

Open Access Policy

For research outputs

Version:	1.00
Status:	Final
Author:	Angela lee
Date:	17/09/2025

Approval History

Version	Date	Name	Organisation
1.00	17/09/2025	Research Committee	University of the Built Environment

Document History

Version	Date	Reason	Person
0.01	21/08/2025	New Policy	Angela Lee

Open Access Policy

Table of Contents

1.	<i>Purpose</i>	<i>1</i>
2.	<i>Scope.....</i>	<i>1</i>
3.	<i>Policy statement.....</i>	<i>1</i>
4.	<i>Open Access (OA) requirements.....</i>	<i>2</i>
5.	<i>University’s responsibilities</i>	<i>3</i>
6.	<i>Researcher’s responsibilities</i>	<i>4</i>
7.	<i>Compliance monitoring & governance</i>	<i>5</i>
8.	<i>Related policies and documentation</i>	<i>5</i>

Open Access Policy

1. Purpose

- 1.1 The University aspires to be the centre of excellence for built environment education. Central to achieving this ambition is a commitment to fostering a culture of open research, where the outputs of the University's research are shared widely, rapidly, and transparently. By providing unrestricted online access to the full range of our research outputs – wherever legally and ethically possible – we seek to maximise their visibility, accessibility, and impact. In doing so, we aim to enhance the academic, economic, social, and cultural impact of our work.
- 1.2 The University recognises that Open Access (OA) research brings benefits to researchers, students, institutions, governments, public bodies, professionals and practitioners, citizen scientists and to many others.
- 1.3 The University recognises that OA has the potential to make research more efficient and impactful. It delivers better value for money to those who fund it.
- 1.4 The University fully supports academic freedom and is committed to enabling researchers, across all disciplines and career stages, to choose the most appropriate and effective channels for disseminating their research, regardless of funding source.
- 1.5 This Open Access (OA) policy is aligned to the UK Research Excellence Framework (REF29) requirements.

2. Scope

- 2.1 This policy applies to all academic and research staff, including postgraduate research (PGR) students and professional support staff (e.g., technicians, research managers) who contribute to research and produce research outputs.
- 2.2 For simplicity, all individuals within the scope of this policy will be referred to as 'researchers' throughout the remainder of this policy.

3. Policy statement

- 3.1 The University is committed to:
 - Supporting all researchers to make their outputs openly accessible.
 - Ensuring compliance with REF29 Open Access (OA) requirements.
 - Promoting a culture of responsible research dissemination.

Open Access Policy

- 3.2 The University's institutional repository can be accessed via [Welcome to University of the Built Environment Repository](#).

4. Open Access (OA) requirements

- 4.1 For journal and conference outputs, the University requires that:

a) Deposit Timing

- Authors deposit into the University's institutional repository full-text copies of their journal outputs and conference contributions in conference proceedings with an International Standard Serial Number (ISSN) at the point of acceptance for publication, and no later than three months after that date (whichever is earlier).

b) Licensing & Access

- Wherever publishing contracts and copyright permit, and in all cases where mandated by funder requirements, authors should make journal articles and conference contributions available under an open license, preferably a Creative Commons Attribution (CC-BY) license which maximises the re-use potential of research (e.g. through text and data mining). Authors must ensure that their outputs meet any open access requirements placed on their research by funding bodies or under the terms of a research contract.

c) Versions and Metadata

- The full-text output deposited should be the author's accepted and final peer reviewed manuscript (known as the 'author's accepted manuscript' or AAM), although this may be replaced at a later date by the final version of record.
- Authors must ensure that their journal articles and conference contributions acknowledge the source of funding, institutional affiliation(s), and, if applicable, include a statement on how the underlying research materials – such as data, samples or models – can be accessed.

d) Exemptions

- Embargoes or third-party copyright restrictions may apply in limited cases. Researchers must notify the Research Office immediately to register the exemption.

- 4.2 For other research outputs, the University requires that:

Open Access Policy

- In accordance with the University's commitment to open research and knowledge exchange, wherever possible, researchers should maximise the visibility, accessibility and use of other forms of research output by making them available on an open access basis (including, but not limited to, research data, monographs, PhD theses, MPhil theses, video and audio files, code, tools, and creative works).
- Research outputs, research data and large audio-visual files should normally be made available in the University's institutional repository as soon as practically possible.
- A final copy of University of the Built Environment PhD or MPhil theses should be deposited in the University's institutional repository following successful completion of the thesis examination and will be made openly accessible unless under a moratorium, in accordance with the Regulations for Research Degrees.
- When making research outputs openly available, researchers should ensure that they acknowledge their source(s) of funding and institutional affiliation(s).
- Wherever contractual agreements, confidentiality, and data protection permit, and in all cases where mandated by funder requirements, other research outputs should be made available under an open license, preferably a Creative Commons Attribution (CC-BY) license which maximises the re-use potential of research (e.g. through text and data mining).

5. University's responsibilities

5.1 The University will:

- Provide, maintain and manage an institutional repository that supports timely deposit and discoverability to support this policy.
- Offer training and support for researchers on OA compliance and those established by funding bodies and regulatory agencies.
- Monitor compliance and report as required to internal stakeholders and external bodies.
- Provide systems to manage embargoes and licences, ensuring that the full-text outputs are University compliant with publisher policy and copyright permissions, and making them open access at the end of any embargo period.

Open Access Policy

- Promoting and enabling the visibility, reach and use of the University's research outputs.
- Managing the payment of article processing charges where these are paid through University held open access funds.
- Implementing this policy and monitoring its impact.

5.2 The University's Research Committee will monitor the implementation of this policy on an annual basis.

6. Researcher's responsibilities

6.1 Researchers are expected to:

- Ensure that, wherever possible, their research outputs are made available on an open access basis through the University's institutional repository, in line with the requirements of this policy.
- In addition, wherever possible, any research data and large audio-visual files co-authored or co-produced with colleagues from other institutions, are made available on an open access basis through the University's institutional repository.
- Meet the open access requirements placed on their research by funding bodies, regulatory agencies or under the terms of a research contract.
- Notify the Research Office via research@ube.ac.uk, as soon as possible, of any exceptional circumstances affecting their ability to deposit outputs in line with this policy.
- Work to maximise the visibility, reach and use of their research outputs through effective research communications across different channels and networks (e.g. social media, websites, professional networks and communities).
- Ensure that the terms of any agreements regarding copyright, intellectual property and confidentiality are respected when openly sharing research outputs via any channel, including the University Repository, Figshare, ResearchGate, Academia.edu, etc.
- Register for a single ORCID personal identifier, connecting it with the University, and ensuring all their research outputs are recorded against their unique ORCID ID.
- Select OA-friendly journals or seek guidance when in doubt.
- Engage with the Library or Research Office for support.

Open Access Policy

7. Compliance monitoring & governance

- 7.1 The University's Research Committee will oversee implementation and reporting of this policy.
- Compliance will be reviewed annually, with non-compliance followed up with individuals and schools/ departments.
 - Concerns may be directed to the Research Office via research@ube.ac.uk
- 7.2 This policy will be reviewed annually and updated in line with changes to REF policy and national OA frameworks.

8. Related policies and documentation

- 8.1 This policy should be considered alongside the following research related policies and documentation which can be found via the University's research webpage [Research - University of the Built Environment](#):
- Authorship and Publication Policy;
 - Code of Practice for Research;
 - Concordat to Support Research Integrity;
 - Data Management Policy;
 - Intellectual Property policy;
 - Research Ethics Policy;
 - Research Misconduct;
 - Research Strategy;
 - Postgraduate Researcher (PGR) Regulations.
- 8.2 This policy should be considered alongside the following external OA policy:
- REF29 Section 5 – open access policy [Section 5 – Open Access policy – REF 2029](#).

Signed by:



Professor Angela Lee

Chair of the Research Committee

Date: 17/09/2025