



Institutional Rights Retention Policy

CU-RIO-POL-19.0 – V1

About this policy

Cranfield University produces research of world-class quality. We are committed to ensuring our research outputs are freely accessible to the benefit of all, especially where that research has been publicly funded.

[Rights Retention](#) aims to ensure that authors can deposit their paper where they see fit. Authors can disseminate their work as widely as possible while also meeting funder and any future REF requirements.

This policy recognises that it is not necessary for an author to sign over their copyright or grant an exclusive licence to a publisher for their work to be published or disseminated.

How Rights Retention works

Traditionally, publishers require that authors sign a Copyright Transfer Agreement. The only way to access the article after publication is to pay for it. Rights Retention is based on the simple principle that authors and institutions should retain some rights to their publications. Follow the guidelines below and include the rights retention statement in your article **at the point of submission** and in your covering letter to the publisher so they are fully aware of your intent.

With this policy, Cranfield asserts a non-exclusive, irrevocable, worldwide license to deposit the work under a CC BY licence. This allows authors to post their author accepted manuscript (AAM) in the institutional repository with no embargo, to facilitate free global access to anyone who could benefit from the research.

Policy

1. This policy applies to all scholarly published output, including journal articles, conference papers, monographs, text books, book chapters, and collections of essays, and to that output from both Cranfield staff and students.
2. The ownership and definition of scholarly output at Cranfield university is outlined in the University's IP Policy.

3. The University strongly encourages authors to make other research outputs such as datasets and software as openly available as possible, as early as possible, especially if mandated by funders.
4. The author will include a simple statement in their output which makes it clear to the publishers at the submission stage that they assert their rights over their work. This should be done in the Acknowledgements section and in any covering letter.

'For the purposes of open access, the author has applied a Creative Commons Attribution (CC BY) licence to any Accepted Author Manuscript version arising from this submission.'

NB: It is very important that this is done at the submission stage before the publisher accepts the work for publication.

5. Upon acceptance of publication, the author grants the University a non-exclusive, irrevocable, worldwide, sub-licensable licence to make manuscripts publicly available under open access principles as per the terms of a [Creative Commons Attribution licence CC BY](#) (or under an alternative licence if requested e.g. by third party funder). This does not prevent authors from publishing their work in a venue of their choice, but it does grant the University the right to make the accepted manuscript openly available without embargo.
6. The author will ensure that an electronic copy of the accepted manuscript of each scholarly output is provided to Library Services through the usual manuscript deposit process as defined by the Library.
7. Library Services will ensure that the provided Author Accepted Manuscript (AAM) is deposited in the University repository, with information about the work (metadata) usually available immediately upon deposit, under a Creative Commons Attribution (CC BY) licence.
8. The University recognises that there may be situations outside an author's control where it is not possible to follow this policy exactly, e.g. if you are not the corresponding author, or if the work requires a more restrictive licence. It will be permissible to voluntarily opt out of the requirement for immediate open access upon publication, or the assignment of a CC BY licence. However, this may cause the research output to be non-compliant with funder terms and conditions or requirements for future Research Excellence Framework submissions. To opt out, authors should contact [Library Services' Research Support team](#) with details of the publication and the reason it should be excluded from the policy. Library Services will also provide support for any queries relating to this policy.
9. Research publications should acknowledge all authors, funding, and Cranfield University, following best practices and using standard persistent identifiers [wherever possible](#).
10. This policy will apply to all output submitted for publication from **1 January 2024**. It will not be applied retrospectively.

Related policies

[Intellectual Property \(IP\) Policy](#)

[Open Research Policy](#)

Document control

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