



# Research Data Management Policy

Draft Version 0.2

March 29, 2018

## Purpose

The QOU research output repository is generally an open access repository, and established to increase the visibility, reusability and discovery of the QOU scientific research output. And in order to manage QOU research data and its digital resources according to high quality standards and criteria, QOU has introduced this policy sheet.

This policy provides a broad set of guidelines and terms for publishing research data outputs, and identifying data types, formats, and the role of each party in the data management lifecycle. Also, the policy has determined the publishing licenses, content accessibility, legal issues and the preservation policy.

## Scope

The scope of this policy is limited to any research data outputs and digital resources that uploaded into Al-Quds Open University Research Output Repository.

## Definitions

**QOU Journals:** Al-Quds Open University peer-reviewed scientific journals.

**QOU Conferences:** All scientific conferences that organized by Al-Quds Open University.

**Open Access License:** all type of licenses that permit at least reusing the intellectual works such as the Creative Common Licenses.

**Restrictive Access License:** All licenses that attached with copyrights.

**Original Owner License:** All publishers other than QOU.

**Copyrights:** It is a legal right created by the law that grants the creator of an original work exclusive rights within the law to control, modify or disseminate his/ her work for a limited period of time.

**Moral Rights:** In the normal case the ownership of the work resides with author, except when the author's employer or the fund agency claims the ownership under the conditions of the employment or the fund agreement. In this case handling this issue depends on the policy of each institute.

**Copyright Infringement:** Copyright can be infringed if the work is used, modified, or distributed without the permissions of the owner, and this leads to litigation, even if the work is released with open license and some of its content is not properly licensed such as using a copyright image.

## QOU Research Data Management Sheet

Policy		Description
<b>Research Data Types</b>	QOU Journals	
	QOU Conferences	
	QOU Books	
	Thesis	
	Scientific papers that published in other journals or conferences. ( <b>Original Owner License</b> is applied, see section 4 in this policy sheet)	
	Scientific papers that translated by Adel Zieter Center.	
	Research projects papers / reports / data.	
<b>Research Data Formats</b>	Textual files such as MS Word, PDF,	
	Research Databases.	
	Statistical Analysis files.	
	Images, diagrams, Charts as PNG, GIF, JPG, PPT, XLS, PDF	
	MP4 Videos Formats.	
	MP3 Audio Files.	
	Web formats such as HTML files.	
	Mobile Applications such as APK files.	
	Desktop applications such as EXE files.	
	Source Code / Computer Programs.	
<b>Roles</b>	<p>Deanship of Scientific Research is responsible for the following:</p> <ol style="list-style-type: none"> <li>1- Repository Administration including: creating categories and communities, creating user accounts, granting privileges for users, QA for the published research data outputs.</li> </ol>	

		<p>2- Accepting or rejecting any research data to be published on the Repository.</p> <p>3- Making partnerships / agreements with other providers / scientific search engines.</p> <p>4- Identifying list of accepted national / international accepted journals.</p> <p>5- providing training, awareness and support for other departments and academics.</p>
		<p>Academics are responsible for the following:</p> <p>1- Follow the Research Data Management (RDM) Policy.</p> <p>2- Upload their research data outputs according to the “<i>License Terms</i>” of QOU Policy.</p>
		<p>OLC</p>
	<b>License Terms</b>	<p><b>Open Access License</b> → this license can be applied for any research output that published for the public use i.e. QOU Journals and QOU Conferences.</p> <p>Adopting the most restrictive license in the Creative Commons licenses as:</p> <p>Attribution Non-Commercial No-Derivative → CC BY-NC-ND</p> <ul style="list-style-type: none"> <li>- This license lets others to copy, distribute and display your work, non-commercially as long as they credit you for it and without changing or modifying the work.</li> </ul>
		<p><b>Restrictive Access License</b> → this license can be applied for any research output that can be accessed privately or according to “Request A Copy”. i.e. Books or some types of papers or Sensitive data.</p> <p>Adopting the Copyright for the owner or the author as:</p> <p>All Rights Reserved for (Owner Name).</p>
		<p><b>Original Owner License</b> → The original license is applied when the work is published by other publishers, such as the following scenarios:</p> <ul style="list-style-type: none"> <li>- Researchers are able to add their works from other publishers provided that they add the metadata with the original publisher link and original license. In this case uploading the work again is prohibited, otherwise the researcher is responsible on any Copyright Infringement and its litigation consequences.</li> </ul>

		<ul style="list-style-type: none"> <li>- Research Projects are a type of moral rights, in the normal cases the ownership of the work resides with authors, except when the author's employer or the fund agency claims the ownership under the conditions of the employment or the fund agreement. In this case the work should be published according to the employer or the fund agency license.</li> </ul>
	<b>Access</b>	<b>Public</b> → in this case, the research data output is published for the public use and everyone will be able see the metadata and download the files. i.e. the content that published with open access license.
		<b>Private</b> → Only users with special permissions that granted by the Admin. Can see this record in the repository. i.e. sensitive data.
		<b>Request A Copy</b> → everyone will be able to see the metadata only, and to download the files they need to send a request to the repository Admin, in this case the Admin has the rights to grant or reject the request. i.e. Copyright content.
	<b>Legal issues</b>	<ol style="list-style-type: none"> <li>1- In all cases, the author of the work is completely responsible for any litigation consequences due to plagiarism or Copyright Infringement in his/her work.</li> <li>2- Each party that own the right to upload research data output on QOU repository, should follow the License terms in this policy, otherwise the uploader is completely responsible on any Copyright Infringement and its litigation consequences.</li> </ol>
	<b>Preservation</b>	Long-term reservation is applied for the content of the research outputs Repository.