications authored prior to the date of effect of the current policy and make them openly accessible whenever possible.

## **5. OPEN ACCESS TO RESEARCH DATA**

Hunimed:

1. Requires Researchers to deposit the data needed to validate the results presented in scientific publications in the institutional Zenodo community. Data should be provided with persistent identifiers.
2. Requires that data and services are handled according to open and FAIR principles (i.e. Findable, Accessible, Interoperable and Re-usable). Data should also be traceable and whenever possible available for subsequent use.
3. Follows the principle “as open as possible and as closed as necessary”. If data cannot be open due to legal, privacy or other concerns (for example sensitive data or personal data) this should be clearly explained. Metadata ensuring that data are findable should be provided in all instances.
4. Encourages the adoption of the EOSC requirements for monitoring of open science resources.
5. Requires Researchers to submit a DMP to the Data Officer for every research activity they are involved in when required by the funding agency.
6. Requires Researchers to define post-project usage rights through the assignment of appropriate licenses.

7. The minimum archive duration for research data is 10 years after the assignment of a persistent identifier. In the event that these records need to be deleted or destroyed after the expiration of the required archived duration or for legal and ethical reasons, such actions need to consider all legal and ethical perspectives.

## **6. OPEN SCIENCE**

Hunimed actively encourages the uptake of Open Science practices (beyond open access to publications and data) such as, among others, the involvement in citizen science projects, the use of open peer review, the use of open educational resources, the release of data and content under open and standard open licenses, and tracks their uptake.

## **7. INFRASTRUCTURE**

Hunimed ensures that:

1. the institutional Zenodo community meets trusted quality standards (OpenAIRE compatible, meeting FAIR principles) and is linked with EOSC;
2. the institutional Zenodo community is registered in appropriate registries and interoperable through the OpenAIRE Metadata Schema for Repositories.

## **8. TRAINING**

1. Hunimed, IRCCS Humanitas and FHR (in cooperation with institutional departments or any other appropriate body, (such as legal services, research support staff, Research Data Management experts) commit to developing training courses to facilitate the adoption of Open Science and equip Researchers and librarians and other support staff with the necessary skills and expertise. Such training courses should include skills necessary for open access publishing, open data and data management, as well as research integrity.
2. Training should be tailored to different disciplines and delivered to Researchers at all career stages and should be embedded into curricula.
3. Appropriate funding for these activities should be ensured and to that end synergies with RFOs and other stakeholders should be sought.