Item 314

ORDINANCE No. 136
OF THE RECTOR OF THE UNIVERSITY OF WARSAW

of 31 July 2025

on the introduction of the Open Science and Scholarship Policy of the University of Warsaw

Pursuant to Article 23, section 1 of the Act of 20 July 2018 – the Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended), in order to implement Regulation (EU) 2021/695 of the European Parliament and Council of 28 April 2021 establishing "Horizon Europe" - the Framework Programme for Research and Innovation, laying down its rules for participation and dissemination, and repealing Regulations (EU) No. 1290/2013 and (EU) No. 1291/2013 (OJ L 170, 12.5.2021, as amended), as well as to implement Commission Recommendation (EU) 2018/790 of 25 April 2018 on access to and preservation of scientific information (OJ L 134, 31.5.2018, as amended), and in line with the recommendations of the minister responsible for higher education and science set out in the document of 23 October 2015 entitled "Development directions of Open Access to publications and research results in Poland", it is hereby ordered as follows:

§ 1

The Open Science and Scholarship Policy of the University of Warsaw, constituting an appendix to this ordinance, is hereby introduced.

§ 2

The Open Science and Scholarship Policy does not infringe upon the provisions of the Rules and Regulations on the Intellectual Property Management at the University of Warsaw (UW Monitor of 2017, item 80).

§ 3

1. The Rector appoints, from among the employees of the University of Warsaw, a Proxy for Open Science and Scholarship, hereinafter referred to as the "Proxy".

2. The primary responsibilities of the Proxy are specified in § 6 of the Open Science and Scholarship Policy of the University of Warsaw, constituting an appendix to this ordinance.

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§ 4

This Ordinance shall enter into force on the day it is signed, with the exception of § 2 and § 3 of the Open Science and Scholarship Policy of the University of Warsaw, constituting an appendix to this ordinance, which shall apply from 1 February 2026.

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

Appendix
to Ordinance No. 136 of the Rector of the University of Warsaw of 31 July 2025
on the introduction of the Open Science and Scholarship Policy of the University of Warsaw

Open Science and Scholarship Policy of the University of Warsaw

In support of the ideal of open science and scholarship, in response to the call from the academic community to ensure broader access to scholarly information, in recognition of the responsibility to use public funds for scholarly research effectively, and in view of the tangible benefits of open access to the latest research results, including increased visibility of the University's academic output, the Open Science and Scholarship Policy of the University of Warsaw is hereby introduced.

The Open Science and Scholarship Policy of the University of Warsaw, hereinafter referred to as the "Policy", outlines the principles of access to publications and research data, as well as the responsibilities of the University of Warsaw and its community members in the area of open science and scholarship.

§ 1
General Provisions

1. The terms used in the Policy shall be understood in accordance with the definitions adopted in the "Rules and Regulations on the Intellectual Property Management at the University of Warsaw", hereinafter referred to as the "UW IPM Rules and Regulations". Definitions of terms not covered by the Rules and Regulations are specified in the Policy.

2. This Policy does not infringe on the provisions of the UW IPM Rules and Regulations.

3. Whenever the Policy refers to:
1) CC0 or Creative Commons Public Domain Dedication – it shall be understood as a declaration by which the author waives their rights to a work to the fullest extent permitted under the applicable legal system;
2) research data – it shall be understood as any digital materials, other than scholarly publications, that are collected or generated in the course of scholarly research and are used as evidence in the research process or are commonly recognised by the academic community as necessary to validate research findings and results;
3) DB UW – it shall be understood as the University of Warsaw Research Data Repository *[Repozytorium Dane Badawcze UW]* – an IT tool for depositing, storing and sharing research data generated at the University of Warsaw or within projects in which the University participates;
4) depositing – it shall be understood as the process of submitting and placing files containing the electronic version of a publication or research data in the University of Warsaw's repositories, describing them with appropriate metadata, and, in the case of publications, also submitting the Depositor's Declaration. the depositing procedure is defined by the rules and regulations of the University of Warsaw's repositories and by the depositing guidelines available on the repositories' websites;
5) gold route – it shall be understood as the provision of open access, either gratis or libre, by the publisher, in particular through the publication of a work in a scholarly journal or monograph; the provision of open access may involve the payment of a publication fee, known as an Article Processing Charge (APC);

6) green route – it shall be understood as the provision of open access, either gratis or libre, by the author through depositing the work in a repository, also referred to as self-archiving;

7) embargo – it shall be understood as a period during which a scholarly publication is not publicly available due to restrictions imposed by the publisher. The publisher adopts a specific publishing policy regarding 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 platforms; the embargo on self-archiving may apply to the preprint, the author's final version or the final published version;

8) FAIR principles – it shall be understood as the guidelines for the proper preparation, management and handling of data; these are the principles of:
a) findability – data should be machine-findable, for example, through the use of standards such as DOI (Digital Object Identifier),
b) accessibility – data should be technically accessible to everyone,
c) interoperability – data should be described using appropriate standards,
d) reusability – data should be made available for reuse by others beyond the original purpose for which they were collected;

9) open research infrastructure – it shall be understood as the entirety of technical, service-related and organisational solutions necessary for the proper implementation of open scholarship tasks;

10) licence – it shall be understood as an agreement that defines the terms and conditions for the use of a work protected by copyright;

11) 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; Examples of open licences include, among others: 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) licences;

12) 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. Examples of free licences include, among others, the Creative Commons Attribution (CC BY) licence and the Creative Commons Attribution-ShareAlike (CC BY-SA) licence;

13) metadata – it shall be understood as structured information used to describe scholarly publications and research data, enabling their unambiguous identification as well as facilitating their retrieval and management;

14) 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;

15) 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;

16) open access – it shall be understood as the digital dissemination of scholarly publications and research data in a manner that allows anyone to access them at a time and place of their choosing (i) and it also denotes the possibility of free-of-

charge and unrestricted technical use of such content in accordance with applicable legal provisions or under a licence permitting limited, free-of-charge and non-exclusive use of the work (commonly referred to as "gratis open access"); or (ii) granting everyone a licence for unlimited, free-of-charge and non-exclusive use of it and and any possible derivative works; a licence may include provisions that impose certain obligations on the user, provided they do not infringe upon the essence of the right to unrestricted, free-of-charge and non-exclusive use. Such obligations may include, for example, the requirement to inform recipients about the author, producer or publisher, the subject of the licence, and its terms; or the obligation to make the licenced material or any derivative works available to others under the same licence (a free licence) – a model referred to as "libre open access";

17) Data Management Plan (DMP) – it shall be understood as a document that outlines detailed principles for managing research data during and after the completion of a research project. It specifies the types of data to be collected, processed or generated, the methodologies and standards applied to the data, as well as the procedures for data sharing and long-term archiving;

18) preprint – it shall be understood as the preliminary version of a scholarly publication, made available prior to peer review and dissemination in the publisher's official version;

19) publications – it shall be understood as:
   a) publications in scholarly journals,
   b) publications in peer-reviewed conference papers,
   c) monographs and chapters in monographs,
   d) doctoral dissertations.
   Within the meaning of the Policy, the term "publications" does not encompass course works, bachelor's or master's theses;

20) Rector – it shall be understood as the Rector of the University of Warsaw;

21) Repository or ReIn UW – it shall be understood as the Institutional Repository of the University of Warsaw (ReIn UW), an IT tool for depositing, storing, and providing access to the scholarly output of the University of Warsaw in a manner that allows anyone to access it at a time and place of their choosing;

22) University or UW – it shall be understood as the University of Warsaw.

4. All masculine personal nouns used in the Rules and Regulations to designate functions or positions shall 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].*

5. This Policy applies to authors affiliated with the University of Warsaw, namely:
1) employees;
2) doctoral students;
3) students;
4) interns, scholarship holders, visiting researchers and other individuals with whom the University has concluded agreements, insofar as the content of such agreements so provides.

6. Authors engaged in research projects financed or co-financed by national or international funding bodies shall adhere to the provisions of the open access policies applicable to such projects.

§ 2
Open Access to Publications

1. Authors shall ensure open access to publications by fulfilling one of the following conditions:

1) depositing the electronic full text of the final published version in the Repository (green route) or, if depositing the final published version is not legally possible, the author's accepted manuscript; and granting a free or open licence, as well as making available the metadata describing the publication under terms consistent with the CC0 waiver;

2) publishing the works in peer-reviewed open access journals, open access publishing houses, or on open access platforms (gold route), and depositing in the Repository the electronic full text of the final published version or, if depositing the final published version is not legally possible, the author's accepted manuscript; as well as granting a free or open licence and making available the metadata describing the publication under terms consistent with the CC0 waiver.

2. In cases where fulfilling the obligation specified in § 2, section 1 is not possible due to publisher agreement provisions, authors shall be required to deposit the preprint of the publication in the ReIn UW and grant an open or free licence. The preprint, accompanied by a link directing to the journal's or publisher's webpage, shall be made available after publication.

3. In cases where the publisher imposes an embargo, authors are required to make the Version of Record or Author's Accepted Manuscript available in the ReIn UW after the embargo period has expired.

4. Regardless of the obligation described in § 2, section 2 authors may deposit the preprint in the ReIn UW, for example, for the purpose of archiving an initial version of the text. Upon publication, the provisions of § 2, sections 1-3 shall apply.

5. Detailed rules for depositing and providing access to publications shall be specified in the Rules and Regulations of the Institutional Repository of the University of Warsaw

6. Authors shall be obliged to inform in advance about the Policy and, as far as practicable, to coordinate the fulfillment of the obligation specified in § 2, section 1:

1) with publishers and other entities holding publication rights (e.g., organisers of academic conferences), including the granting of non-exclusive licences (e.g., Creative Commons licences), which do not contain provisions restricting or excluding the possibility of fulfilling the obligation specified in § 2, section 1;

2) with co-authors of the publication (in the case of jointly authored works).

7. Electronic versions of doctoral dissertations along with their reviews and metadata will be transferred from the Archive of Diploma Theses of the University of Warsaw to the ReIn UW. The provisions of the Resolution of the Senate of the University of Warsaw of 29 June 2022 on determining the procedure for the award of a doctoral degree and a habilitated doctor degree at the University of Warsaw (UW Monitor 2022, item 159) shall apply accordingly.

8. In the case of a doctoral dissertation containing legally protected confidential information, only the reviews, excluding content covered by such confidentiality, shall be made available in the ReIn UW.

9. Authors of doctoral dissertations are required to submit a statement on whether they grant or withhold an open or free licence to the University of Warsaw for making the dissertation available in the ReIn UW after the defense of the dissertation.

§ 3
Open Access to Research Data

1. Authors who have generated or collected research data underlying scholarly publications shall ensure open access to the data in accordance with the principle "as open as possible, as closed as necessary", in particular by:
1) ensuring that research data are prepared in accordance with the FAIR principles;
2) the development and updating (when necessary) of the research Data Management Plan;
3) depositing the Data Management Plan in the ReIn UW and making its content publicly accessible so that anyone can access it at a time and place of their choosing without legal restrictions, e.g., by granting a non-exclusive free or open licence, taking into account regulations regarding personal data protection, classified information or trade secrets;
4) depositing research data in the DB UW or a selected trusted disciplinary repository and providing metadata describing the research data under terms consistent with the CC0 declaration;
5) making research data publicly available so that everyone can access it at a time and place of their choosing without legal restrictions, e.g., by granting a non-exclusive free or open licence, taking into account regulations on personal data protection, protection of classified information, or trade secrets;
6) In case of research data for which public access is not possible, the imposition of a temporary embargo or restricted access requiring a request for access to individual data files shall be permitted.

2. Individuals who have generated or collected research data shall document the actions undertaken in connection with the obligations arising from the Policy and their outcomes in the manner specified by the Rector's Proxy. Documentation constitutes an element of the Data Management Plan.

3. In the event of discrepancies between this Policy and the provisions of funding agreements regarding the sharing of research data, the provisions of the funding agreements shall take precedence.

4. Research data generated through interinstitutional collaboration shall be shared in accordance with a data management plan agreed upon by all partners, taking into account their internal regulations regarding the sharing of research data.

§ 4
Journals and monographs published at the University of Warsaw

1.   It is advisable that agreements concluded by journal and monograph publishers with authors allow them to make their works available in open repositories immediately upon publication. Where this is not possible, the agreements shall specify the procedure and embargo period from the date of publication.

2.   It is recommended that publishers transition to open-access publishing models, which ensure that scholarly publications are freely accessible to readers without any financial or technical restrictions.

3.   It is recommended that publishers adopt free and open licences.

4.   It is recommended that open journals be submitted to the Directory of Open Access Journals (DOAJ) and open books to the Directory of Open Access Books (DOAB).

§ 5
Open Science and Scholarship

1.   Content-related, technical, and training support in fulfilling requirements set out in the Policy shall be provided to authors by:
1)   Editorial Teams of the Institutional Repository of the University of Warsaw and the UW Research Data Repository.
2)   Proxies for Open Science and Scholarship referred to in § 6.

2.   The University supports other aspects of open scholarship (beyond open access to publications and research data), recommending openness at various stages of the research process. This recommendation includes the adoption of practices such as open-source software, open peer review, open research notebooks, open educational resources, and the involvement of non-academic individuals in conducting scientific research (commonly referred to as citizen science).

3.   The University actively participates in national and international forums, engaging in the development of national and international open scholarship policies and practices, in particular through its involvement in the European Open Science Cloud.

4.   The University monitors the implementation of the Policy and conducts regular assessments of its effectiveness, taking into account current mainstream open scholarship practices and adapting the regulations to evolving conditions and the needs of the academic community.

§ 6
Proxies for Open Science and Scholarship

1.   The coordination of the University's activities in the field of open is ensured by the Rector's Proxy for Open Science and Scholarship.

2.   The Proxy's tasks shall include:
1)   informing stakeholders about the Policy;
2)   participating in activities related to the creation, maintenance and development of the University's open research infrastructure;
3)   advising the Policy's addressees on best practices consistent with the Policy;

4) educating the Policy's addressees on open access to publications and research data;
5) monitoring the implementation of the Policy and reporting the results to the University authorities;
6) conducting analyses and submitting proposals to the University authorities regarding the implementation of open solutions at various stages of the research process;
7) coordinating the work of Proxies for open scholarship within the University's individual organisational units.

3. The Proxy shall submit to the Rector a report on the implementation of the Policy for the preceding calendar year by the end of the first quarter of the following calendar year.

4. The appointment of Proxies for Open Science and Scholarship within the University's organisational units is permitted for the purpose of coordinating activities related to open scholarship.

5. The Proxy for Open Science and Scholarship within an organisational unit shall be appointed by the head of the organisational unit in consultation with the Rector's Proxy.

6. The tasks of the Proxy for Open Science and Scholarship within an organisational unit shall include:
1) informing stakeholders about the Policy;
2) advising the Policy's addressees on best practices consistent with the Policy;
3) educating the Policy's addressees on open access to publications and research data;
4) supporting stakeholders in fulfilling the obligations specified in § 2 and 3;
5) monitoring the implementation of the Policy and reporting the results to the Rector's Proxy and the head of the organisational unit.

§ 7
Advisory Committee for Open Science and Scholarship

1. The Advisory Committee for Open Science and Scholarship, hereinafter referred to as the "Committee", shall be appointed by the Rector at the request of the Rector's Proxy for Open Science and Scholarship.

2. The Committee shall consist of:
1) the Rector's Proxy for Open Science and Scholarship, serving as Chair;
2) an employee of the Research Services Office;
3) an employee of the Centre for Technology and Knowledge Transfer;
4) an employee of the Digital Competence Centre of the University of Warsaw;
5) a member of the Editorial Team of the Institutional Repository of the University of Warsaw or a designated employee of the University of Warsaw Library;
6) a member of the Editorial Team of the UW Research Data Repository or a designated employee of the Interdisciplinary Centre for Mathematical and Computational Modelling;
7) an employee of the Department for Information Assets Management.

3. The Committee's tasks shall include:
1) providing support to the Rector, Vice-Rectors and heads of organisational units of the University of Warsaw in adopting open scholarship solutions that comply with

legal regulations, the University's internal regulations and the recommendations of national and international bodies concerning openness policies, technical solutions and information and communication technologies (ICT);

2) formulating recommendations and opinions on proposals regarding the implementation of open solutions at various stages of the research process.