

<b>Policy Name</b>	<b>Open Access Policy</b>
Approved By	Office of Provost and Vice President and Research Council
Date Approved/Issue Date	24 October 2013
Related Policies/Procedures	<a href="#">Intellectual Property Policy</a>

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### 1. Introduction

Singapore Management University is committed to a wide dissemination of its research and scholarship as stated in the Intellectual Property Policy. Under this Open Access policy, faculty and postgraduate students will grant to Singapore Management University the necessary permission and license to make available their publications to others for the purpose of open dissemination and access with effect from 24 October 2013.

The purpose of this policy is to provide global open access to the published output of scholarly research conducted by Singapore Management University faculty within the framework of open access principles. Dissemination of research output through open access will promote the university and researchers, and help increase faculty members' citations and research impact, while enhancing reputation of the university.

### 2. Definitions

**Open Access:** "Access that is digital, online, free of charge, and free of most copyright and licensing restrictions" (Suber, 2012, Chapter 1, p. 4)

**Preprint:** Any version prior to peer review and publishing

**Postprint / Author's final version:** Any version approved by peer review but prior to publisher's copy-editing or formatting

**Publications:** Any copyrightable work authored by the faculty / student. Publications include journal articles, conference proceedings, conference presentations, dissertations, theses, books and book chapters.

**Institutional repository / InK:** "A set of services that the university offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It is most essentially an organizational commitment to the stewardship of these digital materials, including long-term preservation where appropriate, as well as organization and access or distribution. (Lynch, 2003)". In SMU, the repository is called InK and is managed by the University Library.

### 3. Scope

This policy applies to the following versions of the publications authored or co-authored while the person is a SMU faculty / student except for any publications completed before the adoption of this policy and for any articles with incompatible licensing, publishing or assignment agreements.

- Preprint
- Postprint / author's final version
- Published version in accordance with licensing agreements

### 4. Policy

Each faculty / student will provide an electronic copy of their publications (preprint, postprint, author's final version, or published version) to the appropriate representative of the University Library. The faculty / student will have the choice to select one of the various levels of access in InK from the following:

- Open access (global) to the full text
- Limited open access (within the SMU domain only) to the full text
- Access to the abstracts only

#### 4.2. Library's Role

All SMU publications available for open access are collected, organized and made available in the institutional repository in SMU called InK. InK provides the platform to store, preserve and provide access to SMU's intellectual output.

Publications received by the University Library will only be uploaded to InK after the Library staff has consulted with the relevant faculty members and conducted any necessary enquiries on copyright restrictions. Access to these publications will abide by contractual agreements entered into by faculty with publishers that is made known to the University Library. The University Library provides guidance and support to the researchers on all aspects of publishing their research publications on InK.

## References

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