

Hochschule für Technik und Wirtschaft Berlin
University of Applied Sciences

English translation of the Open Access Policy,
published as official circular of September 15, 2020

unofficial reading version

(the version published in the HTW Berlin circulars are binding)

Open Access Policy

As one of Germany's major universities of applied sciences, HTW Berlin uses its teaching and research profile in engineering, economics, law and cultural studies, as well as in computer science and design disciplines, to generate and provide excellent teaching and further education, applied research and social and economic innovations in a contemporary combination of science and practical application.

The quality-assured development, use and dissemination of knowledge through research and teaching, as well as the transfer to the diverse academic and special-interest communities and to political, commercial and social spheres, form an integral part of both the ethos at HTW Berlin and its mission statement.

By signing the "Berliner Erklärung über den offenen Zugang zu wissenschaftlichem Wissen/Berlin Declaration on Open Access to Knowledge in the Services and Humanities" of 2003 on 13 July 2011 (signatory no. 311), HTW Berlin committed itself to promoting the idea of open access.

Open access provides free and equal access to the results of publicly funded research on a global scale. Open access should be understood as part of the comprehensive concept of open science. Open science also includes free access to research data ("open data"), to digital teaching and learning materials ("open educational resources") as well as to cultural heritage, particularly through various options for the digital use of cultural data. The open access publication of academic data leads to its unrestricted availability and thus to greater dissemination of academic knowledge.

The University Board of HTW Berlin encourages and supports academics, students and doctoral candidates at HTW Berlin to publish their findings and the results of their research work as well as their academic data in an open access format. In this sense, HTW Berlin is committed to the following principles:

1. HTW Berlin recommends that the **initial publications** of its members' articles, monographs and contributions to collective volumes occur in the form of open access publications ("golden path") with a free licence (preferably as a Creative Commons licence CC BY).
2. When concluding **author contracts with publishers**, HTW Berlin requests that its members agree only on a simple right of use in accordance with the guidelines of the German Research Foundation (*Deutsche Forschungsgemeinschaft*) and other funding institutions, thereby permanently securing the rights of use of the electronic versions of their academic texts.

3. HTW Berlin encourages its members to actively pursue open access objectives in the **review, editing and publication of** publications, to use their positions to influence the special-interest communities, publishers and expert associations and to promote open access overall.
4. HTW Berlin calls on its members to consistently exercise their **right of secondary publication** (“green path”). The publications may also be made available to the public free of charge via repositories, provided that they are not used for commercial purposes. **HTW Berlin’s institutional repository “OPUS”** may be used for this purpose. Pre-publications (“preprints”) can also be stored here.
5. HTW Berlin encourages university members to publish their own publications (conference transcripts, theses, magazines, etc.) with free licences (preferably with Creative Commons licences CC BY).
6. HTW Berlin encourages its members to make teaching and learning materials freely available (“open educational resources”).
7. HTW Berlin supports free access to research data, provided that it is not used for commercial purposes, and recommends that its members store research data in accordance with the FAIR principles (findability, accessibility, interoperability and reusability: “open data”). Self-programmed software should be made publicly available with the source code and an appropriate licence. The research data made publicly accessible are usually archived for ten years. In justified cases, reduced retention periods may be appropriate.
8. Students at HTW Berlin are encouraged to make their theses freely available via HTW Berlin’s institutional repository “OPUS”, provided that the requirements are met. In doing so, they are advised to use the free licences such as the Creative Commons licences, especially CC-BY.

HTW Berlin’s Open Access Policy is a recommendation. The decision on the type and timing of publication remains the prerogative of the academic authors and researchers. The **freedom of art and science** enshrined in the Basic Law for the Federal Republic of Germany is preserved.

In order to provide its members with the optimum level of support as the university transitions towards the consistent practice of open access, HTW Berlin strives to implement the following measures:

1. HTW Berlin is investigating potential **cooperations with renowned university publishers** in order to give its members the opportunity to publish in an open access format. This applies

to monographs, anthologies, open access journals, doctoral theses and outstanding Bachelor's and Master's theses.

2. Information for members of HTW Berlin regarding open access is compiled and continuously maintained on the university's intranet. A so-called proposal aid for open access measures in research, which focuses on research proposals, is being developed within the framework of the EU strategy development EU-fit.
3. HTW Berlin's University Library operates the institutional OPUS publication server. As far as the field of free publishing is concerned, the University Library supports university members in their activities with a **range of services and guidance**. Information events and training courses are offered for different target groups.
4. The University Board recognises the specific organisational and financial challenges associated with open access, especially with regard to the publication of research data. It solicits grants, subsidies and special funding to finance increasing publication fees and takes account of specific needs in the internal allocation of funds.
5. The University Board shall appoint a representative from among its professors as an Open Access Officer to promote the university's open access activities.

The implementation of the Open Access Policy requires the active and committed cooperation of university members. The more scientists and scholars embrace the open access concept, the faster and more comprehensively a cultural shift for the benefit of the knowledge society will emerge.

Adopted by the Academic Senate of HTW Berlin on 22 June 2020. Confirmed by the University Board of HTW Berlin on 24 June 2020.