



Item 313

**ORDINANCE No. 135  
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 31 July 2025

**on the establishment of the Institutional Repository  
of the University of Warsaw**

Pursuant to § 36, section 1 of the Statute of the University of Warsaw (UW Monitor of 2019, item 190, as amended), it is hereby ordered as follows:

**§ 1**

The Institutional Repository of the University of Warsaw, which is a digital institutional archive of scientific, teaching and other resources related to the activities of the University of Warsaw, is hereby established.

**§ 2**

The management of the Institutional Repository of the University of Warsaw shall be entrusted to the Director of the University of Warsaw Library.

**§ 3**

The detailed rules for the operation of the Institutional Repository of the University of Warsaw are set out in the Rules and Regulations of the Institutional Repository of the University of Warsaw, the text of which is attached as an appendix to this ordinance.

**§ 4**

Ordinance No. 35 of the Rector of the University of Warsaw of 2 July 2012 on the collection and providing access by the University of Warsaw Library to electronic versions of doctoral dissertations approved for public defence at the University of Warsaw (UW Monitor No. 7 of 2012, item 215) shall be repealed.

§ 5

The ordinance enters into force on the day it is signed.

Rector of the University of Warsaw: *A. Z. Nowak*

## **Rules and Regulations of the Institutional Repository of the University of Warsaw**

### **§ 1 General Provisions**

1. The objective of the Institutional Repository of the University of Warsaw, hereinafter referred to as the “Repository”, is the collection, dissemination and long-term archiving of the scientific, and teaching achievements of the employees, doctoral students and students of the University of Warsaw. The Repository promotes publications, projects, and research conducted at the University of Warsaw, as well as serves as a broad exchange of knowledge within the economic and public sectors by facilitating access to scientific papers and teaching materials.

2. The Rules and Regulations of the Institutional Repository of the University of Warsaw, hereinafter referred to as the “Rules and Regulations”, specify the rules for collecting, depositing, providing access and the security policy for documents uploaded to the Repository. The rules for archiving doctoral, master's and bachelor's theses in the University of Warsaw Archive of Diploma Theses (APD UW) are defined by a separate Rector's ordinance.

3. The Repository is maintained by the University of Warsaw Library with its seat in Warsaw, at ul. Dobra 56/66, via the website available at <https://repozytorium.uw.edu.pl>.

4. The use of the Repository, i.e. depositing, storing, providing public access, viewing and downloading works, is free of charge.

5. All masculine personal nouns used in the Rules and Regulations to designate functions or positions apply to persons performing them, irrespective of gender. *[Translator's note: In the original version of the document, this clause reflects a grammatical feature of the original Polish text, where masculine forms are used generically to include all genders].*

6. In matters not specified in the Rules and Regulations, internal regulations of the University of Warsaw and applicable law shall apply.

### **§ 2 Definitions and Terms**

Whenever the Rules and Regulations refer to:

- 1) depositor – it shall be understood as a person authorised to submit a publication to the Repository;
- 2) depositing – it shall be understood as a process which means providing and uploading electronic publication files to the Repository, describing them with the appropriate metadata, as well as signing and submitting the Depositor's Declaration;
- 3) embargo – it shall be understood as a period during which a scientific publication is not publicly available due to restrictions imposed by the publisher. The publisher adopts a specific publishing policy for self-archiving and specifies, in the individual agreement with the author, the period during which the author

- is not permitted to publish their work in a digital repository, on their personal website or on other online platform;
- 4) licence – it shall be understood as an agreement which sets out the terms and conditions for the use of the copyright work;
  - 5) open licence – it shall be understood as a licence permitting very broad (but not unlimited), free of charge and non-exclusive use of works by any person or entity. Open licences include, for example, Creative Commons Attribution-NonCommercial (CC BY-NC), Creative Commons Attribution-NoDerivatives (CC BY-ND), Creative Commons Attribution-NonCommercial-ShareAlike (CC BY-NC-SA) and Creative Commons Attribution-NonCommercial-NoDerivatives (CC BY-NC-ND);
  - 6) free licence – it shall be understood as a licence permitting unlimited, free of charge and non-exclusive use of works by any person or entity. Free licences include, for example, Creative Commons Attribution-NonCommercial (CC BY) and Creative Commons Attribution-ShareAlike (CC BY-SA);
  - 7) metadata – it shall be understood as structured information used to describe scientific publications and research data, enabling their unambiguous identification as well as facilitating their retrieval and management;
  - 8) author's final version or AAM – it shall be understood as a version of the publication created by the author, incorporating all changes made following peer review and accepted for publication by the journal, also referred to as the Author's Accepted Manuscript (AAM) or postprint;
  - 9) final published version or VoR – it shall be understood as the version of a publication that has been formally published by the publisher, incorporating the journal's official typesetting, layout and graphical elements in accordance with its visual identity. This version is disseminated as the publisher's official version, also referred to as the Version of Record (VoR); other names: published version, publisher's PDF;
  - 10) preprint – it shall be understood as the preliminary version of the publication, made available prior to peer review and dissemination in the publisher's official version;
  - 11) Rector – it shall be understood as the Rector of the University of Warsaw;
  - 12) Institutional Repository of the University of Warsaw or ReIn UW or Repository – it shall be understood as an IT tool for depositing, storing (archiving) and providing access to the academic record of employees, doctoral students and students of the University of Warsaw in a manner that allows anyone to access it from a place and at a time of their own choosing;
  - 13) Editorial Board of the Repository – it shall be understood as a team of editors, i.e. persons responsible for the management, organisation, revision and publication of the content in the Repository;
  - 14) Repository Editor – it shall be understood as the person who coordinates the work of the Repository and manages its resources;
  - 15) University or UW – it shall be understood as the University of Warsaw;
  - 16) Act – it shall be understood as the Act of 4 February 1994 on copyright and related rights (consolidated text: Journal of Laws of 2025, item 24);
  - 17) work – it shall be understood as a work within the meaning of Article 1 of the Act of 4 February 1994 on copyright and related rights, which has been published and reproduced with the author's consent and of which copies have been made available to the public, or a distributed work made available to the public in such a way that anyone may access it from a place and at a time of their own choosing;

- 18) user – it shall be understood as a person using the resources of the Repository without logging in or with an account in the UW Central Authentication Service.

### **§ 3 Collection Rules**

1. The Repository collects, permanently archives and provides access to works whose authors or co-authors are employees, doctoral students and students of the University of Warsaw or whose publisher is the University of Warsaw.

2. The works in the Repository are organised into the following collections:

- 1) scientific publications – a collection in which publications of employees conducting scientific activities affiliated with the University of Warsaw, subject to evaluation of the quality of the University's scientific activity, are placed, in particular:
  - a) articles (articles in journals, reviews, post-conference articles),
  - b) monographs (including editing monographs, chapters in monographs, conference proceedings, chapters in conference proceedings);
- 2) diploma theses – a collection of bachelor's, master's and doctoral theses defended at the University of Warsaw;
- 3) other publications – a collection including, among others, teaching materials, reports, working papers, bibliographies, catalogues, commentaries, reviews, multimedia and web documents, research data management plans and miscellanea;
- 4) journals and publishing series – a collection including journals and series published at the University of Warsaw.

2. The Editorial Board of the Repository shall have the right to create further collections and sub-collections of publications, according to the needs of the University.

3. The Repository shall collect final versions of the publications (author's final version or final published version), preprints, reprints, and digital versions of other previously unpublished material.

4. Materials submitted to the Repository shall be included in the collection of the University of Warsaw Library and archived pursuant to Article 28, section 2 of the Act and with respect for the author's copyright.

### **§ 4 Deposit Rules**

1. Depositing publications in the Repository and making them available online via the website: <https://repozytorium.uw.edu.pl/>, according to the rules set forth in the deposit instructions available on the Repository website.

2. Depositing publications in the Repository requires prior login to the UW Central Authentication Service (CAS UW).

3. Authors affiliated with the University, faculty importers of the Polish Scholarly Bibliography [*Polska Bibliografia Naukowa*] (PBN importers) and other employees of the University of Warsaw, in particular librarians of the Library and Information System of the University of Warsaw, are authorised to deposit publications in the Repository.

4. The deposition of works is carried out directly, on the basis of self-archiving by the author or co-author, or indirectly through employees of the University referred to in § 4, section 3.

5. The deposition process consists of completing the appropriate form with metadata describing the publication, attaching a file with an electronic version of the publication and signing by the author the Declaration attached as Appendix No. 1 to the Rules and Regulations.

6. The Author shall fill in the Declaration through the appropriate form available to logged-in users when entering publication metadata. An electronic copy of the signed Declaration shall be forwarded to the Editorial Board of the Repository.

7. If the depositors are persons referred to in § 4, section 3 who are not authors, the form shall be completed on the basis of the data contained in the Declaration.

8. When filling in the Declaration, the author may grant a free or open licence for distribution of the work through the Repository. If such a licence is not granted, the Repository will inform users that use of the publication is possible in accordance with the relevant provisions on fair use or other exceptions provided by law. In cases where certain works cannot be publicly available, the implementation of a time embargo or restricted access is permissible. Broader use will require the consent of the rights holder.

9. The author shall sign the Declaration constituting Appendix No. 1 to the Rules and Regulations, in which they declare, among others, that the work to be uploaded to the Repository does not infringe the rights of third parties, and grants the Repository a non-exclusive, free of charge, time-unlimited, and territorially unrestricted licence.

10. The deposit of a previously published text requires the consent of the publisher to whom the author has transferred the author's copyrights, or to whom they have granted an exclusive licence. Authors are advised to check their agreements with publishers or their policies on making works available to the public in an institutional repository.

11. The deposition process ends with validation of the correctness and completeness of the data and metadata by the Repository Editor.

12. Material submitted to the Repository should be saved in publicly available and up-to-date formats.

13. The Editorial Board of the Repository may refuse to accept a work that does not fulfil the criteria described in § 4.

14. The Repository provides access to metadata of theses (bachelor's, master's and doctoral) downloaded from the University of Warsaw Archive of Diploma Theses.

15. The electronic version of the doctoral dissertation, its abstracts and reviews are publicly available in the Bulletin of Public Information of the University of Warsaw (BIP UW) and on the Repository's website in accordance with the rules and within the deadlines specified by law and the University's internal regulations.

16. Upon completion of the defence, the electronic version of the doctoral dissertation shall be made available by the University of Warsaw Library to the extent resulting from Article 28, section 1, point 3 of the Act, i.e. for research or study purposes through terminals located on the premises of the University of Warsaw. The author of the doctoral dissertation may grant a licence allowing the dissertation to be made more widely available using the Declaration of the Doctoral Dissertation's Author form, attached as Appendix 2 to the Rules and Regulations.

17. Doctoral dissertations which have been submitted to the Library-Information System of the University of Warsaw before the day this ordinance becomes effective shall be made available through this system pursuant to Article 28, section 1, point 1 of the Act – in hard copy, and after their digitisation – pursuant to Article 28, section 1, point 3 of the Act.

18. Texts of other theses may be made available in the Repository on the condition that the author grants to the University a non-exclusive free of charge licence to use the work without time and territorial restrictions.

## **§ 5**

### **Rules for Providing Access**

1. No login is required to view the content of the Repository. Some of the features of the Repository are only available to logged-in users.

2. Access to the metadata of documents deposited in the Repository is open to all interested parties.

3. Metadata may be used without the consent of the copyright holder of the documents for non-commercial purposes only and on condition that the original bibliographic address or Handle/DOI object identifier is provided.

4. Access to full-text versions of documents archived in the Repository shall be open to interested parties within the scope of the licence granted.

5. Copies of documents may be made, without the copyright holder's consent, for personal use or for research and teaching purposes only, provided that the source is cited in accordance with the licence granted by the author.

6. The use of works that have not been made available under a free or open licence is possible in accordance with the relevant provisions on permitted use or other exceptions provided by law. Broader use requires the consent of the rights holder.

7. The requirement to use any of the works is proper citation, that is, the inclusion of the authors' full names, the source (i.e. the title of the work), and a persistent identifier such as a Handle or DOI.

## **§ 6**

### **Storage Rules**

1. The Repository's collections shall be stored on servers belonging to the University of Warsaw for an indefinite period.

2. Works deposited in the Repository shall not be subject to self-editing and withdrawal by authors. At the request of persons referred to in § 4, section 3, it is possible to update, modify or ultimately remove the work through the Repository Editor only.

3. If the deposited work has been removed, the Handle/DOI persistent identifier will be retained for an indefinite period and will direct users to the bibliographic description of the removed file.

4. During the archiving of works in digital format, the Repository shall undertake:

1) to store them unaltered and respect the author's moral/personal rights;

- 2) to change formats, medium and recording technique only to the extent resulting from methodologies for long-term storage of digital information and the necessity to adapt to changes in technology and information technology;
- 3) to use works for archiving and library purposes only;
- 4) not to make them available for commercial purposes.

## **§ 7 Responsibility**

1. A logged-in user shall be responsible for any actions made via their online account.

2. The author shall be fully responsible for the content of the publication, in particular for:

- 1) maintaining standards of scientific reliability;
- 2) upholding research and publication ethics;
- 3) possible infringement of third-party copyrights;
- 4) ensuring the compatibility of the content with the standards of applicable law and good practices.

3. In the case of multi-authored publication, each co-author shall bear sole responsibility for the content of the publication, unless the scope of responsibility of particular authors has been explicitly indicated.

4. Works in breach of the Rules and Regulations or other legal regulations, in particular the Act on copyright and related rights, shall be removed by the Repository Editor without requesting the author's prior consent.

## **§ 8 Personal Data**

1. Personal data collected is processed for the sole purpose of maintaining the Repository.

2. The terms and conditions for processing personal data are defined by the Privacy Policy of the University of Warsaw, available on the website of the Repository.

## **§ 9 Research Data**

Research data produced at the University of Warsaw shall be stored in the University of Warsaw Research Data Repository, <https://www.danebadawcze.uw.edu.pl>, or in a particular field repository.

## **§ 10 Final Provisions**

1. Any comments on issues relating to the operation of the Repository should be addressed to the Editorial Board of the Repository via the form available at the website of the Repository under the Contact tab.

2. The matters not regulated in the Rules and Regulations shall be considered and resolved by the Director of the University of Warsaw Library.

3. The Rules and Regulations enter into force on the day they are signed.



to the Rules and Regulations of the Institutional Repository of the University of Warsaw

## DECLARATION

I. By depositing the work (i.e. a work or an object of related rights) titled

.....  
in the Institutional Repository of the University of Warsaw (ReIn UW), I hereby declare that:

1. I have read and understood the Rules and Regulations of the Institutional Repository of the University of Warsaw, and I hereby accept the provisions contained therein;
2. I hold the copyrights/related rights, or I have obtained the consent of the publisher and co-authors to make the work available in the Institutional Repository of the University of Warsaw;
3. the deposited work does not infringe the rights of third parties, in particular copyrights or related rights;
4. the use of work within the Institutional Repository of the University of Warsaw will not infringe the rights of third parties.

II. I hereby grant a non-exclusive, free of charge licence to use the work without time and territorial restrictions to the University of Warsaw in the following fields of exploitation:

1. digital recording and reproduction of the work;
2. the introduction of the work, or parts thereof, into the memory of a generally accessible computer;
3. the introduction of the work, or parts thereof, into the memory of a generally accessible computer, and I hereby authorise users to make reproductions of the work within the scope of fair use.

III. I hereby grant/do not grant<sup>1</sup> a non-exclusive, free of charge, time-unlimited, and territorially unrestricted licence to the University of Warsaw to make my work available:

a) for all web users on the website of the Institutional Repository of the University of Warsaw (public access)

- CC BY
- CC BY-SA
- CC BY-ND
- CC BY-NC
- CC BY-NC-SA
- CC BY-NC-ND
- within the limits of fair use

b) In the absence of a licence being granted, I hereby consent to the work being made available solely on terminals located within the University of Warsaw Library, to holders of a valid library card, without the right to make copies of the document.

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<sup>1</sup> Delete as appropriate. If you delete "I hereby grant", please tick point III. b). If you delete "I hereby do not grant", please select one of the options in point. III. a).

IV. I hereby grant the Creative Commons Public Domain Dedication (CC0) licence to the University of Warsaw to make the work metadata available in the Institutional Repository of the University of Warsaw.

V. I hereby authorise the University of Warsaw to store and archive the deposited work on digital media, as well as to change its format, medium, and recording technology, where justified by the operation of the Repository.

VI. I hereby grant the authorisation above free of charge.

.....

*place, date and signature*

## to the Rules and Regulations of the Institutional Repository of the University of Warsaw

.....  
 (name and surname of the author of the doctoral dissertation)

.....  
 (name and surname of the supervisor of the doctoral dissertation)

**University of Warsaw**

(an entity awarding a doctoral degree)

**Declaration of the Doctoral Dissertation's Author**

I hereby declare that:

as the author of the doctoral dissertation titled

.....  
 I **am aware** that, pursuant to Article 188, section 1, point 1 and section 3, as well as Article 348, section 1, point 1, letter c and section 3 of the Act of 20 July 2018, the Law on Higher Education and Science, admission to the public defence of my doctoral dissertation shall mean, among others, enabling interested parties to become acquainted with its content both before and after the defence, through the mandatory publication of the electronic version of the dissertation in the Bulletin of Public Information of the University of Warsaw, as well as in the POL-on system.

1. **I am aware** that, by submitting my doctoral dissertation for defence at the University of Warsaw, I consent to its public dissemination in the manner described above, which means that it becomes a distributed work within the meaning of Article 6, section 1, point 3 of the **Act of 4 February 1994 on copyright and related rights**. I am therefore aware that it may be used within the scope provided for in the provisions on permitted use contained in that Act, and, in particular, that the University of Warsaw may make it available in accordance with Article 28, section 1, point 3 of the said Act, i.e. for research or study purposes via the terminals of its IT system located on the premises of the University of Warsaw.
2. **I hereby grant** the Creative Commons Public Domain Dedication (CC0) licence to make my doctoral dissertation metadata available **on the website of the Institutional Repository of the University of Warsaw**.
3. Furthermore, **I hereby grant/do not grant\*** a non-exclusive, free of charge, time-unlimited, and territorially unrestricted licence to the University of Warsaw to make my doctoral dissertation available **on the website of the Institutional Repository of the University of Warsaw**.
  - a. \* in such a manner that third parties will be able to use it in accordance with the relevant **provisions on fair use** or other exceptions provided by law,

**OR**

- b. \* in such a manner that third parties will be able to use it under the **Creative Commons 4.0 Poland licence (also known as the CC licence)** or other language version of this licence, or any further version of this licence published by the Creative Commons organisation.

Therefore, I hereby grant the following licence to the Institutional Repository of the University of Warsaw:

**CC BY / CC BY-SA / CC BY-ND / CC BY-NC / CC BY-NC-SA / CC BY-NC-ND\***

(the full texts of the licences, together with plain-language summaries, are available at: <https://creativecommons.pl/wyberz-licencje/>)

.....  
 Place and date

.....  
 Author's signature

\*circle one