OPEN SCIENCE POLICY OF THE UNIVERSITY OF PORTO
28 October 2024

Introduction

Open Science is defined as an inclusive concept that combines various movements and practices with the aim of making multilingual scientific knowledge freely available, accessible and reusable by all, increasing scientific collaborations and information sharing for the benefit of science and society, and opening up the processes of creating, evaluating and communicating scientific knowledge to actors in society beyond the scientific community. The Recommendation on Open Science of the United Nations Educational, Scientific and Cultural Organisation (UNESCO) emphasises the role of Open Science in solving complex social, environmental and economic challenges and its contribution to the achievement of the Sustainable Development Goals (SDGs) in the context of the 2030 Agenda for Sustainable Development.

The aim of this document is to define the Open Science Policy at the University of Porto (U.Porto) and to contextualise the activity of students, lecturers, researchers and non-teaching staff at U.Porto and its associated research units in this field. This document acts as an internal operating regulation, projecting its effects onto the U.Porto community within the scope of its research activity.

Chapter I
General provisions

Article 1
Scope of application

U.Porto's Open Science Policy applies to all students, lecturers, researchers and non-teaching staff who carry out research and development activities at U.Porto. The term "researcher" will be used throughout this policy to identify the U.Porto members referred to in this point.

Chapter II
Commitments and responsibilities

Article 2
Commitments and responsibilities of the University of Porto

1. U.Porto recognises the fundamental principles of Open Science: open communication, transparency of scientific communication, and making research results available, accessible and reusable.

2. U.Porto is committed to the advancement of science and the extensive dissemination of knowledge for the benefit of society, adopting transparent, responsible, verifiable and reproducible research practices.

3. U.Porto assures that research results will be as open as possible.

4. U.Porto recognises Open Access as one of its guiding principles and is committed to promoting it by encouraging and supporting research processes and tools that stimulate collaborative work, foster the dissemination of knowledge, and the accessibility and reuse of research results, encouraging open access to publications and data.

5. U.Porto ensures that its institutional repository of scientific publications meets quality standards, and guarantees compliance with the requirements of the *Repositório Científico de Acesso Aberto de Portugal (RCAAP)* (Portuguese Open Access Scientific Repository) and with the FAIR (Findable, Accessible, Interoperable, and Reusable) principles, promoting interoperability with other platforms and a transparent repository management policy, as well as a connection to the European Open Science Cloud (EOSC).

6. U.Porto ensures that its institutional repository of scientific publications is registered in the directories of digital repositories.

7. U.Porto ensures compliance with article 50 of Decree-Law no. 74/2006, of 24 March, according to what is specified in Decree-Law no. 115/2013, of 7 August and Decree no. º 285/2015, of 15 September, which regulate the legal deposit of theses, dissertations and other works that confer an academic degree, by depositing a digital copy of these documents in the U.Porto Open Repository, which is part of the Portuguese Open Access Scientific Repository network, operated by the Foundation for Science and Technology, I. P.

8. U.Porto adopts the principles of Open Science with regard to scientific articles and other publications (master's dissertations and doctoral theses, technical reports and other works resulting from the research activity of its academic and research community), educational materials, software code, peer review reports, and other materials developed as part of scientific work, as well as with regard to the data collected, created and processed and which support the published results. In the case of the data collected, U.Porto follows the General Data Protection Regulation (GDPR), as well as U.Porto's Personal Data Protection Policy and Privacy Policy.

9. U.Porto recommends that Open Science and its guiding principles be included at all levels of training.

10. U.Porto is responsible for complying with the participation and dissemination rules related to Open Science, in the context of its participation in funded actions under the European Framework Programme for Research and Innovation.

11. U.Porto is responsible for supporting and enabling the transition to Open Access/Open Science through training and awareness-raising activities aimed at researchers, particularly with regard to understanding the meaning of Open Science and acquiring skills related to this topic.

12. U.Porto is responsible for promoting the publication of research results (scientific articles and other publications, such as doctoral theses, and their supporting data) in repositories that are aligned with international quality standards, namely with regard to making information available in digital format and advanced tools for searching, browsing, preservation, interoperability and open access to content.

13. U.Porto encourages the use of persistent identifiers such as DOI (Digital Object Identifier), ORCID (Open Researcher and Contributor IDentifier), ROR (Research Organisation Registry) or others, and promotes their attribution to datasets when they are deposited, with the aim of ensuring the stability and permanence of the link between information resources regardless of the platforms on which they are hosted.

14. U.Porto can promote the creation of working groups for the strategic discussion of certain areas of Open Science. These groups should have representatives from the constituent entities and institutions of the U.Porto research ecosystem.

15. U.Porto suggests that the constituent entities and institutions of the U.Porto research ecosystem appoint a Science Manager who provides pertinent and appropriate guidance to researchers, from the initial stage of applying for research projects to data deposit. Its action should focus on data-related matters, including – but not limited to – monitoring the drafting of Data Management Plans (DMPs) and their compliance with national and European legislation, data curation and publication. U.Porto is responsible for supporting and training the Science Manager in their role of supporting researchers.

16. U.Porto is committed to developing and promoting mechanisms and services for registering, depositing and sharing data in harmony with the FAIR principles, as well as ensuring its long-term preservation.

17. U.Porto is committed to disseminating the Open Science Policy in its institutional communication channels and to monitor its fulfilment by integrating information on a set of relevant indicators in this area into official reports.

18. U.Porto is committed to collaborating with science funding entities, the Constituent Entities and the services responsible for providing research support, with a view to promoting its quality and the adoption of Open Science practices in all subject areas.

Article 3
Researcher commitments and responsibilities

Researchers should:

a. manage their publications, research data and educational resources from teaching activities in accordance with the principles and requirements expressed in this Policy and the Intellectual Property Regulation of the University of Porto;

b. comply with the organisational, regulatory, institutional and other legal and contractual requirements relating to the production, curation, deposit, management and distribution of publications and data in the event that there is no other agreement with third parties that takes precedence over the former;

c. associate the research results with a Creative Commons licence or equivalent;

d. comply with the principles governing the processing of data included in the Data Management Plan (DMP), whenever its preparation is a mandatory requirement by organisations funding research and innovation projects;

e. submit the DMP to the Science Manager of the Constituent Entity or the institution of the research ecosystem, within the deadline set by the funding organisation, and update it periodically, whenever the preparation of a DMP is a mandatory requirement on the part of a funding organisation and the researcher is the one in charge of the funded project;

f. provide the research support services to which they are institutionally linked with access to the most up-to-date versions of the DMPs of ongoing research;

g. deposit research data in a trustworthy repository as soon as possible, provided that this does not compromise the anonymity of research participants or infringe the General Data Protection Regulation (GDPR). Trustworthy repositories are European repositories that follow the principles of open science, in line with the recommendations of the standard ISO 16363 – Audit and Certification of Trustworthy Digital Repositories.

Chapter III
Open Access to publications and research data

Article 4
Open Access to publications

1. U.Porto recommends that researchers deposit in the institutional repository or any other appropriate infrastructure an electronic copy of the full text of published articles or the final version of peer-reviewed manuscripts together with the metadata relating to them, before, at the same time as or after publication.

2. U.Porto recommends that, in the case of Green Open Access, the full text of all the above-mentioned publications be made public and immediately available under an open standard licence. With regard to monographs, deposit remains compulsory although access may be closed in accordance with specified embargo periods.

3. U.Porto ensures that, in the case of closed-access publications, the metadata is made available openly so that the former does not lose visibility. Metadata must be licensed under the [Creative Commons](#) licence or equivalent, in accordance with the FAIR principles.

4. U.Porto encourages researchers to retain their copyright and only grant publishers the rights necessary for publication.

5. U.Porto encourages researchers to deposit in the institutional repository publications dated before the date of the current Policy and to make them accessible whenever possible.

Article 5
Open Access to research data

1. U.Porto recommends that researchers deposit the data needed to validate the results presented in scientific publications in repositories that comply with the FAIR principles so that they are Findable, Accessible, Interoperable and Reusable. The implementation of this recommendation must ensure compliance with previously established confidentiality contracts and respect the rules and principles that protect data privacy, in accordance with the General Data Protection Regulation (GDPR) and U.Porto's Personal Data Protection and Privacy Policies.

2. On the assumption that there is sometimes a need to restrict access to data in order to protect human and intellectual property rights, confidential information, personal data, etc., U.Porto encourages researchers to use tools and methods for data management so that as much data as possible can be shared.

3. U.Porto recommends that information about restrictions on access to and use of data be clearly explained in the publications themselves and also be included in the metadata of the repositories in which the data has been deposited.

4. U.Porto recommends that the data be kept for the period of time defined by the respective research communities or teams, taking into account the rules of the organisations funding research and innovation projects, where applicable, and that the retention period be counted from the date of assignment of a persistent identifier. Disposal actions must take into account all legal and ethical perspectives.

Chapter IV
Training and assessment

Article 6
Training

U.Porto is committed to providing training in Open Science for members of the Constituent Entities and their research ecosystem, including researchers and collaborators who work in research support services.

Article 7
Assessment of scientific research

U.Porto promotes the adoption of responsible metrics, in accordance with the principles of Open Science, in line with the Declaration on Research Assessment (DORA), the Leiden Manifesto and the Coalition for Advancing Research Assessment (CoARA).

Chapter V
Coordination with the Citizen Science movement

Article 8
Citizen Science

1. U.Porto actively encourages its Constituent Entities and the research ecosystem to take part in Citizen Science projects, with a view to involving citizens in scientific research and technological development activities.

2. U.Porto provides internal training to raise awareness and provide knowledge to all those who participate in projects of a social nature and values curricula that record those types of actions.

Chapter VI
Final provisions

Article 9
Announcement, entry into force and amendments

1. This Policy will be publicised on the U.Porto information system and will come into force on that date.

2. This Policy may be reviewed and updated at any time, in particular whenever there are changes in the applicable legislation and regulations or if it is deemed pertinent.