



Open Access Policy

1. The University requires that staff **self-archive** (make green open access) the post-print version of their articles or conference proceeding published with an ISSN on the institutional repository **within 3 months of acceptance for publication** and in accordance with agreed [institutional repository policy](#).
2. In addition, the University requires that staff **self-archive at least the metadata for all other forms of research output within 3 months of acceptance for publication or completion of the research project**, as appropriate. (E.g., the record of a performance should be added to the institutional repository within 3 months of the performance taking place).
3. Regarding journal articles: If the publisher only allows deposit in a repository after publication or has an embargo period post-publication then it should still be archived in the institutional repository. Library and Learning Resources staff will check the publisher's policy and apply access and embargo settings to comply with the publisher's requirements. If the article is to be gold open access then the version of record can be uploaded on the institutional repository upon publication. This policy does not preclude the use of subject repositories to enable open access but **requires that any publications made available through subject repositories are also available through the institutional repository.**

Please see also the Background and Context to the Open Access Policy [[weblink](#)].