Guidelines for publishing final projects in the institutional repository, O2

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Preface

The final projects are an essential part of the programmes and their performance should serve to integrate the various concepts studied during the programme, enabling students to put their knowledge into practice.

The students who reach the final project have acquired the skills they need to successfully develop it during the various courses.

Even so, it is not always possible to start writing a project from scratch and it may be useful to have a quality reference with which to approach the task of conceptualizing and comparing different approaches.

The fact that students are aware that their work may be published on the Web also encourages them to give their very best to this challenge and has a definite impact on the quality of the projects submitted.

Furthermore, the various accreditation processes endorse transparency processes and, in particular, the open-access publication of final projects.

That is why I encourage you, particularly the programme directors and the final project coordinating professors, to read the "Guidelines for publishing final projects in the institutional repository, O2" written by the UOC's Library and Learning Resources on the basis of the experience acquired in working with all of you over these years.

Carles Sigalés Conde
UOC Vice President for Teaching and Learning

Introduction

In 2016, the latest version of the institutional repository, O2 (hereinafter, the repository) was presented with the intention of promoting open-access publication of the scientific and academic output produced by the Universitat Oberta de Catalunya (hereinafter, UOC) community. Among the many types of document published in the repository, in this document we will focus on the final projects: an opportunity for development of the knowledge produced by the student community.

Open-access publishing of final projects is also supported by the Universitat Oberta de Catalunya's Open Access Institutional Policy (https://biblioteca.uoc.edu/en/page/Open-knowledge-at-the-UOC/), which states in its preamble that: "The need to foster research and teaching in the context of the information society and the facilities provided by digital publishing have led to the creation of an open access (OA) movement for scientific information".

At the end of the first and second semesters, corresponding to the months between January and March and June and September, respectively, the course instructors and coordinating professors encourage the students to publish their projects in open access in the repository. Until now, there were no uniform criteria with respect to the procedures for fostering publication.

At the meetings held in 2015 with a selection of teaching staff from the UOC's different faculties, the different procedures followed to publish in the repository were identified and the information needs on this aspect were compiled. The goal pursued by this document is to answer the information needs and doubts that were raised at these meetings.

This document is intended for coordinating professors, programme directors and other academic staff involved in managing the final projects and their publication in the repository, providing the information needed to mentor students during the process.

First, some general notions are provided on open access that can be shared with the students; the repository; the UOC's publication strategy (self-archiving or green route); the benefits of open-access publishing for professors and students; and a few reflections on the open-access publication of projects in joint university degrees.

Second, the most important section of this document includes a series of guidelines on "Good practices for encouraging publication". This section also includes the conditions for open-access publication of final projects; the guidelines for writing final projects; the criteria for selecting projects for publication; and the communication strategies during the academic period that the teaching staff can apply to their students.

Third, the draft document of the criteria used by programmes for depositing final projects (hereinafter, criteria) is presented. This document seeks to present the current situation with respect to the different procedures used by the programmes and faculties.

Lastly, this document concludes with a brief glossary of commonly used terms when referring to the repository and the open-access publishing of final projects and an email template to request open-access publishing, in Catalan, Spanish and English, that the faculties can adapt to their particular needs.

Remember that open-access publication of final projects not only contributes to permanent, free, open accessibility to published projects in the repository, but also to retrieval of these projects by the various Internet search engines, maximizing their visibility and dissemination by other collecting repositories; to feedback for research and academic activity; and to archival and long-term preservation.

General information

Theoretical rationale of open access and the institutional repository, O2

Open access

The open access (OA) movement is the outcome of the electronic publishing facilities and Internet. This movement advocates permanent, free, open access, without restrictions imposed by certain exploitation rights, to scientific, academic and educational contents with the goal of fostering the accessibility and impact of scientific research, for the benefit of science and society.

Some international declarations about open access:

(2002) Budapest Open Access Initiative (BOAI)
(http://www.budapestopenaccessinitiative.org/read)

(2003) Bethesda Statement on Open Access Publishing
(http://ictlogy.net/articles/bethesda_ca.html)

(2003) Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities
(http://bid.ub.edu/consulta_articulos.php?fichero=15vela.htm)

(2012) San Francisco Declaration on Research Assessment (DORA)
(http://www.ascb.org/dora/)

Institutional repository

According to Crow's definition (2002)[1], an institutional repository is "a digital archive of the intellectual product created by the faculty, research staff, and students of an institution and accessible to end users both within and outside of the institution, with few if any barriers to access. In other words, the content of an institutional repository is:
> Institutionally defined;
> Scholarly;
> Cumulative and perpetual; and
> Open and interoperable."

Open-access publication of final projects

The UOC's strategy for open-access publication of its final projects consists of self-archival (or green route) in institutional or thematic repositories.

In the specific case concerning us, students are asked to self-publish, that is, publish their final projects independently, following the guidelines provided by their teachers.

Benefits of open-access publishing

Generally speaking, open-access publishing helps:

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[1] Crow, R. (2002). The Case for Institutional Repositories: A SPARC Position Paper. *ARL Bimonthly Report 223*.

> Increase the publications' visibility.
> Increase the publications' impact.

And, on a more detailed level, it provides specific benefits both to the students who agree to publish their final projects in open access and to the faculty who supervise these final projects.

For students

By publishing their final projects in open access in the repository, UOC's students give visibility to their academic output. If there is no evidence otherwise, it will be presumed for legal purposes that the author is the person who appears as such in the work, in this case, the published final project.

By publishing in the repository, it is possible to retrieve these projects not only within the repository itself but also on the Web, as entries in the repository are indexed in the Internet search engines. Therefore, a relevant search on the Internet will enable the project to be retrieved from the information available in the record accompanying the project (author(s), title, keywords, abstract, etc.).

Furthermore, with validation of publication of the project in the repository, a handle or permanent URL is assigned that the UOC undertakes to preserve, irrespective of any changes that may be made in the repository's interface. This handle may be shared by the student, with the certainty that the publication record to which it refers will always be retrievable on the Internet.[2]

For faculty

On one hand, as part of the assessment of the UOC's faculty by the Catalan University Quality Assurance Agency (hereinafter, AQU Catalunya), recognition is given for the work in supervising final projects, in the research merits evaluation, alongside the teaching work on doctoral, postgraduate and master's degree courses; supervision of doctoral theses; the ability to form a research group; etc.

This project supervision is assessed from a quantitative, not qualitative, viewpoint as, even though the projects are open access, a thorough review of the documentation will not be performed.

On the other hand, open-access publishing of final projects is rated positively by AQU Catalunya when accrediting the University's various degree courses.

Programmes suitable for taking part in the open-access publication of final projects

All of the officially recognized degrees and the UOC-certified degrees can request open-access depositing of their students' final projects.

As author of his or her project, a student is the holder of the intellectual property rights on that project in its entirety, from the sections, points, etc., in which the project is developed, to the abstract and also the title.

However, among the UOC's degrees, there is a subgroup which must be considered separately. These are the **joint university degrees** or UOC degrees given under a cooperation agreement with other universities.

Except in special cases when students have an agreement with a specific university to publish their final project in its repository or in which they assign some of their rights to this university,

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[2] For more information, see the "Handle" section in "Functioning of the institutional repository, O2".

the repository in which the final project is deposited is a decision that the students must make themselves, accepting the hypothetical consequences that such a decision may have. Under no circumstances will the University be responsible for publishing the project in the repository. Accordingly, there is a possibility that the same project may be published in two university repositories.

The conclusion to be drawn from these reflections would be that **any UOC course coordinator may provide information on the existence of the repository and encourage students to publish their final projects in it**.

However, to facilitate cordial relations with collaborating universities, UOC faculty wishing to put the final projects for a joint degree in the repository are advised to contact their counterparts in the collaborating university (or universities) to inform them of this intention.

Functioning of the institutional repository, O2

Formal aspects of the repository's management

Hierarchical structure

The repository stores published resources in three main sections:

> Academics: this section contains the teaching materials and the learning objects generated by UOC faculty's teaching activity (teaching modules, educational videos, study guides, continuous assessment tests, examinations, examination decisions, etc.), provided that these documents are available under an open-access dissemination licence (https://biblioteca.uoc.edu/en/page/Intellectual-property/?tab=5) and the UOC is holder of the intellectual property rights[3].
> It also contains bachelor's degree projects, master's degree projects or practicums deposited by the students.

> Research: this section contains the open-access publications derived from the UOC's research activity deposited by the teaching and research staff. Doctoral theses, lectures and conference presentations account for a significant proportion, as well as scholarly papers (preprints, postprints, etc.), reviews and book chapters or segments.

> Institutional: other UOC institutional resources that are considered to be of interest to society, such as reports, opening classes, etc.

Each of these sections is structured hierarchically as follows:

Communities
Sub-communities
Collections

The UOC students' final projects are all to be found in the **Academics** section and, within this section, the main communities correspond, to a large extent, to the different courses given by the UOC.

Within the communities, we can find multiple sub-communities, which represent the different branches of knowledge given within the courses. Often, the sub-communities correspond to one or more programmes given by the UOC.

Finally, the last level of the repository's hierarchy consists of the collections. Usually, the collections have names shared between them, which represent the types of documents attached to the items published, and are the "drawer" where the repository's documents are published.
Specifically, the collections where the final projects will be located all share the following designation: "Final degree projects, research projects, etc."

An example of an ordinary hierarchical structure is given below:

Academics
Law and Political Science *[Community]*

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[3] A number of continuous assessment tests and decisions concerning continuous assessment tests can be found in the repository. Likewise, coordinating professors who wish to disseminate in open access sample examinations and decisions concerning examinations can do so.

Political Science and Public Management *[Sub-community]*
Learning materials *[Collection]*
Bachelor thesis, research projects, etc. *[Collection]*

It is important that all the programmes that want their students to deposit their final projects in open access in the repository be represented in the hierarchical structure. In other words, each programme must know the sub-community or sub-communities in which their students will be able to publish their final projects.

Having a sub-community and the corresponding reference collections not only gives students a reference as to where they can publish, but also makes it easier for both students and faculty to carry out searches within the repository.

Any proposal to review, modify or expand the repository's hierarchical structure must use the "Publish in the institutional repository, O2" service form (http://biblioteca.uoc.edu/en/services/publish-institutional-repository-o2) or "The Library Replies" service form (https://biblioteca.uoc.edu/en/about-the-library/the-library-replies/). This way, the staff responsible for managing the repository will receive the proposal and study each case in order to guarantee controlled, consistent growth of the repository's structure.

Handle
The items published in the repository are automatically assigned a permanent identifier called *handle[4]*.

A handle consists of a permanent URL that does not change even if the repository is migrated to a new server, or when changes are made to the system. This handle can be used to cite the repository's publications from other publications or communication media.

The handles assigned by the UOC's repository always start the same way:

http://hdl.handle.net/10609/

And they are accompanied by an additional numeric code that identifies the specific item (eg http://hdl.handle.net/10609/42765).

Languages
The repository's interface is available in 3 languages: Catalan, Spanish and English.

All of the information available in the repository, except for the publication's title and the documents attached to the publications, can be viewed in the three languages mentioned above.

All authors who wish to publish in the repository are advised to enter all the information on the publications form in all three languages, and the keywords and the abstract must be at least in one language.

Platform management
As its name indicates, the institutional repository is a portal belonging to the UOC.

The platform and the repository are managed by Library and Learning Resources.

Library and Learning Resources supervises satisfactory day-to-day operation of the repository, plans changes and improvements, fields requests from the teaching and research communities and from the students, etc.

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[4] You can find more information at: https://www.handle.net/

The UOC community can contact Library and Learning Resources regarding any issue related with the repository's functioning or management. Use the "Publish in the institutional repository, O2" service form (https://biblioteca.uoc.edu/en/service/Publish-open-access-content-in-the-UOCs-O2-repository/) or "The Library Replies" service form (https://biblioteca.uoc.edu/en/about-the-library/the-library-replies/index.html.

Good practices for encouraging publication

Design and formal content of the projects

Conditions for open-access publication of final projects

The option of publishing a document in open access is closely linked with that publication's feasibility.

When a student is asked to publish his or her final project, this document must necessarily comply with the following requirements:
> The project must **not be affected by any confidentiality agreement** with third parties.
> The project must **not infringe** third parties' **industrial and intellectual property rights.**

Regarding the confidentiality issue, different alternatives are available for deleting confidential data and continuing with publication in the repository.
Some options are:
> Whenever possible and preferentially, delete the confidential information from the project.
> Replace real names with designations and other fictitious references.
> Publish only part of the project (eg not publish the product), stating that the published content is partial as some of it has been excluded, and the reason for this removal (if considered appropriate).

Whenever the published project is a partial version of the original, with parts removed for confidentiality reasons, it is recommended that this be stated at the beginning of the document.

It is advised not to publish projects if the document is no longer comprehensible after the confidential parts have been removed.

If the student argues an incompatibility with open-access publication of his or her final project, measures to restrict access to the document can be studied on an exceptional basis.

With the self-publication mechanism, the student expressly authorizes open-access publication, which is why it is asked that the authors publish their project themselves in the repository.

Publication licences

It is recommended that the final projects be published under a Creative Commons licence[5] (hereinafter, CC), which allows changes to be made to the terms and conditions of the licences to use a work (in the case concerning us, the final projects) to make them available to the public under a more or less open regime. It does not replace copyright but rather uses it as a legal starting point.

At the time of publishing, the student should review the various licences that can be assigned and select that which best fits the use that it is wished to make of the project. The repository offers a broad range of CC licences to choose from:

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[5] You can find more information at: http://creativecommons.org/

Attribution-NonCommercial-NoDerivs
(http://creativecommons.org/licenses/by-nc-nd/3.0)

Attribution-NonCommercial-ShareAlike
(http://creativecommons.org/licenses/by-nc-sa/3.0)

Attribution-NonCommercial
(http://creativecommons.org/licenses/by-nc/3.0)

Attribution-NoDerivs
(http://creativecommons.org/licenses/by-nd/3.0)

Attribution-ShareAlike
(http://creativecommons.org/licenses/by-sa/3.0)

Attribution
(http://creativecommons.org/licenses/by/3.0)
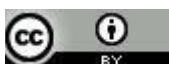
If the student does not expressly choose any of the above licences, the publication is assigned by default the most restrictive licence: Attribution-NonCommercial-NoDerivs - (CC BY-NC-ND, version 3.0 ES) (http://creativecommons.org/licenses/by-nc-nd/3.0/es).

In November 2013, Creative Commons published version 4.0, which is different from the previous versions in that it is international in nature, ie this version has not been adapted to the internal legislations of each country.

Consequently, and to avoid possible legal implications, the licence used by the UOC will continue to be version 3.0.

Guidelines for writing final projects

Several programmes have a guide with basic information about what a final project is and what it involves and instructions or formal design guidelines for writing these final projects.

Each programme has certain requirements that will be covered with different project styles. However, they all share several aspects in common that, if well thought out, will favour publication in the repository and also subsequent retrieval of the documents.

Front cover

Although many final projects include a front cover, there are other formats (eg articles) that do not start with a front cover. The information given below is equally necessary for these other formats and is useful for subsequent publication in the repository, and it is recommended to include it in the project.

✎   The **project's title**, which must describe the project's activity and provide information about what the reader will find.
It is advised to avoid generic titles, such as "Final project for the Bachelor's Degree in […]".
An example of a descriptive title would be:
> *The effects on the environment in new democracies, dictatorships and traditional democracies*

✎ The name of the document's **author** must always be given with forename and two surnames (except for authors who have only one surname).

Authors who recurrently publish documents in the repository should always enter their forename and surname(s) in the same way to make authority control easier[6].

If an author is entered in the repository with different names, he or she will have an author entry for each of the different ways in which the authorship is written, and his or her works will also be retrieved individually for each authorship.

An example would be:
M**ò**nica López Agut ≠ M**o**nica López Agut ≠ M**ó**nica López Agut

When an author is identified always the same way and with forename and surname(s), it enables all the documents published in the repository to be compiled under the same authorship and to differentiate him or her from other authors with similar names (for example, who have similar forename and first surname but not the same second surname).

Continuing with the concept of authorship, authors should also reflect on their digital identity, that is, how they make themselves known on the Web. A person may have different digital identities depending on how his or her forename and surnames are written. Therefore, if an author wishes to compile his or her work under the same identity, he or she must also ensure that his or her name is identical in all the information sources (the repository, Google Scholar, etc.).

✎ The **course instructor's** name must also be given in the project. Identification must follow the same guidelines as for the author:
> Give one forename and two surnames (except for course instructors with a single surname).
> Perform an authority control (always written the same way).

When the student publishes the project in the repository, the course instructor's name will be included in the "Tutor" field of the publication form. Thus, any course instructor who has supervised final projects will appear as contributor to that document's authorship.

✎ The **coordinating professor's** name can also be included in the project. The guidelines for writing it are the same as for the author and the course instructor:
> Give one forename and two surnames (except for coordinating professors with a single surname).
> Perform an authority control (always written the same way).

The coordinating professor's name will be specified in the " Others" field of the repository's publication form. Thus, any coordinating professor who has supervised final projects will appear as contributor to that document's authorship.

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[6] The authority control helps ensure that any access point (in this case, the author's or authors' forename and surname(s)) entered in the repository is unique and disambiguates from similar names.

> ℹ In order to guarantee an **authority control of the names of the course instructors and coordinating professors**, it is recommended that it be they who indicate to the students, as part of the guidelines for performing the project, who they should identify in the project as course instructor and coordinating professor and how.
>
> In addition, the roles of course instructor and coordinating professor can be defined on the basis of the definitions given in the Glossary at the end of this document.

✎ It is also advisable to state the project's **submission date**, considered to be the date on which the student delivers the project for assessment.

This date will that given in the repository as *Publication Date*.

✎ It is also advised to include the **programme's name** (bachelor's degree, postgraduate course, specialization or master's degree) in the project since, if it is published in the repository, this helps make it easier to identify the projects. If a sub-community encompasses projects from different programmes (eg "Conflictology, conflict management and mediation"), anyone consulting the attached project in the publication record will be able to know which programme it belongs to.

By way of information, it is important to mention that the institutional repository organizes the projects for administration purposes in document types that take into account the nature of the qualification for which the final project is performed, distinguishing between bachelor's degrees and master's degrees, but not between the types of bachelor's degree (diploma, pre-EHEA bachelor's degree or EHEA bachelor's degree).

Thus, any final bachelor's degree project, irrespective of its alignment with the Spanish Framework of Higher Education Qualifications (MECES), is placed with the other final degree projects under a single type (considering the diploma, the pre-EHEA bachelor's degree and the EHEA bachelor's degree to be all degree courses) and the final master's degree project and the postgraduate course project are placed together in the category of final master's degree projects. This identification can be seen in the publication record, in the "Type" field.

First pages

We also find information that requires reflection among the first pages.

✎ The **executive summary** must synthesize the project's purpose, the context of application (if it has one), the methodology used and the results and conclusions obtained.

The recommended length is between 100 and 200 words, depending on the detail required in each programme.

Taking into account that the repository's interface is offered in three languages (Catalan, Spanish and English), it is recommended to ask students to write the executive summary in all three languages, with publication in at least one language being mandatory. This will make it easier to transfer this information to the repository.

As a minimum, it would be asked to write the summary in the teaching language (Catalan or Spanish) and English. Except in those cases where the teaching language is English, when it will only be required to write the summary in that language.

✎   The **keywords** must be understood as terms and/or concepts, that is, a set of terms can also be a keyword, for example, "sociocultural animation".

A keyword can be a concept related with the subject of the project (for example: real estate taxation, financial operations taxation, family wealth taxation, etc.) or a concept about the project's type or nature (for example: professional report, documentary research, empirical research project, etc.). It is particularly useful to use keywords to define the nature of the project when we can find different project types within the same sub-community.

As for the executive summary, it is recommendable to ask for the keywords in all three languages of the repository. Or in the teaching language and English. Or only in English if that is the teaching language. The keywords must always be written in at least one language.

It is advised to request between 3 and 5 keywords per project. They can all be chosen by the author or between 1 and 3 of the total number can be provided by the course instructors and coordinating professors, who can specifically define which keywords must be used or provide a list from which the student must choose those that best fit his or her project.

Likewise, the keywords can be provided by the student or students can be asked to choose them from:
> A list drawn up by the course instructors and coordinating professors.
> A thesaurus, or standardized list of concepts.
> If the work includes topics related to women's studies, feminisms, gender, men's studies or LGTBIQ, you must include the keyword "Estudis de gènere", "Estudios de género", "Gender studies", "Gender studies" when you publish your final projects in the O2 Repository UOC.

The number of keywords and the source of reference they are chosen from will be decided by the coordinating professors and course instructors.

The table below summarizes the key aspects that must be considered when asking students to write their projects:

In short…	
Title	✔ Description of the project's action
Author	
Course instructor	
Coordinating professor	✔ Forename and two surnames ✔ Authority control (always written the same way)
Submission date	✔ Delivery date for the assessment
Executive summary	✔ With the project's purpose, application context (if it has one), methodology, results and conclusions ✔ Length, 100-200 words ✔ Languages: Catalan, Spanish and English

Keywords	✔ About the project's subject or type
	✔ "Estudis de gènere", "Estudios de género", "Gender studies" if the project is related to the subject
	✔ Languages: Catalan, Spanish and English
	✔ 3-5 keywords; of these, 1-3 may be defined by coordinating professors and course instructors
	✔ Provided by the students or using lists, thesaurus, etc.

Attached documents that complement the project

As well as finding the final project attached in the publication record, this final project may also be accompanied by other documents with different document formats (eg texts, videos, audio, applications, etc.).

Both the final project and the various additional documents must be attached under a single publication record in the repository.

Thus, the publication record can be used to view the project and all of its attached documents.

Attached file formats in the publication record

Many different files can be attached to a publication record in the repository. Files in whatever format the user may wish can be included: texts, videos, audio, applications, etc.

However, it is recommended that open standards be used for each attached file to ensure long-term preservation of the documents. By being based on open standards, they are free of any legal or financial constraints affecting their use.

However, users can use different formats for their files. We highly recommend you use the **PDF** format (portable document format) for text documents (the final projects, among others) and **MP4** for audiovisual documents, although other formats are also accepted, such as .mpeg, .mov and .flv.

Criteria for selecting projects for publication (publication options)

Final projects will only be published in the O2 **if their mark was a B (8) or better**. **Based on this criterion, faculties (or programme directors) can make a decision regarding a mark upwards of which they recommend students publish their work in open access**.

The key factor in this decision should always be the quality of the final projects published, as these serve to publicize the faculty's highest possible standards. For this reason, faculties should only recommend publication if projects meet the aforementioned criterion.

The final decision of whether or not to publish the work will be taken by the student, who, according to intellectual property law, owns all the rights to the project.

Final projects published in open access must be published in compliance with all regulations concerning intellectual and/or industrial property, and the protection of personal data.

Please remember: when a student is asked to publish their final project, this document must necessarily comply with the following requirements:

> The project must **not be affected by any confidentiality agreement** with third parties.

> The project must **not infringe** third parties' **industrial and intellectual property rights**.

In any case, the student expressly authorizes open access publication through the self-publication mechanism, which is why it is asked that they publish their projects in the repository themselves.

Communication with the students and channels

Communication channels

There are many communication channels between the faculty and the students that can be used to inform about the repository, encourage open-access publication of final projects and provide guidance for publication.

The main communication channels that can be used are listed in the following pages, describing their differential features, main purposes and managers.

✔ The **course plan**

The course plan is a document that is available in the classrooms from the start of the semester. It provides general information about tuition of the course in question and it is recommended to include varied information about the repository:

> What is open access?
> What is the UOC's institutional repository?
> What can be published in open access? What cannot be published? (confidentiality, etc.)
> Etc.

Most people usually consult the course plan at the start of the semester, when the course is beginning. This conditions the information that will be provided there. General, about how the course is structured.

It is a channel for sporadic consultation that students consult to get information about how the course will progress. For this reason, the data it contains must be purely informational, providing general knowledge about the repository so that the student is aware of its existence.

The responsibility for endowing the course plan with information that is relevant for students corresponds to each course's coordinating professor. The coordinating professor is also responsible for periodically reviewing and updating its content.

A sample text for the course plan can be found in Appendix II of this document.

✔ The **virtual classroom's noticeboard and forum**

The virtual classroom's noticeboard and forum are two channels that enable messages to be sent to all the students enrolled on a course. The main difference between them is that the noticeboard is a one-way channel (faculty → students), while the forum is two-way (faculty ↔ students).

Both channels are particularly useful for guiding students during the semester in writing the final project and encouraging future open-access publishing.

To what extent the noticeboard or the forum are used to send messages depends on the criterion applied in each case by the course instructor and the coordinating professor.

The messages posted on the noticeboard and forum are sent to all of a course's students, which conditions their use. Any message that the course instructor or coordinating professor wishes to send only to a specific, smaller group of students should not be sent via the Noticeboard and forum. An example of this restriction would be for messages that are to be sent only to certain authors of projects chosen for publication in the repository. In this case, the recommended channel would be email.

The responsibility for contributing to teaching activity with messages to the noticeboard and the forum is shared by the coordinating professors and course instructors.

✔ **Email**

Email is a resource that allows a more direct, personal contact between faculty and student(s), and vice-versa.

This channel can be used during the entire year to guide project writing and encourage publication, providing information about the benefits of open access. However, this channel takes on particular significance at the end of the year, with a more targeted contact with the authors of the projects chosen for inclusion in the repository. In those cases where a programme wants "certain" final projects in the repository, apply the procedures described earlier in "Criteria for selecting projects for publication (publication options)".

Using this channel, it is possible to give more concise information about how, where, why, etc., for publishing in the repository and continue follow-up to obtain the student's undertaking to publish in open access in the repository.

It is also recommended to use this channel to contact directly the authors of the projects that contain confidential data. Thus, alternative ways of publishing these projects could be proposed that are not detrimental to their authors' interests or even exempting from compulsory publication in the repository, if this is the procedure used by the programme in question.

The responsibility for contacting students by email is shared between the coordinating professors and course instructors.

✔ Other initiatives: preparation of a **non-assessable continuous assessment test**

Apart from the three communication channels mentioned above, as a result of contact with the faculties, a fourth channel has come to light which is used less frequently but is also valid for stimulating publication in the repository, a non-assessable continuous assessment test.

This is a mechanism in which students are required to publish their final project as if it were a continuous assessment test.

This mechanism provides a different type of interaction than with messages sent to the students, which may help draw their attention. However, it is also important to be aware that, with publication of the continuous assessment test in the classroom, it is received by all students, so there is no quality filter regarding publication of the final projects. The possibility is provided of publishing all approved projects.

Communication during the academic period

During the year, the information to be provided to students varies depending on how far along in course they are. Thus, the information to be shared at the start or end of the year is different and also pursues different purposes.

The next page provides a table summarizing the communication actions that the faculty can undertake to disseminate the repository, encourage its use, publish and ensure that the projects published in it are those that the faculties want.

Academic period	Information to be communicated	Manager	Channel(s)	Information source(s)
Start of the semester	It is recommended to inform the students about: - What is open access? - What is the UOC's institutional repository? - What can be published in open access? What cannot be published? (confidentiality, etc.) - What can be found in the UOC's institutional repository? How can it be used? - What are the implications/benefits of publishing in open access? - What is the programme's positioning with respect to the repository? (what is published, what criteria are used to select projects, etc.) * First contact between the student and the repository.	Coordinating professor and course instructor	Course plan	√ Considerations for publishing final projects in the institutional repository, O2 √ *Open Access* section in the Virtual Library's website (https://biblioteca.uoc.edu/en/page/Open-knowledge-at-the-UOC/) √ Reminder issued by the Library, providing information to be communicated
Mid-semester	During the semester, it is recommended to guide students in how to write and submit the final project. Indications can be given from the "Guidelines for writing final projects" in this document.	Coordinating professor and course instructor	The Virtual classroom's noticeboard and forum	√ Guidelines for publishing final projects in the institutional repository, O2 (this document)
Mid-semester	Supervision of the student's work, individualized mentoring on correct development of the project and encouragement to publish the project.	Coordinating professor and course instructor	Email	--
End of the semester	Send a communication (the "Email template for requesting open-access publishing", in Appendix I of this document, can be used as a reference). With additional information, such as: - Reminder about the "Guidelines for writing final projects". - The guide on how to publish a final project in the repository. - Indications concerning the sub-community of the hierarchical structure in which the final projects must be included. - Reminder about the use of the keywords "Estudis de gènere", "Estudios de gènere", "Gender studies", "Gender studies", for projects related to gender.	Coordinating professor and course instructor	Email (for personalized contact) and/or the virtual classroom's noticeboard and forum (to send messages to everyone)	√ Guidelines for publishing final projects in the institutional repository, O2 (this document) √ Reminder issued by the Library, providing information to be communicated

	* Last follow-up action to encourage publication. It is essential to give specific guidelines on **what is valid for publishing**, **how and where** it can be published, and to send this **information only to the people who have selected for publishing**, following the "Criteria for selecting projects for publication".			

Library initiatives

The Library undertakes to carry out actions to support the coordinating professors and course instructors in their efforts to publicize the repository, encourage publication, etc., and also to support students in the publication process.

✓ **Settling doubts and answering queries**

You will find more information on this in the "Settling doubts and answering queries" section on the next page.

✓ **Training activities**

The Library will organize training activities to which it will invite the coordinating professors, programme directors, administrative staff, etc., involved in publication of final projects in the repository. These training activities will focus on the following subjects: the repository's functioning, the actions that can be carried out to guide students in publishing, how to interpret and understand this document, how to agree on the procedures to be followed, etc.

In addition, the course instructors could be offered training capsules, with self-training material that will help them acquire basic skills and knowledge about the repository's functions and uses. Furthermore, the Library staff can also undertake training activities within the framework of the Faculty Seminar organized by the UOC (on-site) and the refresher courses for affiliated teaching staff (virtual).

Lastly, the Library will also consider offering training on demand.

✓ **Issuing reminders**

At the **beginning of the first and second semester** of each academic year, the Library will send a reminder from the "Information noticeboard for faculty" with general information about open access, the repository, use of the repository, etc. In addition, the Library will issue reminders with the cooperation of Tutoring Function and Academic Services – Tutor Support.
This first notice will contain useful information to be included in the course plans of the final project courses and will also enable messages to be sent to the students, by means of noticeboards and forums, with instructions for writing the final projects.

In addition, **when it is nearer to the deadlines for submitting the final projects for both the first and second semesters of each academic year**, the Library, also with the cooperation of Tutoring Function and Academic Services – Tutor Support, will send a reminder stating that when the final projects are handed in, the students can be encouraged to publish in open access in the repository.
Furthermore, the reminder will include a basic email template to send to the students (you can see this template in Appendix I of this document). It is recommended that this email also include:

> A reminder with the guidelines established by the faculties for writing the projects.
> The guide with instructions about how to publish a final project in the repository (already attached by default in the Library's reminder).
> Indications concerning the sub-community of the hierarchical structure in which the final projects must be included.

The reminder issued by the Library may also include informational videos about the repository and its functioning which can be sent to the students and which can also be found in the Library's web portal.

Finally, it is important to remember that the information in the second reminder must target only those students whose final projects have been selected by the programme for publishing in the repository.

Settling doubts and answering queries

The Library offers a number of channels for settling doubts and answering queries. Depending on the group within the UOC community, it is recommended to use one channel in preference to the others to send queries. Thus:

	Students and alumni	Coordinating professors	Course instructors	Administrative staff
The Library Replies	X	X	X	X
"Publish in the institutional repository, O2" service form	X	X	X	X
Reference librarians		X (exceptionally)		

Service for students and alumni

If any query is made by students regarding the functioning, use or publication in the repository that their coordinating professors and course instructors cannot answer, such students should be told to resend their query using one of the following channels:

✔ **The Library Replies**

A service offered by the Library to answer questions about the functioning of the Library itself, its services, resources or collections.

This service undertakes to come back with an answer within a maximum of 48 working hours.

✔ **"Publish in the institutional repository, O2" service form**

This form is linked to the repository publication service offered by the Library. By entering their queries in the query form, students can send any query or incident they may have or that may arise during the repository publication process to the Library's staff.

Once the query has been sent, the Library undertakes to contact the person sending it within a maximum of 48 working hours, and to abide by the deadlines that will be established jointly, taking into account the needs of the person making the query and the ability of the Library staff to give an answer.

The two channels mentioned above will also be those recommended for channelling queries sent by UOC alumni.

Service for coordinating professors

Coordinating professors can send their queries about the repository through:

✔ **The Library Replies**

A service offered by the Library to answer questions about the functioning of the Library itself, its services, resources or collections.

This service undertakes to come back with an answer within a maximum of 48 working hours.

✔ **"Publish in the institutional repository, O2" service form**

This form is linked to the repository publication service offered by the Library. By entering their queries in the query form, coordinating professors can send any query or incident they may have or that may arise during the repository publication process to the Library's staff.

Once the query has been sent, the Library undertakes to contact the person sending it within a maximum of 48 working hours, and to abide by the deadlines that will be established jointly, taking into account the needs of the person making the query and the ability of the Library staff to give an answer.

However, in exceptional cases, they can also contact their reference librarian. This person will channel their query or request and contact the repository's administrators.

Service for course instructors and administrative staff

Course instructors, administrative staff and members of the FUOC's Board of Trustees can send their queries about the repository through:

✔️ **The Library Replies**

A service offered by the Library to answer questions about the functioning of the Library itself, its services, resources or collections.

This service undertakes to come back with an answer within a maximum of 48 working hours.

✔️ **"Publish in the institutional repository, O2" service form**

This form is linked to the repository publication service offered by the Library. By entering their queries in the query form, course instructors and administrative staff can send any query or incident they may have or that may arise during the repository publication process to the Library's staff.

Once the query has been sent, the Library undertakes to contact the person sending it within a maximum of 48 working hours, and to abide by the deadlines that will be established jointly, taking into account the needs of the person making the query and the ability of the Library staff to give an answer.

Dissemination and valorization of the institutional repository, O2

Internal dissemination

The UOC's faculties can publicize the repository by means of various initiatives, for example:

> **By basing the course's first continuous assessment test on the analysis, review, etc., of a final project published in the repository in a previous year**. Students will be given the project's handle so that they can look it up in the repository.

> By providing students with the handles of several **final projects posted in the repository that they can use as good examples to follow** for their own final project. Also to get ideas for choosing the subject of the final project. In this case, specific project handles can be given or that of a specific sub-community from those found in the hierarchical structure.

The key to the above and other initiatives is the **valorization** of the projects already available in the repository, not just as a basis for developing new projects but also as a gateway for creating awareness of the repository and its collection, making use of it to generate new publications.

External dissemination

Once a student has published his or her final project in open access in the repository, there are several possibilities for giving greater prominence to the publication outside of the UOC environment:

> If a coordinating professor considers that one of the published projects is worth a special mention, because of its exceptional quality and uniqueness, the **Library** can **tweet inclusion of the project in the repository** to give it greater visibility.

> Any request to mention a project on the Library's Twitter account must use the channel for settling doubts and answering queries mentioned above (*The Library Replies* or the "Publish in the institutional repository, O2" service, preferably, or a reference librarian, in exceptional cases).

> If a student has a researcher profile and has a profile on Academia[7] or ResearchGate[8], which are both social media for researchers, he or she could be encouraged to include the handle of the final project published in the repository in his or her profile.

> In addition, the UOC fosters use of the unique ORCID identifier[9], which facilitates identification and retrieval of scientific output. Accordingly, as in the previous case, if a student has a researcher profile and the ORCID code, he or she could be encouraged to include his or her final project as a publication and give the repository handle in the profile.

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[7] You can find more information at: https://www.academia.edu/
[8] You can find more information at: https://www.researchgate.net/
[9] You can find more information at: http://biblioteca.uoc.edu/en/research/orcid-open-researcher-id

Criteria used by programmes for depositing final projects

The criteria will be a constantly evolving document that contains the decisions made by each programme with respect to:

> The guidelines for writing final projects that are given to the students.
> The criteria for choosing projects that are eligible for open-access publication in the repository.
> The sub-community or sub-communities that the coordinating professor and course instructors will recommend for publishing the final projects.
> Certain aspects to be highlighted with respect to planning communication with the students, if this should be necessary.

The goal of this document is to put on record the current status of the different procedures used by the programmes involved in open-access publication of final projects in the repository.

This document enables documentation of the processes by which a programme stimulates and fosters open-access publishing, what instructions it gives to its students, etc.

At the same time, it will provide a record of the process used until now, should there be any transfer of responsibilities of any programme's final project coordinating professor.

Development of the criteria

The aim in publishing this document is to encourage the different programmes to agree on certain procedures to be followed. Once these procedures have been agreed, they can contact their reference librarian and send him or her a document with the following information:

Guidelines for writing final projects
Keywords   *(recommended number, chosen by the author?, given by the course instructors and coordinating professors?, source of reference for the selection of keywords, etc.)*
Other guidelines highlighted by the faculties   *(is an executive summary included?, languages?, are the coordinating professor and course instructors identified?, etc.)*

Criteria for selecting projects for publication
(publication procedure used by the Faculties, chosen from among those described in the present document "Guidelines for publishing final projects in the institutional repository, O2" or the faculties' own procedure, in which case it is recommended to assess it jointly with the staff responsible for managing the repository, and a brief explanation)

Sub-community within the hierarchical structure
(sub-community or sub-communities in which students are recommended to publish their final projects)

Communication with students	
(aspects to be highlighted in planning communication with students)	

Editing, updating and access

After compiling the different programmes' criteria, the Library will edit and supervise this document, with the aim of making it accessible to all of the UOC's programmes and faculties.

Although the Library will collect the data provided by the programmes that wish to take part in this. Each programme will be responsible for keeping the information contained in the criteria up-to-date.

This document will be circulated within the UOC; it will not be made known to the students.

> *i*   Although it is not obligatory in any case to take part in drawing up the criteria, the Library recommends the various courses that they put down in writing the decisions made with respect to how publication of the final projects will be guided from now on.
>
> The criteria are intended as a source of reference for obtaining information about the various procedures used by the courses.

Glossary

Self-depositing

A mechanism for independently publishing all types of documents in the institutional repository. In the case of final projects, it consists of independent publishing by students following the guidelines laid out by their teachers.

It is also known as "self-publishing", "self-archival" or "green route".

Collection

The last level of the repository's hierarchical structure. Collections usually have shared names and are the "drawer" where the document is published in the repository,

Specifically, the collections where the final projects are located all share the following designation: "Final degree projects, research projects, etc."

Community

The repository's first level, under the three main sections: *Academics*, *Research* and *Institutional*. To a large extent, a community corresponds to one of the different courses given by the UOC.

Publication form

A document with blank spaces where the student inserts various mandatory data (title, author, date of publication, keywords, abstract, etc.) to describe and provide information about the document published in the repository.

The publication form is the step prior to registering the publication.

Handle

A permanent URL that does not change even if the repository is migrated to a new server, or when changes are made to the system; it is assigned automatically to the items published in the repository.

This handle can be used to cite the repository's publications from other publications or communication media.

Publication licence

A set of conditions for use, copying, distribution and execution of a work, assigned to it by the author. It gives the restrictions and general features for use of the published item.

Course instructor

After enrolling for the final project, the student will be assigned to a classroom and a course instructor. This course instructor is an expert in the area and will monitor the project during the semester. Some of the course instructor's functions will be the following:

> Coordinate with the corresponding coordinating professor to supervise and academically guide performance of the final project by the students assigned to him or her.
> Monitor the students' progress.
> Guide and supervise development of the project, proposing appropriate modifications.
> Take part in the students' assessment process.

During development of the project, individualized, personalized monitoring is required. Accordingly, the student will receive specific guidance and specifications from the course instructor concerning the content and other aspects of the project development process.

Coordinating professor

The UOC's educational model bases its success and quality on its own faculty, who are responsible for guaranteeing the teaching received by the student in the course for which each professor is responsible. His or her main functions are:

> Guarantee adequate development of the teaching activity.
> Design the course plan.
> Plan the activity to be carried out during the semester and review and assess its performance.
> Coordinate and supervise the activity of the course instructors who carry out the course's teaching activity.
> Pay particular attention to the evolution of the students' learning process.
> Take part in the students' assessment process through the Assessment Board.

Publication record

A record published in the repository with all information entered on the publication form. A step after the publication form, once the information entered has been reviewed and validated by the Library staff.

It consists of the item published in the repository, comprising a series of informational metadata and, at least, one attached file.

Institutional repository

An information system that compiles, preserves, disseminates and provides access to an institution's intellectual and academic output.

Sub-community

A middle level in the repository, between the community and the collections. Within a community, there can be multiple sub-communities, which represent the different branches of knowledge given within the courses. Often, the sub-communities correspond to one or more programmes given by the UOC.

Under a sub-community, there can be several collections (eg "Bachelor thesis, research projects, etc.", "Learning materials", etc.).

Appendix I

Email template for requesting open-access publishing

CAT

Benvolgut/Benvolguda,

Els Estudis de la UOC i la Biblioteca Virtual posen a l'abast de tots els estudiants que hagin cursat les assignatures de Pràcticum, Treball Fi de Carrera o Treball Final de Màster un servei per tal que publiquis i dipositis el teu Projecte de Pràcticum o el teu Treball de Fi de Carrera o de Màster a l'O2, el Repositori Institucional de la UOC, amb el propòsit que aquest sigui accessible a través d'Internet en accés obert.

El dipòsit d'aquests treballs serà de lliure consulta per al seu ús docent i de divulgació. En cas que hi hagi dades a protegir, tals com a dades personals o de secret empresarial, aquesta informació l'heu de retirar abans del seu dipòsit. En cas de dubte, consulteu-ho amb el professor col·laborador.

El Pla d'Igualtat de gènere 2020-2024 de la UOC té una acció específica de crear una col·lecció de treballs finals relacionats amb el gènere dins de l'O2 Repositori UOC. Per això, si el teu treball inclou temàtiques relacionades amb els estudis de les dones, els feminismes, el gènere, els estudis dels homes o LGTBIQ, hauràs d'incloure la paraula clau "Estudis de gènere", "Estudios de género", "Gender studies" quan publiquis el teu treball a l'O2 Repositori UOC.

Per tal d'incloure el projecte o treball a l'O2, el Repositori institucional de la UOC, has d'accedir-hi un cop loguinat al campus des de l'aula o bé des de la Biblioteca Virtual (també loguinat), on trobaràs un accés directe al Repositori O2. Per si tens dubtes sobre com dipositar t'adjuntem una **Guia per a dipositar TFC-Pràcticum en el repositori** en el fitxer adjunt.

Tota tramesa serà revisada per la Biblioteca Virtual. Un cop el treball es publiqui, rebràs un correu electrònic informant-te'n, que contindrà una URL permanent del document (*handle*) que pots utilitzar de manera segura per a enllaçar-lo. Amb la publicació al repositori t'assegurem que sempre podràs accedir al teu Treball de final de carrera, de màster o de pràcticum i que ens encarregarem de fer els canvis de format necessaris per a preservar la seva conservació en el futur.

Moltes gràcies per la teva col·laboració!

Per a qualsevol dubte o suggeriment, no dubtis a posar-te en contacte amb la Biblioteca Virtual a partir del servei de Biblioteca Respon

O2, Repositori institucional de la UOC
Biblioteca Virtual de la UOC

CAS

Apreciado/Apreciada,

Los Estudios de la UOC y la Biblioteca Virtual ponen al alcance de todos los estudiantes que hayan cursado las asignaturas de Prácticum, Trabajo Fin de Carrera o Trabajo Fin de Máster un nuevo servicio para que publiques y deposites tu Proyecto de Prácticum o tu Trabajo Final de Carrera o de Máster en el Repositorio institucional de la UOC, O2, con el propósito de que éste sea accesible a través de Internet en acceso abierto.

El depósito será de libre consulta para su uso docente y de divulgación. En caso de que haya datos a proteger, tales como datos personales o de secreto empresarial, esta información debe retirarse antes de su depósito. En caso de duda, consultad a vuestro profesor colaborador.

El Plan de Igualdad de género 2020-2024 de la UOC tiene una acción específica de crear una colección de trabajos finales relacionados con el género dentro del O2 Repositorio UOC. Por ello, si tu trabajo incluye temáticas relacionadas con los estudios de las mujeres, los feminismos, el género, los estudios de los hombres o LGTBIQ, deberás incluir la palabra clave "Estudis de gènere", "Estudios de género", "Gender studies" cuando publiques tu trabajo en el O2 Repositorio UOC.

Para incluir el proyecto o trabajo en O2, el Repositorio institucional de la UOC, tienes que acceder una vez identificado en el campus desde el aula o bien desde la Biblioteca Virtual (también loguinado), donde encontrarás un [acceso directo al Repositorio O2](#). Si tienes dudas sobre cómo depositar adjuntamos una **Guía para depositar TFC/TFMPracticum en el Repositorio** en el fichero adjunto.

El envío será revisado por la Biblioteca Virtual. Una vez el trabajo se publique, recibirás un correo electrónico informándote, que contendrá una URL permanente del documento (*handle*) que puedes utilizar de manera segura para enlazarlo. Con la publicación en el repositorio te aseguramos que siempre podrás acceder a tu Trabajo final de carrera, de máster o de prácticum y que nos encargaremos de hacer los cambios de formato necesarios para preservar su conservación en el futuro.

¡Muchas gracias por tu colaboración!

Para cualquier duda o sugerencia, no dudes en ponerte en contacto con la Biblioteca Virtual a partir del servicio de [Biblioteca Responde](#).

[O2, Repositorio institucional de la UOC](#)
Biblioteca Virtual de la UOC

ENG

Dear all,

Students who have studied a practicum, final degree project or final master's degree project can take advantage of the service offered by the University's faculties and Virtual Library to help them deposit and publish their projects in O2, the UOC's institutional repository, and, thus, ensure their open access from the Internet.

By depositing these works in the repository, they will be freely available for teaching and dissemination. If there are data that need protecting, such as personal details or trade secrets, this information must be removed before they are deposited. If in doubt, contact your professor.

The UOC's Gender Equality Plan 2020-2024 has a specific action to curate a collection of final projects related to gender in the O2 Repository UOC. Therefore, if your work includes topics related to women's studies, feminisms, gender, men's studies or LGTBIQ, you must include the keyword "Estudis de gènere", "Estudios de género", "Gender studies", "Gender studies" when you publish your final projects in the O2 Repository UOC.

To include your project or work in O2, the UOC's institutional repository, log into the Campus or Virtual Library, where you will find a direct link to the O2 repository. We have attached a **guide to depositing final degree projects, final master's projects and practicums in O2, the UOC's institutional repository** in case you have any doubts about how to deposit your work.

The process is reviewed by the Virtual Library. You will be notified by email once the work has been published. This email will contain a permanent URL (or handle) for the document, which you can use to link to it reliably. By publishing your work in the repository, you will always be able to access it and we will take care of any changes required to the format to ensure it is preserved in the future.

Thank you!

If you have any doubts or suggestions, do not hesitate to contact the Virtual Library via the service The Library Replies.

O2, the UOC's institutional repository
UOC Virtual Library

Appendix II
Sample text for inclusion in the course plan

CAT

La Universitat Oberta de Catalunya (en endavant, UOC) treballa per garantir un accés permanent, gratuït, lliure i sense restriccions d'alguns drets d'explotació als continguts científics, acadèmics i docents, per tal d'afavorir l'accessibilitat i l'impacte de la recerca científica duta a terme, en benefici de la ciència i la societat.

És a dir, treballa per garantir la publicació en accés obert la qual contribueix a:

> - L'augment de la visibilitat de les publicacions.
> - El major impacte de les publicacions.

En aquest sentit, la UOC disposa del Repositori institucional de la UOC, O2, (http://openaccess.uoc.edu/) el qual és un portal que recull, difon i preserva les publicacions digitals en accés obert de la comunitat de la UOC elaborades en el desenvolupament de les seves activitats de recerca, docència i gestió.

El Repositori emmagatzema els recursos que s'hi han publicat en tres grans apartats:

> **>** Docència: conté els materials docents i els objectes d'aprenentatge generats per l'activitat docent i dipositats tant per professorat de la UOC (mòduls didàctics, vídeos formatius, guies d'estudi, etc.) com per estudiants (treballs finals de grau, màster o pràcticums).

> **>** Recerca: conté les publicacions en accés obert derivades de l'activitat investigadora de la UOC dipositades pel personal docent i de recerca.

> **>** Institucional: altres recursos institucionals de la UOC que es consideren d'interès per a la societat, com per exemple: memòries, lliçons inaugurals, etc.

Els documents i fitxers publicats al Repositori tenen una llicència Creative Commons (CC), la qual permet modificar els termes i condicions de les llicències d'ús d'una obra per posar-la a disposició del públic amb un règim més o menys obert, sense substituir els drets d'autor, sinó fonamentant-s'hi.

Els documents publicats al Repositori han de complir els següents requisits:

> - No estar afectats per cap acord de confidencialitat amb tercers
> - No vulnerar els Drets de Propietat Industrial i Intel·lectual de tercers

---

CAS

La Universitat Oberta de Catalunya (en adelante, UOC) trabaja para garantizar un acceso permanente, gratuito, libre y sin restricciones de algunos derechos de explotación a los contenidos científicos, académicos y docentes, para favorecer la accesibilidad y el impacto de la investigación científica llevada a cabo, en beneficio de la ciencia y la sociedad.

Es decir, trabaja para garantizar la publicación en acceso abierto la cual contribuye a:

> - El aumento de la visibilidad de las publicaciones.
> - El mayor impacto de las publicaciones.

En este sentido, la UOC dispone del Repositorio institucional de la UOC, O2, (http://openaccess.uoc.edu/) que es un portal que recoge, difunde y preserva las publicaciones digitales en acceso abierto de la comunidad de la UOC elaboradas en el desarrollo de sus actividades de investigación, docencia y gestión.

El Repositorio almacena los recursos que se han publicado en él en tres grandes apartados:

> Docencia: contiene los materiales docentes y los objetos de aprendizaje generados para la actividad docente y depositados tanto por el profesorado de la UOC (módulos didácticos, vídeos formativos, guías de estudio, etc.) como para estudiantes (trabajos finales de grado, máster o prácticums).

> Investigación: contiene las publicaciones en acceso abierto derivadas de la actividad investigadora de la UOC depositadas por el personal docente y de investigación.

> Institucional: otros recursos institucionales de la UOC que se consideren de interés para la sociedad, como por ejemplo: memorias, lecciones inaugurales, etc.

Los documentos y ficheros publicados en el Repositorio tienen una licencia Creative Commons (CC), que permite modificar los términos y las condiciones de las licencias de uso de una obra para ponerla a disposición del público con un régimen más o menos abierto, sin sustituir los derechos de autor, si no fundamentándose en ellos.

Los documentos publicados en el Repositorio deben cumplir los siguientes requisitos:

> No estar afectados por ningún acuerdo de confidencialidad con terceros.
> No vulnerar los Derechos de Propiedad Industrial e Intelectual de terceros.

ENG

The Universitat Oberta de Catalunya (hereinafter, UOC) works to guarantee permanent, free, open access, without restrictions imposed by certain exploitation rights, to scientific, academic and educational contents with the goal of fostering the accessibility and impact of scientific research, for the benefit of science and society.

In other words, it works to guarantee open-access publishing which contributes to:

> Increasing the publications' visibility.
> Increasing the publications' impact.

In this respect, the UOC has its institutional repository, O2, (http://openaccess.uoc.edu/?locale=en), which is a portal that compiles, disseminates and preserves in open access the digital publications generated by the UOC community in the performance of its research, teaching and administration activities.

The repository stores published resources in three main sections:

> Academics: This contains the teaching materials and learning objects generated by the teaching activity and deposited both by the UOC's faculty (teaching modules, educational videos, study guides, etc.) and by students (final bachelor's degree projects, final master's degree projects or practicums).

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