



Institutional Rights Retention Policy (Research Publications)

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University document:	No

A University document applies across the institution, is approved by a committee of Council or Senate and is held in the University Policy Directory on SharePoint.

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1 Introduction

- 1.1 The University of Hull is committed to disseminating its research and scholarship as widely as possible, and supporting members of staff in undertaking such dissemination. A key element in enabling this is ensuring that members of staff assert their copyright over their authored works, by retaining their right to disseminate their accepted manuscript independently of their publisher. Retaining such rights also supports compliance with funder and REF Open Access publishing policies.
- 1.2 This policy document lays out, in conjunction with the University's [IP Policy](#) and [Open Access Policy](#), how this will be supported.

2 Policy

- 2.1 This policy takes as its starting point the sections of the University's IP Policy that cover research outputs and rights relating to these in regard of members of staff. These can be found in paragraphs 4.4 – 4.10, plus paragraphs 5.2 – 5.5. In summary, these paragraphs cover three core points:
 - a. The University owns all forms of staff IP generated in the course of their normal duties.
 - b. However, in most circumstances the University waives its claim to copyright in scholarly publications.
 - c. Staff grant the University an irrevocable but non-exclusive licence to make use of the outputs in furtherance of the University's academic mission.
- 2.2 This policy applies to all scholarly articles, including conference proceedings (with an ISSN). Any articles submitted, or accepted, for publication before the adoption of this policy are exempt.
 - a. The policy does not apply to monographs, scholarly editions, textbooks, book chapters, collections of essays, theses, datasets, or other outputs that are not scholarly articles. However, the University strongly encourages researchers to make all of the above as openly available as possible.
- 2.3 With regard to the accepted manuscripts of scholarly articles and conference papers, the licence granted to the University shall be CC-BY or equivalent, as described in paragraph 5.4 of the IPR Policy.
- 2.4 When submitting a scholarly article or conference paper to a publisher, a clear statement of the rights retained should be applied, taking precedence over any rights to the accepted manuscript claimed by the publisher. The recommended statement is:
 - a. 'For the purpose of open access, the author(s) has applied a Creative Commons Attribution (CC BY) licence to any Author Accepted Manuscript version arising from this submission'.
- 2.5 Members of staff whose research funder mandates rights retention should be guided by the terms of their funder's policy when submitting an associated output for publication.
- 2.6 All outputs must be deposited in the University's CRIS system (Worktribe) in keeping with the terms of the University's Open Access Policy, where they will be managed for open access and any external compliance required.

- 2.7 For green open access, the Library will make the full text of the AAM publicly available on the date of first online publication (or the conference end date for conference proceedings) under the Creative Commons Attribution (CC BY) licence granted by the author to the University.
- 2.8 Where this Policy applies to outputs that are co-authored by University of Hull staff and researchers at other institutions, the staff member will use all reasonable endeavours to notify co-authors that UoH authors are required to comply with this policy.
- 2.9 This policy does not apply to any materials included within a research article that are provided by third-party copyright holders. Research articles published under a Creative Commons licence can include third-party materials (such as images, photographs or maps) that are subject to a more restrictive licence.
- 2.10 The University recognises that there may be cases, for reasons outside of researchers' control, where it is not possible to follow all aspects of this policy. In this case it will be permissible for staff to voluntarily opt out of the requirement for immediate open access upon publication, or the assignation of a Creative Commons Attribution (CC-BY) licence. Please note that this may result in the publication being non-compliant with funder policies. For example,
 - a. Grant holders funded by UKRI should request exceptions through contacting openaccess@funding.ukri.org.
- 2.11 In recognition of the requirements of its funders, the University will seek to resolve any issues to the satisfaction of the PI, funder and University, but reserves the right to use existing University policies and procedures in order to ensure it can meet its funders' requirements to provide open access to relevant outputs. To discuss cases where it is not possible to comply with the policy, and for further help and advice, researchers should contact the Library.

3 Version control

Version	Author	Date approved	Relevant sections
1-00	Executive Director, Scholarly Services and University Librarian	13/02/2025	New document