

# University of Exeter Open Access and Research Data Management Policy for Postgraduate Research Students

The University of Exeter recognises that providing open access to research papers and underlying data allows greater visibility of research and can attract new research opportunities, collaborations and funding awards. Good practice in research data management (RDM) is a key component of research excellence: research data is a valuable asset and its good management brings benefits to the researcher, the University and the wider community. This policy is intended to clarify the University of Exeter's expectations of PGRs in relation to open access research outputs and RDM.

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approved by the  
Graduate Research  
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23/10/14*

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The following policy is intended to clarify the University of Exeter's expectations of PGRs in relation to open access research outputs and RDM. All PGR students should comply with this policy in regard to published research papers and underlying research data. PGR students who are funded by RCUK should comply with the relevant policy in addition. Exeter's institutional policy applies to all PGR students regardless of date of registration.

1. The University of Exeter supports the principles of open access to research papers and, where legally, commercially and ethically appropriate, to the research data of its research community.
2. PGR students should always comply with funder policy on open access publishing and research data management and follow guidance available in the [Open Access Guide for Postgraduate Researchers](#).<sup>1</sup>
3. In order to demonstrate good practice, PGRs are encouraged to develop a Data Management Plan (DMP) at the outset of their thesis/project research and to discuss this document with their Supervisor. The agreed DMP should form the basis of data management throughout the various stages of the research lifecycle. Advice on creating a DMP and all aspects of RDM can be found on the Library's [Research Data Management web site](#).<sup>2</sup> Training on creating a DMP is available for PGRs through the Researcher Development Programme.<sup>3</sup>
4. The lead PGR Supervisor and the PGR student should discuss and review research data management annually, addressing issues of the capture, management, integrity, confidentiality, security, selection, preservation and disposal, commercialisation, costs, sharing and publication of research data and the production of descriptive information (metadata) to aid discovery and re-use. Guidelines contained in the [Annual Research Data Management Checklist for PGR Supervisors and Students](#) should be followed.<sup>4</sup>
5. The University is responsible for the provision of training, support and advice on [open access](#)<sup>5</sup> and [research data management](#)<sup>6</sup> as well as the provision of a backed-up repository service, [ORE](#),<sup>7</sup> for secure long-term storage of completed digital research data and open access research publications, including journal articles and doctoral theses.
6. Responsibility for ongoing, day-to-day management of their research data lies with PGR students. Where the PGR is part of a project, data management policy will be set and

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<sup>1</sup> <http://as.exeter.ac.uk/library/resources/openaccess/e-theses/oapgr/#d.en.257288>

<sup>2</sup> <http://as.exeter.ac.uk/library/resources/rdm/>

<sup>3</sup> <http://as.exeter.ac.uk/rdp/programmes/researcherdevelopmentprogramme/>

<sup>4</sup> <http://hdl.handle.net/10036/4214>

<sup>5</sup> <http://as.exeter.ac.uk/library/resources/openaccess/>

<sup>6</sup> <http://as.exeter.ac.uk/library/resources/rdm/>

<sup>7</sup> <https://ore.exeter.ac.uk/repository/>

monitored by the Principal Investigator (PI) and the PGR will be expected to comply with project guidelines. The lead PGR Supervisor is responsible for advising the PGR student on good practice in research data management. Lead Exeter authors of published research are responsible for ensuring compliance with [funder](#)<sup>8</sup> and [University policy for researchers](#)<sup>9</sup> on open access to research papers.

7. All PGR students should ensure that research papers published whilst affiliated with the University are made available on open access as soon as possible. PGRs funded by [RCUK](#)<sup>10</sup> or [The Wellcome Trust](#)<sup>11</sup> are entitled to funds to pay a publisher to make an article immediately open access. All other PGRs should make papers open access by submitting them to ORE. Advice and support are available from the [Library](#).<sup>12</sup>
8. All PGR candidates are required to deposit the final version of their thesis/dissertation in the institutional repository, ORE, as outlined in the [Code of Good Practice - Supervision of Postgraduate Research Students](#), 3.19.<sup>13</sup> Guidance on the preparation of theses for upload to ORE is provided on the [eTheses web site](#).<sup>14</sup>
9. All PGR students' digital research data that has been selected for retention should be [deposited in ORE](#) or an appropriate national or international data service or domain repository.<sup>15</sup> Valid [reasons for non-deposit](#) of data include potential commercial issues, the inclusion of confidential personal data or data that is politically or otherwise sensitive.<sup>16</sup> Students should discuss exemptions with their Supervisor. Published research papers should include a short [statement](#) describing how and on what terms any supporting research data may be accessed.<sup>17</sup>
10. PGR students' research data that has been selected for retention should be registered with ORE, even if the data is retained in a national or international data service or domain repository or if the data is not suitable for publishing on open access. Datasets can be registered by using the 'Submit' process available from the ORE front page to create a record that describes and contains a link to the relevant data.
11. Data should not be deposited with any organisation that does not commit to its access and availability for re-use, unless this is a condition of funding or would prevent commercial interests.
12. The Board of the Faculty of Graduate Research will be responsible for reviewing the policy. The policy will be reviewed and updated regularly.

*Version 3 updated by Open Access and Data Curation ([openaccess@exeter.ac.uk](mailto:openaccess@exeter.ac.uk)) and approved by the Graduate Research Faculty Board on 23/10/14.*

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<sup>8</sup> <http://as.exeter.ac.uk/library/resources/openaccess/oaoptions/>

<sup>9</sup> <http://hdl.handle.net/10036/4280>

<sup>10</sup> <http://as.exeter.ac.uk/library/resources/openaccess/oaoptions/rcuk/>

<sup>11</sup> <http://as.exeter.ac.uk/library/resources/openaccess/oaoptions/wellcome/>

<sup>12</sup> <http://as.exeter.ac.uk/library/resources/openaccess/oaoptions/>

<sup>13</sup> <http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Epgsuper.pdf>

<sup>14</sup> <http://as.exeter.ac.uk/library/resources/openaccess/e-theses/>

<sup>15</sup> <http://as.exeter.ac.uk/library/resources/rdm/maintain/long-termstorageandpreservation/>

<sup>16</sup> <http://as.exeter.ac.uk/library/resources/openaccess/e-theses/faqs/#d.en.366267>

<sup>17</sup> <http://as.exeter.ac.uk/library/resources/openaccess/oaoptions/faq/>