

UNIVERSITY OF WINCHESTER

OPEN ACCESS POLICY

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Applies to: *(Strikethrough text, only if appropriate)*	University of Winchester University of Winchester Services Limited *Note. This policy applies to all the organisations listed above, collectively known as the "University" or the "University of Winchester" for the purpose of this policy.*
Indicate whether the document is for public access or internal access only. **Indicate whether the document applies to collaborative provision?** *(Strikethrough text, as appropriate)*	**Public Access** ~~**Internal Access Only**~~ **Applies to Collaborative Provision**

Summary:

This document defines the University of Winchester approach to Open Access.

Note. this policy is underpinned by our commitment to promoting a university wide approach to health, safety and wellbeing and is supported by the principles of the University Mental Health Charter. Care has been taken to ensure that the policy is written compassionately, with consideration of the potential impact on staff and students.

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1. Introduction

The University of Winchester (henceforth referred to as 'University') is committed to promoting open access research outputs to advance knowledge, foster innovation, and maximise the impact of research. This Open Access Policy sets out the requirements and guidelines for ensuring that the research outputs and data produced by the University are made openly accessible to the global community. This policy has been informed by publication and open research policies for national and international research funders and other universities.

2. Scope

This policy applies to all researchers, staff, Postgraduate Researchers (PGRs) and affiliates of the University who generate research outputs and data as part of their work. Research outputs are defined as outputs of academic intent that embody research. This policy applies to all original peer-reviewed journal articles and conference contributions published with an International Standard Serial Number (ISSN).

For the Research Excellence Framework (REF) 2029, open access requirement applies only to journal articles and conference proceedings.[1] There is no open access requirement in REF 2029 for other output types, for example long-form outputs, including monographs, book chapters and scholarly editions. Outputs including, but not limited to, long-form, datasets, code, protocols or artistic creations are welcomed as submissions to REF 2029. Although these fall outside the scope of the REF 2029 open access policy, funding bodies encourage that they are made open access where appropriate.

3. Objectives

The objectives of this policy are as follows:

- Facilitate the effective dissemination of knowledge generated from research by supporting researchers.
- Increase the accessibility of research outputs to a broad audience.
- Expedite research progress by promoting widespread dissemination, fostering discussions, and generating interest in various sectors of society and industry.
- Enhance the reputation of the University and its researchers by improving the visibility and utilisation of research outputs.
- Ensure that research outputs align with the requirements set by research funders and for the purposes of the REF.
- Optimise the value of research outputs through thorough preparation of documents and other files, and curation of collections and platforms, while also facilitating their long-term storage and preservation.
- Efficiently manage information related to research outputs for internal purposes and external research evaluation.

[1] Section 5 – Open Access policy – REF 2029 (accessed 21/04/2026)

4. Policy Statement

4.1 Open Access Publication

4 It is strongly recommended that all researchers associated with the University publish their research outputs in open access journals or platforms that offer unrestricted access to the published articles. Researchers are advised to refer to further details on the intranet: Open Access for REF 2029 | Winchester.

4.1.2 To ensure output eligibility for REF submission the following applies:

- for in-scope outputs published between **1 January 2021 - 31 December 2025**, the Author's Accepted Manuscript (AAM) must be deposited in Pure (the University's research information management system) **within 3 months of acceptance by the publisher**
- for in-scope outputs published between **1 January 2026 – 31 December 2028, a** copy of the output must be deposited in Pure **within 3 months of publication.**

Please note that ResearchGate is not a suitable platform for publishing your research output as open access.

4.1.3 Researchers are advised to give priority to publishing articles in reputable open access journals that maintain rigorous standards of peer review and editorial integrity, and books and book chapters with publishers that embody the same.

4.1.4 In cases where a suitable open access journal is not available, or where publishers do not provide open access publication of books and chapters, researchers should deposit their final accepted manuscripts or author versions of their outputs in institutional or subject-based repositories to ensure that their work is accessible in an open manner. This is termed Green Open Access.

5. Compliance and Support

5.1 Institutional Responsibility and Support

5 The University supports the academic freedom of researchers to submit their work to the publication of their choice and supports researchers to consider how best to make their work visible and accessible, including how best to enable the use and impact of their work.

5 The University will provide support and resources to researchers to facilitate compliance with this Open Access Policy.

5 The University will maintain the Pure Research Information Management System (repository) or advise on the suitability of subject-based repositories for researchers to deposit their research outputs.[2]

[2] Pure Research Information Management System, accessible to staff at PURE | University of Winchester intranet. The public may access repository records via

- The University recommends self-archiving, also known as Green Open Access, as the most cost-effective, sustainable way to achieve greater public access to research outputs and will offer training to researchers in its use.
- The University supports the immediate open access publication of research articles (i.e., with no embargo), either by self-archiving or by Gold Open Access publication in a journal. Where Gold Open Access publication entails a cost, this will be accommodated via a negotiated agreement with the journal publisher (Read and Publish) or, in extenuating circumstances,[3] by payment of an Article Processing Charge (APC).
- The University supports the publication of books and book chapters in line with relevant policies.
- The University will collaborate with relevant stakeholders to negotiate transformative agreements with publishers, where possible, to ensure affordable and transparent open access publishing options for researchers.

- The University supports the use of the widest form of licensing so that outputs may be read and reused. The University encourages the use of the Creative Commons Attribution License (CC BY) for all published and self-archived outputs but acknowledges that other considerations may mandate a more restrictive license such as CC BY-NC, CC BY-ND, or CC BY-NC-ND.
- The Research and Innovation (R&I) Directorate will monitor compliance with open access requirements.

5.2 Individual Responsibility

- Researchers should create a record in the institutional repository (Pure) for each output they publish (co-authors do not need to create duplicate records). Where an output has been published open access on an external platform, researchers need only include basic bibliographic data including a Digital Object Identifier (DOI) or another persistent identifier. Where the output has not been published open access researchers must include the accepted manuscript for the output in the Pure record. The University will respect publishing embargoes where mandated by a publisher and where no appropriate alternative can be found.
- Under the guidance of designated R&I colleagues, researchers should endeavour to comply with national, publisher, and funder policies on the production and dissemination of research. In cases of conflicting policies, researchers in receipt of funding should follow the policies of their funding body.[4] For researchers not in receipt of funding, conflicts between publisher policies and national policies (e.g. REF[5]) should be resolved through consultation with publishers and R&I colleagues.

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[3] For example, where the publisher of the most appropriate journal is not part of an agreement with the University, or where the most appropriate journal does not allow self-archiving without an embargo.

[4] UKRI's Open Access policy can be found here: UKRI open access policy – UKRI (accessed 21/04/2026)

[5] REF 2029 Open Access policy can be found here: Section 5 – Open Access policy – REF 2029 (accessed 21 April 2026)

5 Principal Investigators (PIs): PIs are responsible for ensuring that requirements on dissemination of research made by any external funders are met in full. This includes ensuring that authors publish in suitable publications and that funding for publication and open access is included in research grant proposals as appropriate.
5 New members of staff are required to attend a Pure training session and ensure their online profile, including outputs within the current REF cycle, is up to date within 3 months of commencing employment at the University.

6. Monitoring and Reporting

6 The University will monitor compliance with the Open Access Policy and provide regular reports on the adoption and impact of open access practices.
6 Compliance with the policy may be considered during performance evaluations and funding applications to incentivise and recognise researchers' commitment to open access.

7. Exceptions and Embargoes

7 Exceptions to open access publication or data sharing may be considered for specific research outputs based on valid justifications, such as contractual obligations, intellectual property rights, or ethical considerations.
7 Embargoes may be applied to research publications or data to allow for a reasonable period before open access is provided, considering discipline-specific norms, publisher policies, and funding requirements. Embargo periods should be kept as short as possible.

8. Policy Review

8 This Open Access Policy will be periodically reviewed by Senate Research and Innovation Committee to ensure its effectiveness and alignment with evolving open access practices and policies. Recommendations for policy amendments or improvements can be submitted to the Committee via repository@winchester.ac.uk. By adopting this Open Access Policy the University demonstrates its commitment to the principles of openness, transparency and knowledge sharing, and contributes to the global scholarly community.

9. Process

9.1 Before Publication

9 **Funder Requirements**: Authors should review the requirements of funders (such as UKRI) and external research assessments (such as REF) to ensure that the chosen publication approach aligns with current open access requirements.

9.1.2 Authorship:

- When a research output has multiple authors, all contributors should receive credit for their work.
- Authorship should be attributed to those who have made

significant contributions to the work. Discipline-specific guidelines for assigning authorship and author order should be followed.
- Author contributions and credit should be agreed upon early in the production process and reviewed as the work progresses.
- Supervisors should only be credited as authors on a student's work if they have actively collaborated in writing the papers.

- **Standard Author Identifier**: Authors should use a persistent author identifier (such as ORCID) when providing author details for a publication if the publisher allows.
- **Affiliation:** All authors affiliated with the University of Winchester should mention `University of Winchester' as their primary address field when stating their affiliation in research outputs. If space is limited for the address, the phrase 'University of Winchester' will be used.

9.1.5 Acknowledgements:

- Authors should acknowledge all funding sources and include relevant external grant numbers in their research outputs. Under the Research England Terms and Conditions,[6] authors/grant holders are required to acknowledge Research England's funding in any research outputs directly resulting from that funding. Research England suggests using the following standardised wording when applicable: *"This work was supported by Research England under the X funding stream."* Alternatively, authors can acknowledge specific funding from organisations like the Medical Research Council using the appropriate grant number.
- Authors should acknowledge contributions to the work that do not meet the criteria for authorship.
- Authors should disclose any conflicts of interest.

- **Retaining Copyright**: Authors are encouraged, whenever possible, to retain copyright for their research outputs in contracts with collaborators, funders, and publishers.

9.2 On Acceptance of Publication

- **Recording Research Outputs**: Authors should record all published or accepted research outputs in the University's Pure repository at the time of acceptance by the publisher, and no later than three months after this date.
- **Depositing Full Text Journal Articles and Conference Proceedings**: Authors should deposit the AAM of all peer-reviewed journal articles and formally published conference proceedings (those that can be linked to an ISSN) in the University's Pure repository at the time of acceptance by the publisher, and no later than three months after this date.
- Authors with research funded by UKRI must deposit the AAMs of all

[6] Research England Terms and Conditions: Research England terms and conditions – UKRI (accessed 16/9/2026)

peer=reviewed journal articles and conference proceedings (with ISSN) resulting from the research in Pure **immediately** upon acceptance by the publisher, **in compliance with the UKRI open access policy mandate.**

- Authors with research funded by UKRI should deposit the Version of Record (VoR) or the AAM of long-form publications, including monographs, book chapters, and edited collections resulting from the research in Pure at the time of publication, and no later than 12 months after this date, **in compliance with the UKRI open access policy mandate.** The open access version should include images, illustrations, tables, etc., where possible.
- **Depositing Full Text Monographs, Book Chapters, and Edited Collections**: Authors may deposit the AAM of all books, book chapters and edited collections in the University's Pure repository as soon as possible following final edits. Where archiving is not permitted by the publisher, a metadata-only record should be created.
- **Deposit of Other Published Research Outputs**: Authors should deposit all published research outputs in Pure where possible, and ***at a minimum*** create metadata-only records in Pure describing their outputs.
- **Format of Outputs:** Authors are encouraged to deposit outputs in a form that allows for re-use of the work, including text mining.
- **Non-compliance:** If authors are unable to meet the deposit requirements mentioned in sections 9.2.2, 9.2.3 and 9.2.4 they must provide justification to repository@winchester.ac.uk as soon as possible and no later than one month after the publication date.
- **Licenses:** Outputs deposited in Pure will be given the default license of Creative Commons Attribution Non-Commercial – CC-BY-NC, unless a different license is required by the funder. Authors should indicate if a different license is required.
- Externally-funded researchers must ensure that the version deposited in Pure complies with the open access requirements of the funding body and the correct license is applied.

9.3 After Publication

9.2.11 **Gold Open Access**: If a research output has been published via the gold open access route, then the author ***must also*** create a record in Pure including a DOI or another persistent identifier. The author may also deposit a copy of the article.

9.2.12 New employees at the University must participate in a Pure training session and make sure that their online profile, including their contributions to the current REF cycle, is updated within 3 months of starting their employment.

9.2.13 For existing staff members, any outputs that have been published should be uploaded to
Pure as soon as possible. If these outputs consist of journal articles or conference proceedings with an ISSN that were accepted for publication after 1 January 2021, any reasons for not depositing them must be promptly communicated to

repository@winchester.ac.uk.

10. Links to Key Documents

University Research Data and Records Management Policy:
RI-Research-Data-Management-Policy-24.04.25-to-01.06.28-Senate.pdf

Information on Pure: PURE | Winchester

Information on REF 2029 Open Access Policy: Open Access for REF 2029 | Winchester

Information on UKRI Open Access Policy:
UKRI open access policy – UKRI (accessed 21/04/2026)