AZERBAIJAN TECHNICAL UNIVERSITY

Open Access Policy

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1. CONTEXT AND PURPOSE

Azerbaijan Technical University (AzTU) recognises that open access to scientific knowledge is essential for advancing research, innovation, and societal development. The University supports the principles of Open Access and Open Science as fundamental components of a modern academic and research environment.

This policy is developed in accordance with and aligned to the legal and regulatory framework of the Republic of Azerbaijan, including:

- the **Law of the Republic of Azerbaijan "On Education";**
- the **Law of the Republic of Azerbaijan "On Science";**
- the **Law of the Republic of Azerbaijan "On Copyright and Related Rights";**
- the **Law of the Republic of Azerbaijan "On Information, Informatization and Protection of Information";**
- the **normative legal acts, regulations, and guidelines of the Ministry of Science and Education of the Republic of Azerbaijan;** and
- the **decisions, rules, and requirements of the Higher Attestation Commission under the President of the Republic of Azerbaijan (AAK).**

AzTU is committed to ensuring that its research outputs are widely accessible while respecting intellectual property rights, legal obligations, and national interests.

The purpose of this policy is to establish a comprehensive framework for the open dissemination, accessibility, and preservation of research outputs produced at AzTU, while ensuring compliance with national legislation and institutional standards.

2. KEY TERMS AND DEFINITIONS

For the purposes of this Policy, the following terms are used to ensure a shared and consistent understanding of Open Access at AzTU:

- **Open Access (OA):** The free, immediate, and unrestricted online access to research outputs produced at AzTU, enabling users to read, download, copy, distribute, and use the content in compliance with applicable legislation and copyright requirements.
- **Open Science:** A research approach that promotes transparency, accessibility, and collaboration by ensuring that research processes, methodologies, and outputs are made openly available where appropriate and in line with legal and ethical standards.
- **Research Outputs:** All scholarly and scientific materials generated within AzTU, including journal articles, conference papers, theses and dissertations, monographs, educational materials, research data, and other digital outputs covered by this Policy.
- **Institutional Repository:** The official digital platform of AzTU for the collection, preservation, and dissemination of research outputs, ensuring their long-term accessibility and compliance with Open Access requirements.
- **Copyright and Related Rights:** Legal protections granted under the legislation of the Republic of Azerbaijan that regulate the ownership, use, and distribution of intellectual works, which must be respected in all Open Access practices.

- **Licensing:** The mechanism through which authors define the conditions for the use, sharing, and reuse of their research outputs, ensuring lawful dissemination in accordance with institutional and national requirements.
- **Research Data:** Data generated or collected during research activities at AzTU, which may support publications and must be managed, stored, and shared in accordance with legal, ethical, and institutional standards.
- **Metadata:** Structured descriptive information about research outputs (such as author, title, abstract, and publication date) that enables their identification, discovery, and proper management within the Institutional Repository.
- **Confidential and Restricted Information:** Any information that cannot be made openly accessible due to legal obligations, contractual agreements, intellectual property protection, or national security considerations, as outlined in this Policy.

3. APPLICABILITY

This policy applies to all academic and research activities conducted at AzTU, including those carried out by academic staff, researchers, doctoral and master's students, postdoctoral fellows, and relevant administrative units.

The policy covers scholarly outputs including, but not limited to, journal articles, conference papers, theses and dissertations, monographs, educational materials, research data, and other digital research outputs.

4. GOVERNANCE

The **University Council** approves this policy and oversees its implementation at the institutional level.

The **University administration** ensures compliance with applicable national legislation and provides strategic direction and allocates the necessary institutional resources.

The **Research, Development and Reputation Department** coordinates the implementation of this policy, monitors compliance, and provides guidance on research dissemination and Open Access practices.

The **Library Information Center** manages the Institutional Repository and provides technical, informational, and advisory support to researchers regarding Open Access, copyright, and data management.

Researchers and academic staff are responsible for ensuring the lawful dissemination of their research outputs, compliance with copyright and licensing requirements, and the timely deposit of publications and related materials in the Institutional Repository.

Relevant **administrative and academic units** support the implementation of this policy within their respective areas of responsibility and ensure alignment with institutional procedures.

5. PRINCIPLES, RISK AREAS, AND INSTITUTIONAL STANDARDS

The implementation of Open Access at AzTU is guided by the following principles:

- compliance with the legislation of the Republic of Azerbaijan;
- transparency and accessibility of research outputs;
- protection of intellectual property rights;
- ethical and responsible research conduct;
- accountability in the use of public and institutional research resources;
- protection of sensitive, confidential, and restricted information.

6. IMPLEMENTATION

AzTU shall ensure the effective implementation of this policy by:

- developing and maintaining appropriate digital infrastructure, including the Institutional Repository;
- providing training, guidance, and awareness programmes on Open Access and research dissemination;
- supporting researchers in copyright, licensing, and publishing matters;
- monitoring compliance and reporting on Open Access performance.

7. COMPLIANCE

Compliance with this policy is mandatory and may be linked to academic evaluation, promotion procedures, eligibility for institutional research funding, and fulfilment of national academic requirements, including those established by the Higher Attestation Commission.

Failure to comply may result in administrative limitations related to research support and evaluation processes.

8. EXCEPTIONS

Exceptions to this policy may be granted in cases involving legal or contractual restrictions, confidentiality requirements, intellectual property protection, or national security considerations.

All exceptions must be justified and approved in accordance with institutional procedures and applicable legislation.

9. FINAL PROVISION

Azerbaijan Technical University is committed to fostering an open, transparent, and legally compliant research environment. Through this policy, the University ensures that its research outputs are accessible, visible, and aligned with both national requirements and international academic standards.

10. POLICY EVOLUTION

This Policy is reviewed every two years or earlier where legislative changes, institutional developments, or monitoring outcomes require revision. Reviews consider evidence, stakeholder feedback, and international best practice. Revisions are approved through established governance processes. Procedural or operational changes are implemented through supporting instruments and do not form part of this Policy.

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SUSTAINABLE DEVELOPMENT GOALS

