

## Queen's University Belfast Research Portal Policy

### 1. Purpose of the Queen's University Belfast Research Portal

Queen's University Belfast is committed to disseminating and preserving its research as widely as possible. The Research Portal exists to hold the research outputs of the researchers associated with the University.

### 2. Repository Scope

Research outputs created by Queen's University Belfast Research Staff and Postgraduate Research Students can be deposited into [Pure](#) (the University's Research Information System) for public display on the institutional repository, the [Research Portal](#). Research outputs in the repository include but are not limited to journal articles, conference proceedings, book chapters, monographs, theses and research data.

### 3. Researcher Responsibility

It is the responsibility of Queen's University Belfast Research Staff and Postgraduate Research Students to add their research outputs and student theses to Pure. By depositing their research outputs, researchers are agreeing to the terms of the Queen's University Belfast Pure Deposit Licence (see appendix A).

All research outputs must comply with the University's [Research Governance Policies](#) and the [Open Access Policy](#).

It is essential that any researcher who holds a research grant should be aware of grant conditions that obliges them to deposit research outputs in an open access repository and to ensure they are in a position to comply with it. The researcher should ensure that there is no conflict between the funders' open access mandate and the publisher's copyright/self-archiving policy.

### 4. Validation workflow

The Library Open Access Team will check the publication details (metadata) of research outputs for accuracy and validity. If a full-text document is uploaded to Pure, the team will check the publisher's copyright policy and make full-text documents open access where possible, respecting embargo periods set by the publisher. Research outputs subject to HEFCE'S Open Access Policy for REF2021 will be prioritised for validation.

In the case of Postgraduate Research student theses, the Open Access Team will apply any embargo requested in the [Thesis Deposit Form](#).

## 5. Reuse of Research Outputs

The metadata in the Research Portal may be re-used in any medium for not-for-profit purposes provided a link to the record in the Research Portal is given. Metadata may not be re-used for commercial purposes without permission from Queen's University Belfast.

Unless otherwise indicated, full text documents of research outputs made publicly available in the Research Portal are protected by copyright with all rights reserved. Some outputs may be made available under a Creative Commons license and this will be specified on the cover sheet of the research output.

## 6. Take Down Policy

Every effort has been made to ensure that content in the Research Portal does not infringe any person's rights, or applicable UK laws. If you discover content in the Research Portal that you believe breaches copyright or violates any law, please follow the steps below.

Send the following information to the Library Open Access team at [openaccess@qub.ac.uk](mailto:openaccess@qub.ac.uk):

- Your name
- Your contact email
- Title of the publication
- Publication URL
- Reason for requesting withdrawal

On receipt of your complaint, The Library Open Access team will:

- Acknowledge receipt of your complaint by email
- Temporarily withdraw the full-text document from the Research Portal as soon as possible, pending further investigation

If the request is considered legitimate the document will be permanently withdrawn from the Research Portal but the metadata will remain available. The outcome of the review will be communicated to the requester and the author of the Queen's publication.

## **Appendix A: Deposit Licence Agreement**

In order for Queen's University Belfast to make research outputs available on the Research Portal, researchers agree to the following terms:

The Researcher grants the University a non-exclusive worldwide, perpetual and royalty free licence to reproduce and make their research outputs available to the public, subject to any agreed publication delay or embargo or restricted access.

The Researcher confirms that the research output is their original work that they have the right to commit to this license agreement, and that their research output does not infringe any intellectual property rights, nor contain any confidential information, or personal/restricted data.

The Researcher also confirms that any jointly owned or third party copyright material, i.e. others' work, included in research outputs, is clearly identified and acknowledged and sufficient and appropriate permissions have been secured for the material to be reproduced and made available under the terms of this licence. Any copyright violations within the research outputs are the sole responsibility of the Researcher.

Queen's University Belfast will ensure that the Researcher is clearly identified as the creator of the research output.