

# UNIL's Open Access Directive (SERVAL)

## The Directive

<https://www.youtube.com/embed/ciepfzo7XWk>

### Full text

The full text of Directive 4.6 (FR) can be found [here](#).

### Context

UNIL's mission is, among others, to transmit knowledge and develop science through teaching and research, as well as to foster the development of intellectual life and the dissemination of culture. Through the research it conducts, UNIL contributes to the **development, progress** and **prosperity** of the community, and is responsible for safekeeping the scientific heritage that it generates.

In line with this, UNIL supports and promotes the principle of **Open Access** to scientific knowledge particularly through the use of its institutional repository, SERVAL.

## What and who does it apply to?

### Compulsory

To **all members of the UNIL community** who are authors of a scientific publication. For the purposes of this Directive, a **scientific publication** is either an article or a book extract, provided that they have been divulged.

**Highly recommended**, but left to the discretion of authors (who will decide whether depositing and sharing is feasible based on possible copyright restrictions).

**Any other form of scientific publication**, such as books in their entirety, doctoral theses, monographs, presentations, posters and conference proceedings, research reports, technical reports and working papers, master's theses, privat-docent theses and press articles.

## Complying with the Directive in three steps

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Creating a record

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This step is **mandatory** and **must be completed no later than at the time of publication**.

1. All authors must create a record in SERVAL containing the bibliometric data of the publication (metadata).
2. The record must be linked to all UNIL/CHUV co-authors.
3. The record must be linked to the UNIL/CHUV units where the research leading to the publication was performed (these may be different from those to which the authors are attached at the time the record is created).

[How to create a record for a publication with DOI/PMID.](#)

[How to create a record for a publication that does not have a DOI/PMID.](#)

## Depositing the PDF

DEPOSER\_EN.png

This step is **mandatory** and must be completed **no later than at the time of publication**.

1. All authors must include in each record a version of the publication (PDF) in question, providing it exists in digital format.

2. The version of the document, as well as any access restrictions, are determined by the copyright holder (most often the Publisher).
3. Authors are required to deposit the version of the publication that is most widely available. If necessary, this may be the author accepted version before the publisher's final layout (postprint).

[How to add a PDF to a record.](#)

## Sharing the publication (Open Access)

**PARTAGER\_EN.png** UNIL **strongly recommends** authors to complete this step **as soon as possible** in accordance with the principles set out in the Swiss National Strategy on Open Access of swissuniversities.

1. Authors benefiting from external research funding will primarily comply with the Open Access rules of said organization, if they exist.
2. [All forms of Open Access](#) are accepted (including Hybrid Access, provided it is covered by a transformative Read & Publish agreement).
  - As far as the [Green road](#) is concerned, the author is required to deposit the most widely shareable version of the manuscript of the publication and to [negotiate with the publisher](#) (if necessary) the shortest possible embargo period.
3. Sharing the publication in academic social networks (**ResearchGate, Academia**, etc.) as well as personal or project websites **is not considered** an Open Access dissemination modality (although it a link leading to the deposited PDF in SERVAL can be shared in those platforms).

Got any doubts concerning your rights and obligations regarding Open Access publishing for one of your articles? Ask [Papago, your Open Access personal assistant!](#)

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