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GUIDELINES FOR IMPLEMENTING THE OPEN SCIENCE POLICY AT THE

FACULTY OF AGROBIOTECHNICAL SCIENCES OSIJEK

The basic guidelines related to implementation of the Open Science principles at the Faculty of Agrobiotechnical Sciences Osijek (further in the text: the Faculty) aim to ensure open access to assessed papers (bachelor, master, specialist and doctoral theses), to scientific and professional papers, popular articles, papers printed in journals and publications published by the Faculty, as well as to teaching materials and research data published by Faculty staff and students, all in compliance with the FAIR data principles (Findable, Accessible, Interoperable, and Reusable). By adopting the Open Science Policy, which includes an example of the Data Management Plan, the Faculty of Agrobiotechnical Sciences Osijek shall encourage more efficient exploitation of scientific-research infrastructure and of all results arising from numerous researches, projects and other types of cooperation, which will lead to empowering of Faculty staff and students and whole community with new knowledge and skills.

Open access to science presupposes free and unlimited access to digital scientific information, and its further use (reading, archiving, distribution, searching, indexing, etc.), all in compliance with current legislation and ethical norms.

The Guidelines for implementing the Open Science Policy at the Faculty are aligned with the Open Science Policy of Josip Juraj Strossmayer University of Osijek, and applies to all involved in the Faculty's scientific activities (scientific and teaching staff, associates, students, as well as other stakeholders in the science and higher education system).

For successful implementation of the Open Science Policy, the Faculty will be obliged to undertake the following actions:

- To archive the qualification theses in the national repository (Dabar) and in the Faculty's repository (NIB) within 30 days from the day of the thesis defense. Archiving is carried out by a librarian appointed by the Dean and by a student, who is provided with professional and technical support by an authorised employee while selecting the open access for all and using the CC BY license,
- To provide technical and professional support for archiving/self-archiving of scientific papers and other scientific-teaching materials (monographs, books, chapters in books, proceedings, textbooks, professional papers, popular articles, digital teaching materials, etc.) in the national and Faculty's repository in the green open access,
- To provide technical and professional support for archiving of papers in the Faculty repository, while allowing open access whenever feasible. Meta data can be downloaded from external databases (Hrčak, CroRIS/CROSBI, Crossref, etc.) along with citing of the source,
- To make sure to publish papers, whenever possible, in open access journals with the highest possible impact factor, and to indicate affiliation to the Faculty and the University (with the correct address),
- To archive all open access papers published by the Faculty staff in the Faculty repository. If this is not possible because of the transfer of copyright to the journal publisher, then it is necessary to archive accepted author's manuscript or preprint,
- To use a Data Management Plan, whenever possible, when carrying out research activities, and link them digitally to appropriate publications,

- To use the Faculty's Science Fund to provide support to young researchers (until they are appointed to the scientific-teaching grade of assistant professor) in their efforts to publish scientific papers of a1 category in journals indexed in the WoS CC database (quartiles Q1 and Q2) as gold open access,
- To use the author's permanent identifier (ORCID number) as much as possible, whenever applicable
- Whenever possible, archive teaching materials in the Faculty repository by using an open license, usually CC BY (Creative Commons), while retaining the copyright and the publishing right without restrictions imposed by the author,
- To encourage Faculty staff to archive in the Faculty repository their publications published before these Guidelines for implementing the Open Science Policy entered into force, and to make their publications freely accessible whenever it is possible,
- To continue collecting data on scientific research, teaching, and professional activities at least once a year, by highlighting data in open access, and, if applicable, archive them in the Faculty repository,
- To introduce a mandatory statement signed by every student graduating from each level of study (undergraduate, graduate, specialist, and doctoral) on the consent to publication of their defended theses and a statement allowing the Faculty to publish the defended theses on its website / in the Faculty repository. When there is a need to restrict access to the qualification thesis, if the results of a thesis or paper are to be realized through a patent, innovation, or some other form of intellectual property right, then there will be special rules applied to allow restricted access to a part of the work or to a complete qualification thesis, while obtaining written consent from the mentor and complying with provisions of the Ordinance on Protection of Intellectual Property Rights at the University/Faculty level,
- To regularly update the national and Faculty repository (NIB) and the CroRIS-CROSBI database with publications and qualification theses,
- To continue with realisation of ongoing activities of the Agriculture Journal and to assign DOI and UDC as permanent identifiers for published papers, and to apply such practice to future newly established journals published by the Faculty,
- To set the adherence to the principles of the Open Science Policy of the Faculty as one of the criteria in the Ordinance on awarding the excellence of teachers and associates.
- To motivate Faculty staff to publish papers in open access journals, to regularly cite the published papers of the Faculty scientists, and to avoid publishing in journals on predatory platforms,
- To comply with all legal acts regulating the Open Science Policy,
- To put efforts into raising of the impact factor and scientific visibility of the Faculty in the European Higher Education Area and the European Research Area.
- To continue to respect ethical principles in publishing of scientific research results and teaching materials.

Data Management Plan of the Faculty of Agrobiotechnical Sciences Osijek

The Data Management Plan (DMP) is a document that describes the procedure of managing the results of research projects during and after the project activities. DMP contains all data and other measurable activities important in the realization of a project. It also contains the necessary data on project activities, such as the research plan, methods of data collection, and methods of data archiving, processing, protection, and dissemination. Furthermore, DMP enables all stakeholders of the project activities to get insight into the organization of data, documentation, and availability during and after the project implementation.

There are several ways to present research data in the Data Management Plan:
- raw data that was initially prepared,
- processed data prepared for analysis and synthesis,
- analyzed data resulting from activities carried out within the project, and
- presented data that are resulting from processed and adjusted data ready for presentation.

The data shared in DMP allows for better transparency and reproducibility of scientific research, it facilitates increased citation, fulfilment of project procedures depending on the calls for project applications, and also better usability of final research results for educational and economic purposes.

Data Management Plan – DMP may differ depending on the structure of individual calls for project proposals for funding. Below there is a non-binding example (table) of the Data Management Plan. The project applicant or project beneficiary may include additional data in their DMP.

Type of data	Required data
General information	Specify name and surname, number and title of the project, type of funding source, time period of project implementation, link to the project, person responsible for the project, institution of the project applicant
Existing data	Specify the existing data, your own data, if any, and their influence on achievement of project objectives, possible interaction and synergy with your own project activities
Format, type and scope of data	Specify the format, type and scope of data that will be collected within project activities. If metadata will be resulting from the project activities, it is necessary to describe it and propose a dissemination method
Method for data collection and processing	Specify a brief methodology for collecting, processing and organising of data, along with a brief description of necessary field and laboratory equipment
Data storage and preservation	Specify how and in which repositories (national, Faculty's) the data will be stored and preserved (by respecting FAIR principles)
Security, responsibility, ethics and privacy of data use	Specify the procedure, rules and a person or group of researchers responsible for data management, and the method of data protection (copyright); state if there will be limited access and restriction to sharing of data resulting from project activities as required by the project funding body; GDPR - special categories of personal data and their availability and dissemination; state ethical principles that should be respected within the project as depending on the rules of the call for funding / funding body (e.g. Certificate for conducting research on animals, humans)
Users and terms of use	Specify the users of the data and terms of use and storage of the data in the future
Legal conditions	List all legal acts that apply to the research project, with a special emphasis put on those legal acts requested by the project funding body

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Explanation:

Gold open access to publications: publication of papers and other materials in journals that are immediately available to all via the publisher's website. The literature also mentions the **diamond open access**, which implies that there is no fee for publishing.

Green open access to publications: publication of papers and other materials in journals that are available in the publisher's digital repository with free access. There is a possibility that an author archives the publication by themself, or that a person in charge of updating the repository (institutional or other digital open access repositories) does the archiving, which has to be regulated by the Copyright Transfer Agreement with the publisher, allowing it to distribute the paper, which may limit further archiving of the published paper