



Frequently Asked Questions about CEU REI

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1. What is CEU Institutional Repository?¹

CEU Institutional Repository (**CEU Rel**) is the institutional repository of Fundación Universitaria San Pablo-CEU (Universidad San Pablo-CEU, Universidad Cardenal Herrera-CEU) and of Fundació Privada Universitat Abat Oliba CEU (Universitat Abat Oliba CEU). This tool is designed to collect, preserve, and disseminate, through Open Access, in accordance with the principles of the open archives movement OAI (Open Archive Initiative), the documents resulting from academic, scientific, and teaching activity, as well as institutional publications in digital format.

The OAI promotes open Access to scientific literature, increasing the impact of researchers' work, improving the scientific communication system, and facilitating access to knowledge. Following this line of commitment to Open Access, Universidad Cardenal Herrera-CEU signed the [Berlin Declaration on Open Access to Knowledge in Sciences and Humanities](#) (May 2013) and approved its [Institutional Policy on Open Access](#) (2014).

2. What can be found in the CEU Institutional Repository?

CEU Rel allows the deposit of all types of digital materials, the result of the different scientific subjects taught at the different universities that make up Fundación Universitaria San Pablo-CEU and Fundació Privada Universitat Abat Oliba CEU, such as: theses, articles in scientific journals (pre-prints, post-prints or final versions), chapters

¹ Types of open access repositories:

- Institutional repositories: a set of services provided by universities or research centres to their community to collect, manage, disseminate and preserve their digital scientific output through an organised, open access and interoperable collection. They are created by the organisations themselves to deposit, use and preserve the scientific and academic output they generate. It implies a commitment by the institution to open access by considering the knowledge generated by the institution as a good that should be available to the whole of society.
- Thematic repositories: they collect the production of certain areas of knowledge at an international level.
- Centralised repositories: these compile the scientific production deposited in open access by researchers from different institutions and in different subject areas.

https://www.recolecta.fecyt.es/sites/default/files/contenido/documentos/2021GuiaEvaluacionRecolecta_vf.pdf

of monographs, monographs, papers and communications in congresses and conferences, audiovisual materials, lectures, etc., as well as documents and materials resulting from the institutional activity carried out by the different services of the Foundation's universities. You will also find works of an academic nature, mainly bachelor's and master's degree final projects.

3. What is the purpose behind the CEU Institutional Repository?

- To store and disclose CEU Universities' scientific, academic, and institutional production/work.
- Academic communication: to favour, promote and increase open access within CEU Universities, which will increase the visibility and impact of both authors and the Institution itself.
- Long-term preservation of stored documents resulting from research activity, guaranteeing their preservation and access using URIs, as well as the migration of formats in the event of technological change.
- To facilitate access to information free of charge.
- To enhance the prestige of the University by showcasing its academic research.

4. What are the advantages of depositing in the CEU Rel?²

- Centralisation: documents are stored in a database, making their retrieval easier and more effective.
- Standardisation: documents are described with metadata subject to international standards, so they can be retrieved from the Internet.
- Increased visibility: authors will see the impact of their work increase.
- Ease of statistical data generation.
- Long-term preservation of digital materials.

² <https://www.rebiun.org/sites/default/files/2017-11/BeneficiosAccesoAbierto.pdf>

- Use of persistent and stable identifiers (URI = handles) for each of the deposited materials as they allow each item to be identified and located.
- Communication and publication channel: faster, cheaper, more comprehensive, and transparent.
- Control of publications: it allows to know everything that has been published by CEU Universities researchers.
- Marketing tool: CEU Universities can enhance their public image, both in the public and private spheres.
- Evaluation: it collects the scientific production and allows the evaluation of the research results of CEU Universities.

5. What is the structure of the CEU Institutional Repository?

The content of **CEU ReI** is organised around 6 communities, which in turn are divided into sub-communities and these into collections, on which each record or item depends, with its archive(s).

The **communities** that make it up are:

- **Research**: it collects the scientific output of our professors and researchers.
- **Institutional**: it houses the documents generated by the institutional activity in the exercise of its function and which are of interest to society.
- **Academic papers**: it contains some of the students' bachelor's and master's degree final projects, and teaching materials created by the professors.
- **Journals**: it collects articles from scientific journals published by CEU Ediciones.
- **Special Collections**: old and valuable collection, which should be preserved.
- **Digital Library Service**: contains the indexes and abstracts of documents held in our collections and has been requested to be partially digitalised.

6. Who can deposit materials in the CEU Institutional Repository?

Only members of the university community of Fundació Universitaria San Pablo-CEU and Fundació Privada Universitat Abat Oliba CEU may deposit materials in the **CEU Institutional Repository**:

- Professors or researchers: research articles, papers for congresses/seminars, teaching materials...
- Doctoral students: theses

7. How can materials be deposited in the CEU Institutional Repository?

CEU Rel is based on a delegated archive, i.e. the deposit of materials is carried out by the technical personnel of the Library responsible for this service in each of the universities.

Professors or researchers who are going to publish research articles, papers for conferences/seminars, teaching materials... must sign the Transfer Contract³ of intellectual property rights between the author and Fundació Universitaria San Pablo-CEU and Fundació Privada Universitat Abat Oliba CEU on a non-exclusive basis before their bibliographic production appears in open access in CEU Rel, where they will accept a series of premises, among them:

- To be the owner of the intellectual property rights.
- To have the authorisation of all co-owners or co-authors when the work has several authors.
- If there is a transfer to third parties, to know under what conditions the exploitation rights have been agreed, it will be necessary to obtain the permission of the publisher.

³ The initiation of the management of the transfer contract shall be carried out by means of an email request: repositorioinstitucional@ceu.es.

For the editorial policies of the vast majority of publishers in the scientific field, it is recommended to consult:

- At the international level, the Sherpa/Romeo database. The tool provides access to the publishers' policy after filling in a few search fields.

Enter a journal title or issn, or a publisher name below:

Journal Title or ISSN	<input type="text"/>	Search
Publisher Name	<input type="text"/>	Search
Browse by Country		Browse by Publisher

After performing the search, the tool will provide the necessary data to know what kind of documents can be uploaded to the repository and under what conditions (embargo).

Published Version	  None  CC BY  PMC 	 Any Website, Journal Website
Accepted Version [pathway a]	  6m  Publisher's Bespoke License 	 Institutional Repository, PMC, Funder Designated Location, +2
Accepted Version [pathway b]	  None  CC BY  	 Any Website, +2
Submitted Version	  None 	 Institutional Repository, Funder Designated Location, Preprint Repository, +1

- At the national level, the Dulcinea database, where publishers are divided by colour according to their Open Access policy:

Listar revistas según color ROMEO

 Blanco (255)	 Azul (1045)	 Verde (558)
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White: no self-archiving is allowed in any case.

Blue: self-archiving of the post-print version of the article (author's or publisher's) is allowed.

Green: self-archiving of both pre-print and post-print is allowed.

In case of doubt, the author (in the case of USP and UAO) or the librarian (in the case of UCH), should contact the publisher to find out its policy regarding archiving in institutional repositories.

8. If the document is produced by more than one author, what should I do if I am interested in depositing it in CEU ReI?⁴

If the work to be deposited has several authors, the procedure will depend on whether it is:

- a **collaborative work**, the joint result of the work of several authors. In this case, the researcher who wishes to deposit the document in **CEU ReI** will obtain written consent from all the authors for its incorporation.
- a **collective work**, created under the initiative and coordination of a single person, in this case it is only necessary that the coordinator or director of the work authorises its dissemination through the repository.

9. What is a pre-print, post-print, or final version of a document?

A **pre-print** is that original document or private copy of the author prior to peer review.

A **post-print** is a document that has passed peer review and the changes or corrections made by the reviewer to the author have been included.

final version is the final version created by the publisher for publication.

⁴ Royal Legislative Decree 1/1996, of 12 April 1996, approving the revised text of the Intellectual Property Law, regularising, clarifying, and harmonising the legal provisions in force on the matter.
<https://www.boe.es/buscar/act.php?id=BOE-A-1996-8930>

10. Can materials be deposited in other institutional repositories?

Yes, the author has the right to place other copies in the repositories of other institutions under non-exclusive agreements, but it is advisable not to disperse the production and thus avoid overlapping. If you leave our Institution, your documents will be kept unless there is a justified reason on either side.

11. Is publication of work resulting from publicly funded projects mandatory?

Yes. According to the State Plan for Scientific, Technical and Innovation Research 2021-2023 (PEICTI), point 4.2 of its Guiding Principles establishes in the section, Transparency and Accountability of the aid granted and the procedure for its awarding, that: *‘Open access to results, understood as scientific publications and research data, of the activities subsidised with public resources. In compliance with the provisions of Article 37 of Law on Science, Technology, and Innovation (LCTI) and the recommendations linked to the European agenda on Open Access and Open Science¹⁰, the work funded through the PEICTI and published in scientific journals shall be deposited in digital format in an institutional or thematic open access repository. In addition, research data should follow the FAIR¹¹ principles and, whenever possible, be disseminated in open access.*

And 2017 Order of the Community of Madrid, regulating aid for R&D programmes, in article 7.8 establishes the obligation to archive in repositories the documents and data of research co-financed with European Union Structural Funds, within a maximum period of 6 months: *‘In accordance with the policy of promoting open access to the results of scientific research promoted by the Autonomous Community of Madrid, which is aligned with the policies and recommendations made in this regard by the European Union, the beneficiary researchers of the programme must provide open access to the results of their research in the institutional repository available for this purpose at their university, public research organisation and/or in the independent repository of the Autonomous Community of Madrid, where they must deposit a copy of the published article or its final version, accepted for publication, together with the working papers, research results, research data and others. They must be deposited within a period not exceeding six months from the time of publication of the article. In line with the provisions of the European Union, the Autonomous Community of Madrid*

will promote open access to digital data generated as a result of the supported actions'.

12. Is it compulsory to deposit doctoral theses in the CEU Institutional?

Yes, for theses read after February 2012, in accordance with Royal Decree 99/2011, of 28 January, which regulates official doctoral studies. Article 14.5 states that *'once the doctoral thesis has been approved, the university will ensure that it is filed in open electronic format in an institutional repository and will send, in electronic format, a copy of the thesis as well as all the necessary complementary information to the Ministry of Education for the appropriate purposes'*.

In the event of any circumstance preventing dissemination under the conditions established in article 14.6 of RD 99/2011, these circumstances must be indicated and the document justifying the privacy-confidentiality of the thesis and the report of the Doctoral Programme Committee must be attached.

Law 14/2011, of 1 June, on Science, Technology, and Innovation for those theses whose author has a grant or funding from the General State Budget. According to article 37.2, *'Research personnel whose research activity is mainly financed with funds from the General State Budget shall make public a digital version of the final version of the contents that have been accepted for publication in serial or periodical research publications, as soon as possible, but no later than twelve months after the official publication date'* and in article 37.3, *'The electronic version shall be made public in recognised open access repositories in the field of knowledge in which the research has been carried out, or in institutional open access repositories'*.

Law 17/2022, of 5 September, which amends *Law 14/2011, of 1 June, on Science, Technology, and Innovation*, devotes article 39 entirely to open science, which would amend article 37 of the previous law. This article sets out:

'1. The public agents of the Spanish Science, Technology and Innovation System shall encourage the dissemination of the results of scientific, technological and innovation activity, and the results of research, including scientific publications, data, codes, and methodologies, to be made available in open access. Free and open access to the results shall be promoted through the development of institutional or thematic open access repositories, either proprietary or shared; 2. Research personnel in the public sector or whose research activity is mainly financed with public funds and who choose to

disseminate their research results in scientific publications, shall deposit a copy of the final version accepted for publication and the associated data in institutional or thematic open access repositories, simultaneously with the date of publication; 3. The beneficiaries of research, development or innovation projects financed mainly with public funds must at all times comply with the open access obligations set out in the grant conditions or agreements of the corresponding calls for proposals. The beneficiaries of public grants and subsidies shall ensure that they retain the intellectual property rights necessary to comply with open access requirements; 4. Research results available in open access may be used by Public Administrations in their evaluation processes, including the evaluation of research merit; 5. The Ministry of Science and Innovation will facilitate access to open access repositories and their interconnection with similar national and international initiatives, promoting the development of systems that facilitate this, and will promote open science in the Spanish Science, Technology and Innovation Strategy, recognising the value of science as a common good and following European recommendations on open science. In addition to open access, and always with the aim of making science more open, accessible, efficient, transparent and beneficial to society, the Ministries of Science and Innovation and Universities, each in their respective areas of action, as well as the Autonomous Communities within the framework of their competences, will also promote other initiatives aimed at facilitating free access and management of the data generated by research (open data), in accordance with the international FAIR principles (easy to find, accessible, interoperable and reusable), to develop open infrastructures and platforms, to foster the publication of scientific results in open access and the open participation of civil society in scientific processes, as developed in article 38; 6. This shall be compatible with the possibility of taking appropriate measures to protect, prior to scientific publication, the rights to the results of research, development and innovation activity, in accordance with national and European regulations on intellectual and industrial property, plant varieties or business secrets'.

For theses prior to *Royal Decree 99/2011*, there is no obligation to deposit them in institutional repositories. However, all of them will be encouraged to put their doctoral thesis openly in **CEU ReI**, for which they should contact one of the people in charge of this service.

13. Can the thesis be deposited in CEU Rel and, subsequently, published in another medium and/or publishing house?

Yes, there is no problem. *The intellectual property rights transfer contract between the Author and Fundació Universitaria San Pablo-CEU and Fundació Privada Universitat Abat Oliba CEU is non-exclusive. Therefore, the author retains intact all his moral and economic rights over the work.*

14. Can a document published in the CEU Institutional Repository be removed?

Yes, the Intellectual property rights transfer contract between the Author and Fundació Universitaria San Pablo-CEU and Fundació Privada Universitat Abat Oliba CEU comes into force on the day it is signed and has a duration of 5 years. These are extendable for periods of 5 years, if one of the parties does not give one month's notice of its wish not to renew the contract.

The author may request the withdrawal of the document for justified reasons, and **CEU Rel** may also take the initiative, informing the author, in justified cases or in the event of a complaint from a third party.

15. What file formats can be included in the CEU Institutional Repository?

You can include files in any format you consider appropriate: text, video, audio, etc. Although **CEU Rel** supports the E-PUB or DOC format, it prefers to work with PDF files and it is recommended that files do not exceed 50MG.

16. What is a URI (Uniform Resource Identifier) or handle?

The handle system⁵ was created for the attribution of unique persistent URLs generated to identify digital documents. The handle is a system for storing the names of digital objects or handles and for identifying them by locating and providing access to digital resources. Unlike most URLs, this identifier does not change if the system is migrated to new hardware, change of domain on the Internet or any other change. It is therefore a reliable, secure, and persistent URL that uniquely identifies the document. Therefore, you can safely use it to link to it and cite it in publications or other media.

It is structured in three parts that make up a URI:

- A server
- A prefix (naming authority) that identifies the producer of handles. For example: universities, journals, etc.
- A suffix (unique local name) that identifies the document.

17. How to contact with CEU Institutional Repository?

Universidad San Pablo-CEU : Officer in charge: Julia Jiménez Rojo
(repositorioinstitucional@ceu.es)

Universidad Cardenal Herrera-CEU: Officer in charge: Antonio J. Romero San Nicolás
(ajromero@uchceu.es)

Universitat Abat Oliba CEU: Officer in charge: Inés Moreno Ruíz (imoreno@uao.es)

⁵ Developed by the [CNRI \(Corporation for National Research Initiatives\)](#).